

## Minutes of the Aurora Public Library District Board of Trustees

### September 28, 2020 Meeting

The Aurora Public Library District Board of Trustees met on September 28, 2020, at the Aurora Public Library.

The meeting was called to order at 6:23 pm by Vice President Randy Dennis. In attendance were Board members Brenda Watts, Mary Fields, and Angela Burkhardt. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Mary Fields performed the role of Acting Secretary, in the absence of the Board Secretary.

**Board Meeting Minutes:** Burkhardt made a motion to accept the minutes from the August 24, 2020 Board meeting. The motion was seconded by Watts and the motion carried.

### **Librarian's Report**

The Library participated in the Aurora Garden Club's Fall in Love with Aurora decorating contest. Winners will be announced on September 30<sup>th</sup>.

The adult book discussion groups from both the Aurora Public Library and the Dillsboro Public Library are meeting through Zoom in a combined monthly session, led by Ron Nicholson.

Staff Training on October 12<sup>th</sup> will be for all staff members, except for our high school employee. We will be training on professionalism, circulation procedures, and on some of our electronic resources. The day will also include a refresher on using and assisting patrons with e-readers and other methods of using digital books.

### **Old Business:**

**Social Media Policy:** Dean presented a Social Media Policy to be approved by the Library Board. The policy will be added to the Library website and will be available on request at all Library locations. The following notice will also be added to patron registration forms:

Social Media: The library reserves the right to post pictures from library sponsored or co-sponsored programs on social media. The library will not identify members of the public in social media posts without verbal or written consent. If the subject is under 18 years of age, consent must be given by the parent or legal guardian. The Social Media Policy is available at [www.eapld.org/about](http://www.eapld.org/about) or by request.

A motion was made by Burkhardt and seconded by Watts to approve the Social Media Policy. The motion carried.

**Library Board Training:** The Lawrenceburg Public Library is hosting three hours of training for Public Library Board members. The training will be held on Tuesday, October 6, 2020 from noon until 3 pm. Topics covered by a representative of the Indiana State Library will be:

- The Public Library Trustee: A general overview of what trustees do and how.
- The Public Library Trustee and the Public Library Director – Governance and Management
- Committees, Meetings, and the Open Door Law.

## New Business

**Groundhog removal:** For approximately two weeks, there was a groundhog who had taken up residence next to the foundation in front of the Aurora Public Library. A local trapper was contacted and he set up a trap behind the shrubbery. The groundhog was not captured, but does not appear to still be in the area.

**Vandalism:** Dean reported two incidents of vandalism on Library property. The first involved teens who damaged some of the shrubbery at the Aurora Public Library. This happened after closing, but was observed by a staff member who lives nearby. The police were called, but the teens had already dispersed. The second incident involved someone breaking concrete landscape pavers in the parking lot of the Local History Depot. The pavers were not from Library landscaping. However, the non-emergency police number was called for informational purposes. No damage was done to the parking lot.

**Christmas Programming:** Dean requested that the Library District be given the option of offering a day of outside holiday programming at the Aurora Public Library if Main Street Aurora proceeds with a limited version of Miracle on Main for 2020. A motion was made by Burkhardt to allow limited outside programming in December of 2020. The motion was seconded by Watts and the motion carried.

## Library Maintenance

**Landscaping:** Brumblay Gardens has completed the seasonal maintenance of landscaped areas at all three buildings. They have also been asked to prune back the shrubbery in front of the Aurora Public Library.

**Snow Removal:** Dean requested approval to hire Brumblay Gardens to do the winter snow removal for the Library District. A motion was made by Burkhardt and seconded by Watts to offer the contract for snow removal for winter of 2020-2021 to Brumblay Gardens. The motion carried.

**Smoke detectors:** Dean reported the smoke detector in the basement at the Local History Library was upgraded with a combination smoke and carbon monoxide detector and the battery was changed in the smoke detector in the main room of the Depot.

## Finances

**September LIT Distribution:** Dean reported the Library District received a Local Income Tax (LIT) distribution of \$22,321.50.

**Claims:** A motion was made by Fields and seconded by Watts to accept the following September claims: 001543-001549, 009888-009932, and 506745E-506769E totaling \$71,540.84. These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

**Treasurer's Report:** The August 2020 Treasurer's Report was presented. A motion was made by Watts and seconded by Fields to accept the report. The motion carried.

Next meeting will be at the Aurora Public Library on Monday, October 26, 2020 at 6:15 pm. This meeting will include the adoption of the 2021 Library Budget.

Burkhardt made a motion to adjourn the meeting at 6:47 pm.

Respectfully submitted,

*Mary Fields acting secretary*  
Mary Fields, Acting Secretary

Brandi Lee

no

Michelle Ryan

Sue Manford

Angelis Burkhardt

B. J.