

Pendleton Community Public Library
Library Board Meeting/Public Budget Hearing
Wednesday August 17, 2016

**Public Budget Hearing
Call To Order**

The meeting was called to order at 6:04p.m. by President Dave Ballenger The following members were present: Dave Ballenger, Nicole Rosemond, Al Rodecap, Ann Johnson, and Laretta Gray. Also attending were Library Director Lynn Hobbs and Young Adult Librarian Matthew Stephenson

Review of 2017 Budget was conducted with no public comments made.

Adjournment

Al Rodecap made motion to adjourn. Laretta Gray seconded. 6:13p.m. meeting adjourned.

**Board Meeting
Call To Order**

The meeting was called to order at 6:14p.m. by President Dave Ballenger The following members were present: Dave Ballenger, Nicole Rosemond, Al Rodecap, Ann Johnson, and Laretta Gray. Also attending were Library Director Lynn Hobbs and Young Adult Librarian Matthew Stephenson.

Approval of Secretary's Report

Following discussion, the minutes of the June & July meeting were approved on the motion of Al Rodecap and second of Ann Johnson.

Treasurer's Report

Beginning Balance:	Star Bank Checking	\$ 565,382.50
	Petty Cash	\$ 200.00
	Cash Change	\$ 100.00
	Citizens State Bank	\$ 35,939.36
Ending Balance:		\$ 601,621.86

Ann Johnson made a motion to accept the Treasurer's Report. Seconded by Nicole Rosemond Adopted.

Approval of Claims:

Claims totaling \$ 73,930.37 were presented for approval. Following discussion, Nicole Rosemond made a motion to approve the claims as presented. Seconded by Al Rodecap Adopted.

Director's Report.

As the summer nears its end, so does Summer Reading. Overall, we had a successful season. The Children's Department staff organized some really great events such as the Mascot Stampede and worm race. Total attendance at children's summer reading events was 429. They had 557 kids register for the program. The teen program attracted 84 teens who signed up for the program. Matthew organized 43 events with a total attendance of 501 teens. And, the adult program attracted 22 participants this year. We did our best with the athletic/fitness theme,

which we honestly weren't too thrilled about from the get go. Next year's theme is "Build a Better World."

Earlier this week, I signed off on the final settlement of Maxine Stover's estate. The total amount to be distributed to the library is \$13,147.31. Maxine was a librarian, and she stipulated that the money be spent on books. We will put the money into a dedicated fund and will use it exclusively for the purchase of ebooks since those are all handled through one vendor and will be easy to track.

I am consumed by internal controls. I attended another seminar in Fairmount, and learned that our binder should include not only financial procedures, but also things like...our disaster plan, job descriptions, organizational chart, insurance verification, policies, signatures pages for reading and understanding policies, Code of Ethics, cash handling procedures, etc. I am working to get all staff and Board members to attend the webinar. I will need to draft a succession plan which is a rather significant undertaking. And, we will be making some changes to our onboarding procedures.

Julie and I met with Judy Robertson, our DLGF Field Representative, and we learned more about last year's shortage. It was due to the circuit breaker. The reason I was not able to pull the correct numbers was because the circuit breaker figure was an estimate and was taken from the abstract levy, which I now understand to be the amount that was actually billed to taxpayers. Next year's circuit breaker estimate is shockingly high. It is nearly half of our entire tax levy. I have inquired to the DLGF about this estimate, and my inquiry is one of many. There has been significant discussion about these estimates on listservs, and frustrations are running high. Some official statements have been released reminding us that these are estimates, perhaps released prematurely. We have been directed to not take any significant action regarding these estimates, but to bear them in mind, should they become a reality.

