

Minutes of the Aurora Public Library District Board of Trustees

June 28, 2021 Meeting

The Aurora Public Library District Board of Trustees met on June 28, 2021, at the Aurora Public Library.

The meeting was called to order at 6:17 pm by President Ben Turner. In attendance were Board members Brenda Watts, Sue Manford, Angela Burkhardt, Jascia Robinson, Randy Dennis, and Michelle Ryan. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present.

New Board Member: Jascia Robinson took the Oath of Office to replace Mary Fields on the Library Board of Trustees. Her appointment was made by the Dearborn County Council, and her term will expire on January 23, 2022.

Board Meeting Minutes: Watts made a motion to accept the minutes from the May 24, 2021 Board meeting. The motion was seconded by Manford, and the motion carried.

Librarian's Report

Summer Reading is off to a great start at the Aurora Public Library District. Kids and adults are excited to be getting back to the library, and we've seen some familiar faces who haven't been in for months. An additional Storytime session was added at the Aurora Public Library on Monday mornings to accommodate more families. Today, children had an opportunity to read to Penelope, a therapy dog. This program was provided free by a volunteer, but the Library District is giving a donation to PAWS as an honorarium. There will be 2 more opportunities for this as the summer goes on. July will feature some additional programs at the library buildings, with most programs designed for limited registrations. The Dillsboro Fun Outside Day and the Silly Safari programs can accommodate more attendees.

ABC Academy and Little Red Schoolhouse brought children to the Aurora Public Library for tours and an orientation to Summer Reading activities.

Dean and Bobbie Gates attended a virtual training on eliminating toxicity in the workplace. Dean is planning to request that Spirit Seminars provide this training on the staff work day on October 11th.

The marketing team has brought consistency and a professional look to our social media and in-house marketing. Following Summer Reading, we will be working to implement marketing targeting those members of the community who are not current library users.

A motion was made by Manford and seconded by Dennis to accept the Librarian's Report. The motion carried.

Old Business:

Staffing: Katie Bunnell was hired as a Full-Time Library Assistant effective June 11, 2021. She comes to us with library experience at both the Cincinnati/Hamilton County Public Library and the Lawrenceburg Public Library.

New Business

Telephone (VOIP) service agreement: Telephone service is provided to the Library District through Educational Networks of America (ENA). The company has repackaged some of their services, so our

monthly cost will be decreasing from \$321.55 to \$265.71 per month. Dean requested that the Board approve continuing the VOIP service through ENA. A motion was made by Ryan and seconded by Watts to continue using ENA for voice services. The motion carried.

Landscape work: Dean reported that Brumblay Gardens will be performing seasonal maintenance of the landscaping at all three buildings during July. For an additional fee, they have been asked to also prune the shrubbery near the downstairs entrance to the Dillsboro Public Library and to spray for weeds in the lower Dillsboro parking lot.

Health Insurance: The Library District's current health insurance plan is being eliminated by Humana, and our policy renewal date is September 1, 2021. The Board considered options on a spreadsheet provided by our insurance agent, Don Leslie. A motion was made Dennis and seconded by Ryan to accept the renewal package offered by Humana. The motion carried. Dean will notify employees immediately to give them time to prepare for a change in coverage.

Online Auction for "Fill the Pool": New Seasons Estate Sales is partnering with the City of Aurora to host an Online Auction running July 8-15. Businesses are encouraged to donate items or gift baskets. Dean requested that up to \$200.00 from the Gift Fund be used to purchase items for gift baskets that can be donated to the auction. A motion was made by Manford to donate gift baskets up to a value of \$200.00. The motion was seconded by Watts, and the motion carried.

Air Conditioning unit at the Dillsboro Public Library: Dean reported that one of the A/C units at Dillsboro required maintenance during June. This unit is original to the building. Tom Thiemann of TS Repair Service submitted a quote to replace the unit for a cost of \$3,550.00. A motion was made by Burkhardt to accept the quote for replacing the unit. The motion was seconded by Dennis and the motion carried.

Finances

Operating Fund: Progress has been made on the transfer of the Operating Fund to Civista Bank. Dean and Hall-Louden received training on payroll and automatic check procedures for Civista and are hoping to make the next payroll out of the Civista account. Once new checks arrive for the Civista account, that account will be used for paying bills.

Revenues Received:

Property Taxes	\$586,316.56
Financial Institutions Tax	\$2,075.64
License Excise Tax	\$51,343.04
Local Income Tax	\$23,143.42
Commercial Vehicle Excise Tax	\$1,926.00

Investments: A CD in the Library Investment Reserve Fund was renewed with interest for a total of \$220,367.24.

Claims: A motion was made by Ryan and seconded by Dennis to accept the following June 2021 claims:

119e-128e, 10252-10293, and 506975E-507009E totaling **\$80,082.96**.

These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

Treasurer's Report: The May 2021 Treasurer's Reports were presented. A motion was made by Manford and seconded by Ryan to accept the reports. The motion carried.

Burkhardt made a motion to adjourn the meeting at 6:47 pm. The next meeting will be held at the Aurora Public Library on July 26, 2021 at 6:15 PM.

Respectfully submitted,

Michelle Ryan
Michelle Ryan, Secretary

Gwendolyn White

Sue Maxford

Angela Burkhardt

[Signature]

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