

Minutes of the Aurora Public Library District Board of Trustees

October 22, 2018 Meeting

The Aurora Public Library District Board of Trustees met on October 22, 2018, at the Aurora Public Library. President Ben Turner called the meeting to order at 6:37 pm with Sue Manford, Michelle Ryan, Angela Burkhardt, Maureen Eller, and Dorothy Svava present. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Randy Dennis was unable to attend.

A motion was made by Eller and seconded by Manford to approve the September 24, 2018 Board Meeting minutes. The motion carried.

Librarian's Report

The September 25, 2018 Talk About Aurora Program was held at the Hogan Township Volunteer Fire Department and was attended by 80 people, including many who do not regularly attend the history programs. A donation was made to the Fire Department for their work in helping us host the event there.

October 15th was a staff work day and included a meeting for all full-time employees, as well as time for work on individual projects. Dean was also able to meet with each employee individually to discuss on-going projects and professional development goals.

A Fall craft program was held at both branch locations. The craft was developed by Cathy Wilkymacky, and she was assisted by Stephanie Siemer.

Dean attended a "Leadership Toolkit" webinar presented by Kimberly Brown Hardin of the Indiana State Library. She also attended a webinar on Local Government which was hosted by the Purdue Extension Office.

On November 17, 2018, SIEOC Head Start will be using the basement area at the Dillsboro Public Library for a family event. Head Start has previously held events in our building and the programs have been well-attended, so library staff will use this as an opportunity to promote the 1,000 Books Before Kindergarten program.

Dean has rewritten the Staff Procedures Manual.

Old Business

Family Medical Leave: Jessica Rowlett began her unpaid leave on October 18.

Long Range Plan: Dean will be meeting with a small group of community members on October 29th to get input about the Long Range Plan. Dean would like to see the following areas incorporated into the Long Range Plan:

- Library security (training and updated camera system)
- Improved marketing
- Programs to reach new demographics
- Plan for comprehensive collection management
- Updated Library furnishings

New Business

Unpaid Family Leave for Shelby Austin: Full-time employee Shelby Austin has submitted a request for unpaid leave. A motion was made by Burkhardt and seconded by Ryan to approve the unpaid leave. The motion carried.

Finances

US Bank: Dean requests that the Board authorize Cathy Wilkymacky and Rose Trog to make deposits only to the Aurora Public Library District account. A motion was made by Burkhardt and seconded by Manford to add the two staff members to the list of employees approved to make deposits. The motion carried.

Postage Fund: Request to transfer \$50.00 from the Operating Fund to the Postage Fund. A motion was made by Manford and seconded by Ryan to approve the transfer. The motion carried.

2019 Library Budget: Dean requests the Board adopt the following amounts for the 2019 Budget.

<u>Budgets</u> Amounts	<u>Operating/General</u> \$ 1,216,021.00	<u>Rainy Day</u> \$125,000.00	<u>Library Improvement Fund</u> \$150,000.00
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A motion was made by Svava and seconded by Eller to adopt the 2019 Budget. The motion carried.

Claims: A motion was made by Ryan and seconded by Svava to accept the following claims: 001360-001366, 008892-008928 and 506089E-506114E totaling \$60,774.78. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

A motion was made by Manford and seconded by Svava to approve the September Treasurer's Report. Motion carried.

The next meeting will be at the Aurora Public Library on Monday, November 26th, 2018.

Eller made a motion to adjourn the meeting at 7:04 pm.

Respectfully submitted,



Maureen Eller, Secretary











