

Minutes of the Aurora Public Library District Board of Trustees

April 23, 2018 Meeting

The Aurora Public Library District Board of Trustees met on April 23, 2018, at the Aurora Public Library. President Ben Turner called the meeting to order at 6:04 pm with Angela Burkhardt, Sue Manford, Michelle Ryan, and Dorothy Svara present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall Loudon were also present. Maureen Eller arrived late and Randy Dennis was not able to attend.

A motion was made by Burkhardt and seconded by Manford to approve the March 26, 2018 meeting minutes. The motion carried.

Librarian's report

Jeannie Summers and Stephanie Seimer have been hired as full-time employees. Jeannie will begin on April 30th and Stephanie will begin on May 29th. Bobbie Gates has requested to step down as the Aurora Branch Leader. She has returned to her former position of Public Services: Library Assistant. She will continue to train our new staff members.

A staff meeting was held on April 9th. At this meeting, staff members were provided their required annual training on Internal Controls. At the staff meeting, we honored Patty Tibbs who will be retiring in April from the library with a cake. Patty also received lots of love and good wishes from the Dillsboro patrons during her last week at the Library.

Peggy Dean and Cathy Wilkymacky both visited local elementary schools as guest readers for Drop Everything and Read. Staff members also served as judges for the 2018 St. Mary's Young Author books. Shelby Austin and Ashton Richards are starting a book club for high school students; the first discussion will be in May on the book *The Night Circus*.

Plans are coming together for the Summer Reading Program and we are beginning to receive donations from local businesses. We will be partnering with the Southeastern Indiana Art Guild, the Hoosier Hills Literacy League, and the Aurora Recreation and Community Center (ARCC) for programs.

The Director's office has been repainted. Some of the staff computers at APL have been upgraded to Windows 10 models.

Financial accounts are in the process of being changed to include Dean as a signatory. The Safe Deposit box at First Financial Bank has been emptied.

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

Old Business

The paperwork for the Treasurer's Bond which was administered at the last Board Meeting was signed by all members who were present on March 26, 2018.

New Business

Because the Library's Long Range Plan is not current, a request for a waiver must be submitted for that portion of the Indiana Public Library standards. The request must be submitted by May 18, 2018 and must include a timeline for correcting the deficiency. This request was approved by consensus.

Dean recommends that we begin soliciting quotes for a new Health Insurance Plan for full-time employees to go into effect for 2019. This action was approved by consensus.

The pre-budget worksheet has been submitted to the SBOA. Our expected dates are August 27, 2018 for the Public Budget Hearing and October 22, 2018 for the Projected Budget Adoption.

Dean presented two requested changes to the APLD web page: more "Staff Picks" and including minutes from past APLD Board meetings. Minutes will not be made available online until they are approved at the Board Meeting the following month. Ryan made a motion to approve these changes and the motion was seconded by Manford. The motion carried.

A local ecumenical group has requested to use the Aurora Public Library lawn to pray on the National Day of Prayer (May 3, 2018). If there is inclement weather, the group would like to move the prayer inside the Library. Dean will take time off work to attend this event as a private citizen. Dean will also have someone from the group complete the Facility Use Request Form. After discussion, this was agreed on by consensus.

Finances

A motion was made by Ryan and seconded by Eller to accept the following claims: 001313-001320, 008599-008644 and 505921E -505944E totaling \$75,899.46. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

A motion was made by Eller and seconded by Ryan to approve the March Treasurer's report. Motion carried.

Next meeting will be at the Aurora Public Library on Monday, May 21, 2018.

Manford made a motion to adjourn the meeting at 6:32 pm.