

Minutes of the Aurora Public Library District Board of Trustees

January 24, 2022 Meeting

The Aurora Public Library District Board of Trustees met on January 24, 2022, at the Aurora Public Library.

The meeting was called to order at 6:33 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.

Oath of Office: The Oath of Office for Library Trustee was taken by Jascia Robinson. This marks the beginning of her first full term on the Library Board.

Board Meeting Minutes: Turner made a motion to accept the minutes from the December 20, 2021 Board meeting. The motion was seconded by Burkhardt, and the motion carried.

Librarian's Report

Regretfully, I will be retiring on March 11, 2022. The conclusion of my library service at an earlier than expected date is due to a combination of personal factors, especially the health of my mother. I expect to spend much of my time in Georgia over the next six months. Staff were notified by Ben Turner on Friday, January 21st. During the next six weeks, I will be working closely with the Business Manager to wrap up as many loose ends as possible, to help smooth the transition. The Annual Financial Report and the State Library Annual Report will be submitted prior to my departure. At the time of my resignation, I will have approximately two weeks of Paid Time Off which will need to be paid out.

Olivia Bowers will be leading a Teen Game Night tomorrow evening at the Aurora Public Library. Plans are in place to have another game night in February. The Library District will be hosting legal presentations by Purpose Law Firm at the Aurora and the Dillsboro Public Libraries in February on the topic of how to properly name guardians for your minor children.

I visited the Wee Wonders Preschool in Moores Hill on January 20th and shared storybooks that emphasized the letter P. Panda craft kits were left with the Director for the children to complete at a later time. The children donated \$36.00 to be used for the purchase of new children's books.

Book Discussion groups resume this month after a break of two months during the holiday season. The Moores Hill group is reading *The Vanishing Half* by Brit Bennett, and the Aurora and Dillsboro groups are reading *The Four Winds* by Kristin Hannah.

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

Old Business

Water Coolers: Dean reported that both of the new water coolers are working now. The drinking fountain is currently turned off, but the filling station portion is turned on.

New Business:

Electrical work: Bulb replacements and other repairs have been performed throughout the Library District, including the security light in the Dillsboro parking lot.

Cans for fines in February: Dean requested approval to have a fine removal program in February for Library Lovers Month. Manford made a motion to waive \$1.00 of fines for each canned item brought in for the local food pantries, with the stipulation that a donation of 5 items would remove all fines from the patron's account. The motion was seconded by Watts, and the motion carried.

Key box for Dillsboro Public Library: The Dillsboro Volunteer Fire Department has implemented a new program to help fire fighters gain access to buildings when a key holder is not available. They are asking local businesses to consider the purchase of a key box from Knox Rapid Access Solutions to mount on the outside of the building. Access to the key box would be gained by using a key located inside the department's fire truck. The total cost, including installation, would be approximately \$500.00. A motion was made to purchase and install a key box at the Dillsboro Branch. The motion was seconded by Angela, and the motion carried. Dean was also asked to contact the Aurora Fire Department to see if they have a similar program in place.

The Conway Desk at the Local History Library: Hillforest is interested in taking possession of the Conway desk which currently sits in the kitchen area of the Local History Library. The Library District received the desk as a donation, but Hillforest has a spot for it which will make it much more accessible to the public. Hillforest will be able to transport the desk to Hillforest. A motion was made by Ryan and seconded by Burkhardt to give the Conway desk to Hillforest. The motion carried.

Search for a new Library Director: With the resignation of Dean from her position as Library Director, a committee was formed to oversee the posting of the position, the review of applicants, and the interview process. The committee members will be Randy Dennis (President), Michelle Ryan (Secretary), Angela Burkhardt (Treasurer), and Janet Hall-Louden (Business Manager). Dean provided copies of the current Director job description.

Finances

Insurance renewals: Dean reported that the following insurance policies have been renewed:

- Directors and Officers Liability and Entity Liability and Employment Practices Liability Policies have been renewed through Chubb Insurance Company. Annual Premium: \$666.00.
- The Dillsboro Public Library building insurance has been renewed through Pekin Insurance. Annual Premium: \$2,504.00

2022 Broadband Grant reimbursement: The Library has received a grant \$15,437.01 to be applied to our internet costs. The funds will be reported on the January Treasurer's Report in the State Technology Fund.

Claims: A motion was made by Ryan and seconded by Manford to accept the following January 2022 claims: 000032E-0000040E, 010529-010569, and 507150E-507185E for a total of **\$52,155.92**

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

Treasurer's Reports: Turner made a motion to accept the December 2021 Treasurer's Report. The motion was seconded by Ryan, and the motion carried.

Manford made a motion to adjourn the meeting at 7:21 pm. The next Board meeting and a meeting of the Board of Finance will be held at the Aurora Public Library on February 28th at 6:15 PM.

Respectfully submitted,

Michelle Ryan

Michelle Ryan, Secretary

[Signature]

Debra Weiss

Jascia Robinson

Sue Manfred

Angelis Burkhardt

[Signature]
