

Minutes of the Aurora Public Library District Board of Trustees

March 7, 2022 Meeting (rescheduled from February 28, 2022)

The Aurora Public Library District Board of Trustees met on March 7, 2022, at the Aurora Public Library.

The meeting was called to order at 6:20 pm by President Randy Dennis. In attendance were Board members Brenda Watts, Angela Burkhardt, Ben Turner, Sue Manford, Jascia Robinson, and Michelle Ryan. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present.

Board Meeting Minutes: Manford made a motion to accept the minutes from the January 24, 2022 Board meeting. The motion was seconded by Turner, and the motion carried.

Librarian's Report

The Overdrive merger into a new Indiana Digital Library consortium is underway, with most of the digital content already transferred. Library patrons will have to sign into the new consortium the first time they use it.

Indiana is no longer under a Public Health Emergency. Due to this change, 100% virtual attendance at Library Board meetings is no longer allowed. A legal memo by the lawyer for the Indiana State Library was issued on 8/2/2021 and outlines when virtual participation is permissible.

The Library District received a donation of two picture books from the Dearborn County Farm Bureau (*My Family's Soybean Farm*).

I appreciate the time off to be with my mother during her last two weeks. That absence will leave me with approximately 7 days of Paid Time Off at the completion of my term as Director. My last day at the library will be Friday, March 11.

The Annual Report for the Indiana State Library has been submitted and the Annual Financial Report has been submitted.

I am working now to provide folders of information that will assist the new Director including:

- Facility issues that should be addressed
- Staffing concerns and job applications that have been recently received
- Incomplete financial issues
- Contact information for vendors and organizations, and a complete list of logins for software and websites.

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

Old Business

Program for waiving fines: The fine forgiveness program ended on February 28, 2022. The total amounts of the fines waived were \$279.90 at the Aurora Public Library and \$37.19 at the Dillsboro Public Library.

Key Lockbox at the Dillsboro Public Library: The lock box has not been ordered yet. Dean requested clarification on whether she should order it this week, or if the Board would like to wait until a new Director is hired. By consensus, Dean was directed to place the order.

New Business:

Landscaping Contracts for 2022: Brumblay Gardens has submitted contracts to take care of the seasonal landscaping maintenance at all three buildings. The prices will remain the same as for 2021. A motion was made by Ryan to accept the landscaping contracts. The motion was seconded by Burkhardt and the motion carried.

Lawncare for 2022: Dean was notified by Slayback Lawncare that they are willing to cut the grass for the Library District at the same price as in 2021. A motion was made by Watts and seconded by Burkhardt to continue to use this lawn service. The motion carried.

Moore's Hill Book Discussion Group: Dean has been leading this monthly book group and will be meeting with the members later this evening. Dean recommends that this group be suspended until the new Director can do an assessment of ongoing programs. Members would be offered the choice of attending one of the groups at Aurora or Dillsboro, or having one member check out an existing book set to discuss without a Library staff member present. Ron Nicholson, who leads the other groups might also be willing to lead a third discussion each month. A motion was made by Ryan and seconded by Manford to approve this plan for the Moore's Hill Book Group. The motion carried.

Transition Items: The Board discussed the following transition items for the period of hiring a new Director.

- Interviews for the Director position are scheduled for Monday, March 14th at the Dillsboro Public Library.
- Dean reported that he ordering of books and other items for the collection has been halted.
- A motion was made by Ryan for the Library District will be handled through the Business Office until a new Director is in place. The motion was seconded by Burkhardt and the motion carried. This will be done in lieu of appointing an interim director.
- The Board discussed delaying the next Board meeting by one week, but decided against that.

Finances

Local Income Tax Revenue (LIT): The Library has received \$21,750.92 in Local Income Tax.

Claims: A motion was made by Ryan and seconded by Turner to accept the following February 2022 claims: 000041E-0000050E, 010569-010618, and 507186E-507221E for a total of **\$94,631.60**

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 January 2022 Treasurer's Report. The motion was seconded by Watts, and the motion carried.

Burkhardt made a motion to adjourn the meeting at 7:04 pm. The next Board meeting will be held at the Aurora Public Library on March 28th at 6:15 PM.

Respectfully submitted,

Michelle Ryan, Secretary
