

Pendleton Community Public Library  
Library Board Meeting  
Wednesday November 16, 2016

### **Call To Order**

The meeting was called to order at 6:00p.m. by President David Ballenger. The following members were present: Nicole Rosemond, Ann Johnson, Al Rodecap, Patricia Valentine, and Paul Claxon. Also attending were Library Director Lynn Hobbs and Young Adult Librarian Matthew Stephenson.

### **Approval of Secretary's Report**

The minutes of the October meeting were approved on the motion of Al Rodecap and a second by Patricia Valentine

### **Treasurer's Report**

Beginning Balance:	Star Bank Checking	\$ 392,681.04
	Petty Cash	\$ 200.00
	Cash Change	\$ 130.00
	Citizens State Bank	\$ 38,095.27
Ending Balance:		\$ 431,106.31

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

### **Approval of Claims:**

Claims totaling \$ 108,351.66 were presented for approval. Following discussion, Nicole Rosemond made a motion to approve the claims as presented. Seconded by Patricia Valentine Adopted.

### **Director's Report.**

Our Polaris upgrade on November 1<sup>st</sup> went very smoothly, as did our computer installation for the Indiana Room, now known as "The Quiet Zone." Because Polaris was down that morning, staff had the option to go on a field trip. Several staff members toured the Central location of the Indianapolis Public Library and the Greenfield Library. Other staff members opted to stay in and clean the work areas or do projects that do not depend on the computer. Those types of projects are becoming harder to find these days!

Ashley and I held one-on-one mid-term meetings with each staff member. These are not evaluation meetings, but rather follow-ups to the spring evaluations. The idea is to check on each staff member's "work life." We talk about progress on goals and projects as well as how things are going, in general. This year, we also went over each staff member's job description to ensure that it was an accurate reflection of what the job actually required.

We've had a staffing change at the front desk. Marisol resigned from the library in October, and instead of hiring another part-time staff member, we offered those additional hours to two staff members who were already working in circulation and wanted the additional time. The additional hours do not affect anybody's status as a part-time employee.

November is open enrollment for the library's health insurance. I met with each eligible staff member to talk about the options being offered this year. Our previous insurance rep, Brad Burnett, has taken a new position, and his dad, David, contacted me as our new rep. In talking

with David about how insurance is changing, he suggested that I offer staff some options for which plan they would like. We determined that the library is committed to paying 20% of each staff member's premium for the renewal of the current plan. But, we also offered a lesser plan where staff would pay less out of each paycheck. We also offered a better plan where staff would pay more out of each paycheck. All plans are administered by United HealthCare.

AFLAC is open to all employees, and October is open enrollment for AFLAC. Some staff members who have AFLAC made a few changes to their plans, but nobody new signed on to receive AFLAC benefits.

The furniture for our 'tween area was delivered, and we really like it! It's modular seating and can be moved into two different configurations. Rhonda is excited to use it for the 'tween book clubs and a kickstarter for our new 'tween space. She is looking to enhance that area with special 'tween collections, activities, and announcements just for them.

The Pendleton Juvenile Correctional Facility came out towards the end of October to clean out the garden. We always really appreciate the help that they offer at the beginning and end of each garden season.

The Spring Valley Quilt Guild held their November meeting at the library and dedicated their bicentennial quilt to the library. The quilt will hang in the community room for all to enjoy!

We wanted to take advantage of all of the potential patrons who visited our library to vote on Election Day. Several staff members worked in two-hour shifts, offering quick tours and general information about the library to patrons. We really think that the building sells itself, but getting people in the doors is usually the challenge. In this case, people were already in the doors, so it was time for us to be active in promoting all that we do!

The Friends of the Library held their annual meeting in October. They provided fall pies, coffee, and cider for the handful of members who attended. FOL President, Cecilia Calvert, gave a report about all of the activities that the Friends have been involved with over the past year, including fundraising efforts.

The Indiana Library Federation conference was held last week in Indianapolis. Ashley and Chris attended. I did not register for the conference because I was scheduled to present (twice), introduce speakers (twice), moderate a panel (once), and lead a roundtable discussion (once), which didn't leave much time for actual conference-going. So, I decided to save the library the money.

I met with Dan VanCleave, our contact person with eKeepers to discuss a server project. The library currently houses two Polaris servers, two domain servers, and one server for heating and cooling. The servers range in age from 5 to 8 years. eKeepers has recommended one physical server running several virtual servers. The server project also includes a new switch, rack, backup hardware, etc. I have invited Dustin Humm to our December meeting to discuss this project with the Board and answer any questions. I believe that we should use some of the bond money towards this project.

## **Unfinished Business**

NONE

## **New Business**

Discuss and adopt Library Code of Ethics – Following discussion, Ann Johnson made a motion that all current officers be re-elected in current roles. Al Rodecap seconded. Adopted

Discuss and adopt Compensatory Time Policy – Following discussion, Nicole Rosemond made a motion to accept as presented. Ann Johnson seconded. Adopted

Discuss and adopt Food for fines Policy - Following discussion, Paul Claxon made a motion to adopt as presented. Patricia Valentine seconded. Adopted

Resolution 2016-15 – Resolution Temporary loan from Rainy Day Fund to Operating Fund- Following Discussion Nicole Rosemond made a motion to adopt as presented. Patricia Valentine seconded. Adopted.

Resolution 2016-16 Transfer of Appropriations in LIRF- Following discussion, Ann Johnson made a motion to adopt as presented. Al Rodecap seconded. Adopted

## **Adjournment**

Paul Claxon made motion to adjourn. Al Rodecap seconded. 6:50pm. meeting adjourned.