

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

### November 28, 2022 Meeting

The Aurora Public Library District Board of Trustees met on Monday, November 28, 2022, at the Aurora Public Library.

The meeting was called to order at 6:16 by President Ben Turner. In attendance were Ben Turner, Jascia Robinson, Sue Manford, Michelle Ryan, and Angela Burkhardt. Unable to attend Randy Dennis and Terri Nicholson.

#### **Board Meeting Minutes:**

Manford made a motion to accept the minutes from the October 24, 2022, Board meeting. The motion was seconded by Robinson. Motion carried.

#### **Librarians Report:**

**Staff:** Sutherlin reported she had participated in the following meetings: Marketing, Summer reading, and Staff meeting. The staff had an activity in October called Been Boored where staff left surprises for each other. Sutherlin ordered polos for the staff to wear on special event days. Five staff members did training via the TLCU and at a full staff meeting all received training on financial resources from Civista bank, customer service review, and program planning. Sutherlin met with a staff member who had violated personnel policy.

**Building and Technology:** Sutherlin ordered Envisionware mobile printing and began the installation process. A printer did break and most patron printers were at their life, so patron printers were purchased and replaced at DPL and APL. RJ Lewis Electric will be running electric to the automatic door locations at APL and then ADA will schedule a time for install of those devices. Painting has begun at the depot. Sutherlin has continued to work with Hoffman on the webpage. Sutherlin also reported that Brumbley Gardens did the fall upkeep and trimmed the large bushes in front. Clark Mohr Plumbing repaired a broken handle on a toilet. A lock broke at DPL which Janet fixed but Central Indiana Hardware is going to replace the cores there and at the Depot.

**Continuing Education and Meetings:** Sutherlin represented the library at the Women of Distinction Luncheon where patron Judy Ullrich was being honored. Sutherlin gave a bouquet on behalf of the library. Sutherlin met with Rhonda Sheely about employee financial programs. Sutherlin worked with Dillsboro Main Street on the Hometown Christmas plans. Sutherlin had a couple of meetings related to digitization of collections: Staff member Olivia shared information on Newspapers.com and Heritage Quest as newspaper options and Family Search as an option for annuals and family histories. Sutherlin also met with Crossroads Easter Seals about them doing the board documents. Sutherlin attended the Indiana State Library Bookkeeping and Annual Report workshop, the ILF Youth Services Committee meeting, and the ILF Annual Conference, where she presented on ebooks and participated in the Annual meeting as Past President. She also met with Ron Nicholson on BTL plans for 2023.

**Programming:** Sutherlin reported the numerous programs that have been happening at the library. APLD has been very engaged in several community Christmas plans, including providing reindeer for Aurora's Miracle on Main, providing books from Santa at the Moores Hill Winter Walk, and contributing in numerous ways with Dillsboro Main Street: holding the Gingerbread Baby program, providing a raffle item, creating a Storywalk, and producing

ornament kits for DES students to make. Sutherlin reported a Finding Eresources program, continued Walking program twice a week, 7 outreach programs to daycares, preschools, and schools, 3 teen events, including the new Gaming group, a Scottish Ballad Lecture by Ron Nicholson, four storytimes a week, a children's movie day, numerous make and take craft kits, two adult craft programs, tween book club, and a passive Thanksgiving program. She announced some plans in the works: Virginia Rep Theater performance for 4 elementary groups, Gingerbread Baby program, Cookies for Santa, 25 days of Christmas giveaway, Fly Guy program in January, Penguin pals in February, additional BTL evening meeting, Margaret Peterson Haddix visit in April.

**Collections and Materials:** Inventory continues, purchasing mostly complete for 2023. Large print weeding has started, and a Little Free Library has been set up to allow patrons to take a book.

**Old Business:** none

**New Business:** Sutherlin reported there is an employee requiring wage garnishment. Due to this process requiring time sensitive check writing Manford made a motion and Burkhardt seconded for the use of the treasurer signature stamp to be used pending approval Sutherlin receive from Joe Votaw's office on the procedure. Motion carried.

Sutherlin reported that an employee had divulged improper use of a prescribed controlled substance while Sutherlin was away from the building. Hall-Louden required the staff to leave for the day with a ride and to seek treatment. Sutherlin suggested to the employee that the library would be willing to schedule around treatment visits. Sutherlin also suggested she would be refining the language in the handbook related to this topic.

Sutherlin presented an updated Donation policy to help manage the storage problem the library receives from overwhelming donations. Burkhardt made a motion to accept and Manford seconded. Motion carried.

**Finances:** Sutherlin recommended a Cost of Living Adjustment (COLA) of 5%. Many southeastern Indiana library boards have given 5%; federal recommendations range from 7.7% to 8.7%, The budget increase recommended by the Indiana Department of Local Government Finance recommended and increase of the budget by 5%, as well. Ryan made a motion to accept and Robinson seconded. Motion carried.

*November Revenue:*

October LIT Distribution	\$21,750.92
November LIT Distribution	<u>\$21,750.92</u>
	\$43,501.84

Motion was made by Ryan to accept the revenue and seconded by Burkhardt. Motion carried.

*Claims:*

Manford made a motion and Ryan seconded to accept the following claims: 10885-10911; 507445e-507474e Motion carried.

*Treasurer's report:*

Motion was made from Ryan to accept the October Treasurer's report and seconded by Robinson . Motion carried.

Burkhardt made a motion and Ryan seconded to adjourn at 7:25. Motion carried. The next meeting will be at the Aurora Public Library on Monday, December 19, 2022, at 6:15 pm. Motion carried.

Respectfully submitted,

Michelle Ryan  
Michelle Ryan, Secretary

[Signature]

Gascia Robinson

Turre Nielson

Benjamin Turner

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