We had some materials returned with live bed bugs in them. I am aware that bed bugs have been a problem in some libraries, and we have taken some precautionary measures in previous months, such as having large Zip-Loc bags available for suspicious items. Since we actually had evidence this time, we invited Liza, the amazing bed bug sniffing dog, to come to our library to see what we were dealing with. Liza identified 6 areas of the library that have been affected with bed bugs. All areas have been appropriately heat-treated, or dusted with diatomaceous earth. We plan to have Liza come back every quarter and will coordinate these visits with another local library for cost effectiveness.

eKeepers has done a great job responding to our technological issues and concerns, but it seems like we are having an inordinate amount of problems to that end. Matthew and I met with Dan VanCleave regarding some jobs that would be over and above our regular service agreement. These include updating our group policies and installing a new router to segregate our internal network from the one accessed by patrons. He has also provided a quote for new servers, and I am evaluating whether or not those can be afforded by splitting the cost between 2016 and 2017 funds. I have also been in communication with ENA to see if they are willing to reimburse us for any of the costs rendered when we were trying to fix the issue with the credit card machine in June. Their research shows that one setting that we made to our internet filter, denying "host is an IP", caused our problems. I still contend that ENA was brought in early on, and they did not identify the problem in a timely manner. They are still investigating the issue.

SRCS, the Statewide Resource Circulation System, went live on Monday. We are still undergoing NCIP server testing with Auto-Graphics, but we are ready to handle any request that we receive.

I received a call from Lonnie Therber the other day. He was, once again, apologetic about the delay in our bond closing and offered to give \$8,000 of his fees to the library. The balance in our bond refinance fund is \$137,185.29.

We've had some turnover lately in staffing. I don't believe it's due to anything on the library's part. Suzan Dillery left a part-time position in April, when we hired Marisol. Then Candice was hired to fill a vacant position in Technical Services and we split her full-time position into two part-time positions. Those were filled by Shayna and Jill. Jill has since accepted a full-time job at the school. So, we are left with yet *another* part-time vacancy at the front desk. It seems that most people leave part-time positions for a full-time opportunity. I can only think of one full-time staff member, in eleven years, who willingly left the library for a reason other than retirement.

Josh Payne, the Eagle Scout who is working on projects to enhance the garden, delivered the first phase of his project. You may have noticed two compost barrels in the community garden. The barrels are functional, colorful, and educational as ploholders use them for organic disposal and fertilization of the community garden. Josh is ready to deliver the second phase of his project, a rain barrel swing. His final installment will include a decorative arbor entrance which welcomes people to the garden.

A woman who works with the correctional facility and volunteers with Planned Parenthood has donated 100 condoms to the library to distribute through Project Suds. Jenny has discussed this with Greg who will allow distribution at the church. The Foundation is okay with the idea. We don't plan to promote them or to distribute them against anybody's punch card. The idea is to have them placed in a basket among the other Suds items and let people take what they need. Is the Board okay with this?

School is in session, and our wi-fi hotspots are HOT as ever! There are hold lists over 10 long, and the library has been in discussion with the South Madison Community Foundation about how we can help students on one-to-one who have limited access to the internet. We are considering the purchase of 10 more hotspots. Our erate was approved for internet connectivity but we are still awaiting Category 2 approval for wi-fi management.

Unfinished Business

None.

New Business

Discuss/Adopt Bulletin Board Policy - After review and discussion, Ann Johnson made a motion to adopt policy as presented. Second by Al Rodecap. Adopted

Discuss Waiting Period for Health Insurance Eligibility - After review and discussion, members determined no change in current status would be necessary

Discuss/Approve November 1st Closing - After review and discussion, Nicole Rosemond made a motion to approve November 1st closing. Second by Ann Johnson. Adopted

Resolution 2016-10 Commitment to Join Indiana State Library Consortium - After review and discussion, Nicole Rosemond made a motion to adopt resolution as presented. Second by Al Rodecap. Adopted

Resolution 2016-11 Transfer of funds to eliminate Negative Balance in SRP Fund – After review and discussion, Ann Johnson made a motion to adopt as presented. Second by Al Rodecap.
Adopted

Resolution 2016-12 Authorization to Perform Background Checks on New Hires – After review and discussion, Nicole Rosemond made a motion to adopt as presented. Second by Ann Johnson.
Adopted

Resolution 2016-13 Professional Staff License Fees to be Paid with Operating Fund - After review and discussion, Laretta Gray made a motion to adopt as presented. Second by Nicole Rosemond. Adopted

Adjournment

Laretta Gray made motion to adjourn. Ann Johnson seconded. 7:07pm. meeting adjourned.