

Pendleton Community Public Library  
Library Board Meeting  
Wednesday December 14, 2016

### **Call To Order**

The meeting was called to order at 6:01p.m. by President David Ballenger. The following members were present: Nicole Rosemond, Ann Johnson, Patricia Valentine, Laretta Gray, 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 November meeting were approved on the motion of Ann Johnson and a second by Paul Claxon

### **Treasurer's Report**

Beginning Balance:	Star Bank Checking	\$ 527,844.32
	Petty Cash	\$ 200.00
	Cash Change	\$ 130.00
	Citizens State Bank	\$ 38,489.04
Ending Balance:		\$ 566,663.36

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

### **Approval of Claims:**

Claims totaling \$ 427,997.96 were presented for approval. Following discussion, Paul Claxon made a motion to approve the claims as presented. Seconded by Patricia Valentine Adopted.

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

I am officially finished *drafting* our internal controls manual! So that the Board is informed of what is included, I will send along a few pages each month for members to review. The Board Treasurer and Secretary will have their own personal copies of the manual once Julie and I have given it a final look.

The website design is taking longer than I anticipated. We were hoping for a launch in the fall, but they are still working on their responsive code, and together we are tweaking things to make sure that they are exactly how we want them before our official launch. Staff went through "front end" training yesterday which showed us how to update the site. There will be a second training session for the website administrators, Matthew, Ashley, and me. Al asked about an ADA compliant site, and the response from Solutions 4 eBiz is in your packet. It comes with a cost between \$1,000 and \$3,000. If this is something the Board would like me to pursue, please let me know. If you'd like to see a draft of the site, go to: [www.ppl.solutions4ebiz.com](http://www.ppl.solutions4ebiz.com) Please note, we are still making changes. Our plan is to launch on January 3<sup>rd</sup>.

We are moving forward with ENA's managed wi-fi services, which are funded with some assistance from erate. The library's cost for managed wi-fi is estimated at approximately \$150/month. ENA's managed wi-fi services put the library's internet connectivity completely in the hands of ENA. They are installing new access points to ensure the fastest speeds and the widest coverage possible. Any upgrades or troubleshooting is handled by them.

Montie and I met with Lucinda Nord, the new Executive Director of the Indiana Library Federation. We met specifically to get to know her better and talk with her about our concerns here in Madison County as small and medium-sized libraries and the unique challenges that we face. We met for nearly two and a half hours and talked about everything from more efficient ways to offer professional development opportunities to increased funding for broadband.

It's hard to believe that my second stint as an ILF mentor is coming to a close. I have been meeting my mentee every month over the past year to help her to prepare for an administrative position in Indiana. She currently holds a middle management position in a larger library system. But, she is not originally from Indiana and our mentor/mentee relationship was established so that she could learn more about things like Indiana State Standards, library certification, budgeting, internal controls, boards and board meetings, insurance policies, etc. We have both really enjoyed getting to know each other, both personally and professionally, and we plan to continue our arrangement on a less regimented basis.

Ashley and I are working on content for staff development day, which is scheduled for January 16<sup>th</sup>, Martin Luther King Jr. Day. A draft agenda of our day is included in your packet.

I presented an INSPIRE session at the local school's staff development day. I also attended the meeting of the INSPIRE Steering Committee.

Chris attended a workshop about revitalizing books clubs in the library. She came back with lots of ideas and tips, including involving book club members in other library initiatives, hosting a "genre" discussion instead of a specific book discussion, and acting as a book club coordinator rather than an actual member. Chris has recently made this last transition with success!

Julie has created a draft of a new budget form for us to use to more realistically project our income and disbursements for 2017, with the hopes that we can get our cash flow in check. I will present a real budget at the January Board meeting so that it can be compared to the adopted budget and provide guidance for spending throughout the year. I plan to spend the majority of the January Board meeting discussing the budget, with specific ideas for saving money and increasing revenue.

### **Unfinished Business**

NONE

### **New Business**

Presentation on Server Project – Dustin Humm, eKeepers Systems presented and explained proposed system updates/requirements

Strategic Plan Progress Report –

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

Resolution 2016-17 – Resolution to Establish Account at Fidelity Investments - Following Discussion Nicole Rosemond made a motion to adopt as presented. Patricia Valentine seconded. Adopted.

### **Adjournment**

Paul Claxon made motion to adjourn. Ann Johnson seconded. 7:23pm. meeting adjourned.