

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

### **December 20, 2021 Meeting**

The Aurora Public Library District Board of Trustees met on December 20, 2021, at the Aurora Public Library.

The meeting was called to order at 6:15 pm by President Ben Turner. In attendance were Board members Brenda Watts, Angela Burkhardt, and Michelle Ryan. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present.

**Board Meeting Minutes:** Burkhardt made a motion to accept the minutes from the November 22, 2021 Board meeting. The motion was seconded by Watts, and the motion carried.

### **Librarian's Report**

Dean attended another webinar provided by State Board of Accounts covering the changes to financial reporting of capital assets for public libraries. Based on the information provided, Dean has written a new Capital Assets Policy to be presented at tonight's meeting. The new policy covers both the material threshold for reporting types of assets and the method of depreciation to be used.

Emily Combs has completed her student practicum with the Library District. She has completed her Ivy Tech program and will be pursuing further library science studies at Northern Kentucky University.

Craft programs for teens and adults were presented by Jessica Rowlett at both Aurora and Dillsboro in December. Take-It Make-It crafts have also been provided for patrons during the month. Olivia Bowers will be starting a monthly teen game night, with the first event planned for January 25<sup>th</sup>.

As early as February, we will be changing the Overdrive consortium that provides our patrons with downloadable digital content. We are currently part of the Indiana Digital Download Consortium which will be merging with the Evergreen Digital Consortium to form a new Indiana Digital Library. All current content will be transferred to the new consortium. The Indiana State Library has agreed to cover the platform costs for Overdrive for all participating libraries. Our Library District will continue to pay a minimum of \$3000.00 each year, but now \$1,000.00 of that will go into a shared pool for content which will be purchased by a team of volunteers. It is hoped that having a team to actively manage current holds for popular items will decrease the average wait times for patrons. Bobbie Gates will be taking part in training in January and is looking forward to volunteering for the collection team. Staff are working now to assess what will need to be changed with marketing and on the web page after the name of the consortium changes.

Jascia Robinson's appointment to the Board will expire on January 23, 2022. This was a partial term appointment to fill the spot vacated by Mary Fields. Jascia has agreed to serve for another four years. The request for reappointment has been submitted to the Dearborn County Council for vote on January 19, 2022.

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

## **Old Business**

**Water Coolers:** The cooler at APL requires a replacement part and we are hoping to have the repair scheduled soon.

**Pay adjustments:** Staff have been notified of the approved pay adjustments which will begin with Pay Period 1 of 2022.

## **New Business:**

**2022 PLAC Cards:** The fee for PLAC cards in 2022 will remain at \$65.00. The PLAC cards may be purchased by Indiana residents to allow access to any library in the state.

**Capital Asset Policy:** Dean requested that the Board approve the Capital Asset Policy which will establish material thresholds for placing items on the Capital Asset Ledger and which will establish the methods of depreciation to be used on the Annual Financial Report. A motion was made by Ryan and seconded by Watts to accept the Capital Assets Policy as presented. The motion carried and a copy of the policy will be filed with the minutes.

**2022 Library Operating Hours:** Dean recommended that the Library Operating Hours remain the same in 2022.

<i>Aurora Public Library</i>	<i>Monday, Wednesday, Friday Tuesday and Thursday Saturday</i>	<i>10:00-6:00 10:00-8:00 10:00-3:00</i>
<i>Dillsboro Public Library</i>	<i>Monday – Friday Saturday</i>	<i>10:00-6:00 10:00-3:00</i>
<i>Local History Library @ the Depot</i>	<i>Tuesday, Thursday Third Saturday of the month Closed</i>	<i>10:00-6:00 10:00-3:00 12:30-1:00</i>

A motion was made by Burkhardt and seconded by Ryan to maintain the 2022 Operating hours as shown above. The motion carried.

**Election of 2022 Board of Trustees Officers:** The following slate of 2022 Board Officers was nominated by Ryan and seconded by Watts. The officers were elected.

**President: Randy Dennis**

**Secretary: Michelle Ryan**

**Vice President: Ben Turner**

**Treasurer: Angela Burkhardt**

## **Finances**

**2022 Budget:** Dean has received the 1782 Notice for the 2022 Library Budget.

**Library District revenues:** The Library District has received the following revenues since the November 22, 2021 Board meeting:

- Fall Property Tax Settlement of \$414,718.60
- CVET Distribution of \$1,925.00

- FIT Distribution of \$3,707.44

**Treasurer's Bond:** Angela Burkhardt took the oath of office for the Treasurer's Bond.

**Authorization to pay bills through December 31, 2021:** A motion was made by Ryan and seconded by Burkhardt to authorize the payment of Library bills through December 31, 2021. The motion carried.

**Resolution to pay 2022 bills with prior approval:** A Resolution to pay 2022 bills with Prior Approval was presented by Dean. Ryan made a motion to approve the Resolution and Watts seconded the motion. The Resolution was approved and will be filed with the minutes.

**Resolution to transfer funds between major fund categories:** A Resolution was presented by Dean to transfer funds between major fund categories to balance the 2021 budget. A motion was made by Ryan and seconded by Burkhardt to approve the Resolution. The Resolution was approved and a copy will be filed with the minutes.

**Resolution to transfer funds from the Operating Fund to the Rainy Day Fund:** Dean presented a Resolution to transfer \$125,000.00 from the Operating Fund to the Rainy Day Fund. A motion was made by Ryan to approve the resolution to transfer that amount to the Rainy Day. The motion was seconded by Burkhardt and the motion passed. The Resolution will be filed with the minutes.

**Claims:** A motion was made by Ryan and seconded by Watts to accept the following December 2021 claims: 000024E-0000031E, 010491-010528, and 507126E-507149E for a total of **\$63,362.66**

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

**Treasurer's Reports:** Ryan made a motion to accept the November Treasurer's Report. The motion was seconded by Burkhardt, and the motion carried.

Burkhardt made a motion to adjourn the meeting at 7:17 pm. The next Board meeting and a meeting of the Board of Finance will be held at the Aurora Public Library on January 23<sup>rd</sup> at 6:15 PM.

Respectfully submitted,

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Michelle Ryan, Secretary

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