

Minutes of the Aurora Public Library District Board of Trustees

November 22, 2021 Meeting

The Aurora Public Library District Board of Trustees met on November 22, 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, Jascia Robinson, Michelle Ryan, and Randy Dennis. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present. Board member Sue Manford was unable to attend.

Board Meeting Minutes: Burkhardt made a motion to accept the minutes from the October 25, 2021 Board meeting. The motion was seconded by Watts, and the motion carried.

Librarian's Report

Dean and Hall-Louden both attended the virtual 2021 Public Library Annual Report Workshop which covered changes to both the Indiana State Library report and the Annual Financial Report. The State Library will be collecting statistics differently in 2022 in regards to virtual programming and will require attendance statistics for children to be separated into 2 different age ranges. In 2022, the Annual Financial Report will require public libraries to depreciate their book collections. Dean will be attending another workshop on that topic on December 7th.

The Dillsboro Public Library used book sale will be featuring the special price of \$1 / bag from now through the end of December. We have had lots of donations and are hoping to thin out the number of books on hand. Kyle Miller, the Dillsboro Elementary school principal, will be bringing students in grades 4-6 to the book sale tomorrow to let each student purchase a book. Dean will also be speaking to the students about library services during their visit.

The Library District provided Hillforest with Nutcracker bookmarks and a list of Nutcracker books and movies to handout during the Nutcracker Tea on November 20th. Dean will be working with Jada Ankenbauer on a Book Lovers Tea in 2022.

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

Old Business

Refrigerator at the Dillsboro Public Office: A new refrigerator was purchased at Lowes for the Dillsboro Library.

Revise the Holiday schedule for 2022: The schedule has been revised to correct a mistake. Two floating holidays will be needed in the 4th quarter of 2022. A motion was made by Robinson to accept the schedule with the change. The motion was seconded by Ryan, and the motion carried.

Update of water coolers: The water cooler was installed at Aurora on Friday. However, it was making a loud humming noise and has been turned off until Clark Mohr can contact the manufacturer. The cooler at Dillsboro will be installed on Tuesday. The installations required electrical outlets and piping to be moved to fit the new model of cooler. When the installations are complete, the drywall will need to be patched and the walls repainted.

New Business:

Maintenance Projects: Dean reported on the following maintenance items:

- When moving forward on the maintenance items discussed last month, the Purchasing Policy specifies when multiple bids must be obtained and when a competitive bidding process must be used. Dean recommends moving forward to get 3 bids for a new roof on the Aurora Public Library.
- Tom Thiemann has performed the seasonal maintenance on the heating and air conditioning units at all buildings.
- R. J. Lewis has also been working in all the building to replace lightbulbs and correct lighting issues. One of the large security lights in the Dillsboro parking lot is not working. The repair will require a bucket truck to be rented.

Salaries and Pay Rates for 2022: Dean reported that it is becoming difficult to hire employees in the position of Librarian Assistant at the current pay rates. The Board discussed options for both a Cost-of-Living-Adjustment (COLA) and for shifting pay rates upward. The Suggested Salary Schedule shown below was presented by Dean as a way of increasing staff pay.

Position	2021 range	2022 range
Director	\$50,000 - \$100,000/year	same
Librarian I-V	\$20.00 - \$40.00 / hour	same
Specialist II (Business Manager)	\$20.00 - \$40.00 / hour	same
Library Assistant Full-Time	\$12.00 - \$22.00 / hour	\$15.00 - \$22.00
Library Assistant Part-Time	\$10.00 - \$14.00 / hour	\$13.00 - \$16.00
Lib. Assistant Student Part-Time	\$8.25 - \$10.00 / hour	\$11.00 - \$13.00
Student Event Staff Part-Time	\$7.25 - \$8.99 / hour	\$9.00 - \$11.00

A motion was made by Ryan to accept the 2022 Salary Schedule as presented, but to also maintain each employee's relative position within the pay range for their position. The motion was seconded by Dennis and the motion carried. Because this gives most employees a generous increase in pay, there will be no COLA for 2022.

Finances

Investments: Dean reported that a CD in the Barrott Memorial Fund matured on 10/24/21 and was repurchased with \$3,108.41 in interest added to the purchase.

Claims: A motion was made by Ryan and seconded by Robinson to accept the following November 2021 claims: 000018E-0000023E, 010453-010490, and 507102E-507125E for a total of **\$62,299.29**

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 September Treasurer's Report. The motion was seconded by Watts, and the motion carried.

Burkhardt made a motion to adjourn the meeting at 7:29 pm. The next meeting will be held at the Aurora Public Library on December 20, 2021 at 6:15 PM.

Respectfully submitted,

Michelle Ryan

Michelle Ryan, Secretary

Debra J. White

Angela Burkhardt

Boyle
