

Minutes of the Aurora Public Library District Board of Trustees

September 27, 2021 Meeting

The Aurora Public Library District Board of Trustees met on September 27, 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, and Randy Dennis. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Jascia Robinson arrived after the beginning of the meeting.

Board Meeting Minutes: Dennis made a motion to accept the minutes from the August 23, 2021 Board meeting. The motion was seconded by Manford, and the motion carried.

Librarian's Report

Dean has been working with Jamie Haney on updating both the Staff Procedures Manual and the staff training process. Dean and Haney will be working together to train the next new hire, following the new training document which spells out each skill for which staff members need to develop proficiency. This document will also be provided to current employees to help identify any areas that need retraining.

Emily Combs, our IVY Tech intern, has completed her work on the Teen non-fiction collections and will be providing take-home craft kits for children in October and November. She is also working on a display and other promotions for Native American Heritage Month in November.

Library Card Sign-up Month is coming to a close. The marketing team worked very hard to promote our services, but the number of new signups has not been as large as we hoped for.

On Tuesday evening, October 19th, Ron Nicholson will be hosting a program featuring the ghost stories of Charles Dickens. The program will begin at 6:30 PM at the Aurora Public Library.

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

Old Business

US Bank: The former Operating Fund at US Bank has been closed. The account will continue to show up on the Treasurer's Report until the account is removed from the accounting software at the end of the year. The Foundation checking and savings accounts are also closed.

New Business:

JCO Cleaning Service: Dean has approved an additional day of janitorial service each week at the Dillsboro Public Library, beginning this week. Both the Aurora and the Dillsboro Public Libraries will be cleaned every Monday, Wednesday, and Friday. The Local History Library is cleaned each Friday.

Resolution to join the Indiana State Library Consortium for Public Library Internet Access: Dean presented a resolution to join the State Library Consortium for internet services. This Consortium provides the Library with funds that cover much of our internet costs each year. A motion was made by Dennis and

seconded by Burkhardt to join the Consortium for the time period 7/1/2022 – 6/30/2023. The motion carried.

Security cameras: The Library has received a price quote for installing security video equipment at all three buildings. Dean would like authorization to seek out an additional quote and present the options at the October Board meeting. This was approved by consensus.

Other equipment updates: Dean would also like to price the options for replacing existing water fountains with “filling stations” and to move forward with replacing the public copiers with an option that would allow patrons to send a fax and to print wirelessly. The Board authorized Dean to seek quotes for these projects.

Finances

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

- From Civista Bank: 000006E- 0000011E, 010377 – 010414 for a total of \$68,224.69.

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

Treasurer's Reports: Manford made a motion to accept the July Treasurer's Report. The motion was seconded by Watts, and the motion carried. Dennis made a motion to accept the August Treasurer's Report. Robinson seconded the motion, and the motion carried.

Burkhardt made a motion to adjourn the meeting at 6:44 pm. The next meeting will be held at the Aurora Public Library on October 25, 2021 at 6:15 PM.

Respectfully submitted,


Sue Manford, Acting Secretary










