

Minutes of the Aurora Public Library District Board of Trustees

June 27, 2022 Meeting

The Aurora Public Library District Board of Trustees met on Monday, June 27, 2022, at the Dillsboro Public Library.

The meeting was called to order at 6:28 pm by President Randy Dennis. In attendance were Board members Angela Burkhardt, Ben Turner, Sue Manford, Michelle Ryan, Jascia Robinson. Business Manager Janet Hall-Louden and Director Leslie Sutherlin were also present. Sutherlin took notes.

Board Meeting Minutes: Burkhardt made a motion to accept the minutes from the May 23, 2022, Board meeting. The motion was seconded by Manford, and the motion carried.

Librarians Report: Sutherlin shared her activities for the past month.

Staff--She reviewed a staff resignation and 3 new hires. Teacher helpers are being sought to help with summer programming.

Building and Technology--She shared many building updates, including vandalism at Aurora on the back wall. Repairs were made by Jacob and Gary Creemer of the outdoor steps, the lower level beam at APL, the wall repair and painting at APL water fountain, and paint and work in the Director's office. Crossman Fire and Safety changed batteries on the exit signs and adjusted the brackets for the fire extinguishers at DPL. Clark Mohr replaced the leaking water heater at APL. Tom Theimann helped with an HVAC drain clog. Midwest data has begun the process of replacing the towers on staff computer stations and updating software at both APL and DPL.

Continuing Education and Meetings--Sutherlin shared various meetings she made on behalf of the library with vendors and community members. She had staff do a training on Outlook for the upcoming switch to Outlook email. She has started using a weekly staff newsletter as a way to communicate with the staff. She presented at the Batesville School Splash conference on ebooks.

Collections and Materials--Sutherlin also shared that she has done some training on selection and will be dividing up Award lists so that the library can be sure to have those items. She will be revamping the purchasing process to ensure we are up-to-date. The Local History Collection is packed and moved out of the main room. Her new hire Nick Iceberg is going to assist with inventory, first at APL and then hopefully at DPL. Half of the proceeds of the Book Sale in June and July will go to the Ukraine library project. Transportation books were purchased that had diverse main characters.

Programming and Outreach--Sutherlin shared progress on summer reading. There have been 4 story times, 1 craft program, 1 book discussion, and 3 patron giveaways. 297 participants have registered for summer reading. APL also had visits from Head Start, ABC Academy, and Little Red Daycare

Old Business

Board was updated on Local History Library reboot. Estimates have been received by Dittmer Painting, Lee Company, Iron Timbers, Solar Concepts, Riggs Tinting. Sutherlin created a phase proposal that she will share in New Business.

Sutherlin also shared the beam and front stairs have been repaired.

New Business:

Sutherlin introduced the Local History Phase plan. This plan is more extensive than original presentation but also makes a plan to majorly update the space. Phase 1 which includes Kelly Dittmer painting the main room for \$8925.41; Iron Timbers building 4 double-sided mobile shelves 42" H x 30"D x 36" W in red oak to match existing casework for \$15,900, multiple artwork gallery shelving in Red oak for \$5270, and a train set shelf for \$3130; and UV film installed from Riggs Tinting for \$3125. It was also suggested the

funding would come from LIRF. Motion made by Burkhardt and second by Robinson to do all work listed above. Motion passed.

Phase 2 would involve painting the 4 other rooms, purchasing 10 mobile nesting tables, 6 laptops, 6 chromebooks, and a 65" TV with casting ability. The Phase was tabled to Sutherlin could gather quotes.

Phase 3 involves work to the Depot's exterior window, doors, and soffits. It would also install a better handicap accessible entrance with a better ramp and automatic door openings. It was tabled so Sutherlin could gather quotes.

Another item of New Business was increasing our mileage rate to match the IRS adjustment which was increased to \$.625 for the rise in current gas prices. Motion was made by Turner and seconded by Ryan. Motion passed.

Board member Brenda Watts moved out of the district and is resigning as a board member. Motion to accept the resignation was made by Manford and seconded by Ryan. Motion passed.

Sutherlin also presented in New Business a new plan for the Book Sale. The plan will return the Book sale to an open sale just a few times a year rather than continual operation. The current system of the book sale opens APLD to a lot of potential problems with the State Board of Accounts, including collecting a large revenue stream and difficulty monitoring donations. The current system is also time consuming for the staff; the new system would be easier for part-time staff or volunteers to help with. Motion to accept the proposal was made by Turner and seconded by Burkhardt. Motion passed.

A last item presented in New Business was an updated Facility Use proposal. Motion to accept was made by Ryan; seconded by Robinson. Motion passed.

Finances

Ryan made a motion to accept the May 2022 claims 63-65, 10670-1699, 507268-507277 totaling \$35,180.51 and file an audit. Manford seconded. Motion passed.

Turner made a motion to accept the May 2022 Treasurer's Report and Ryan seconded.

Burkhardt made a motion to adjourn the meeting at 7:48 pm. The next Board meeting will be held at the Aurora Public Library on June 25th at 6:15 PM.

Respectfully submitted,



Michelle Ryan, Secretary






