

Pendleton Community Public Library
Library Board Meeting
Wednesday January 11, 2017

Board of Finance Meeting

Call To Order

The Board of Finance meeting was called to order at 6:02p.m. by President Dave Ballenger. The following members were present: Dave Ballenger, Nicole Rosemond, Ann Johnson, Laretta Gray, Patricia Valentine, and Paul Claxon. Also attending were Library Director Lynn Hobbs and Young Adult Librarian Matthew Stephenson.

Review Investment Policy – Lynn presented and board reviewed.

Elect Board of Finance – Dave Ballenger was nominated and unanimously voted President of the Board of Finance while Nicole Rosemond was nominated and unanimously voted Secretary of the Board of Finance

Approve Report on Investments – Lynn presented and the board reviewed the Report on Investments. After review and discussion, Paul Claxon made motion to accept as presented. Patricia Valentine seconded the motion. Motion carried.

Adjourn – Paul Claxon made motion to adjourn with Ann Johnson seconding motion. Meeting adjourned at 6:07pm

Call To Order

The meeting was called to order at 6:08p.m. by President David Ballenger. The following members were present: David Ballenger, 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 Patricia Valentine and a second by Ann Johnson

Treasurer's Report

Beginning Balance:	Star Bank Checking	\$ 408,986.94
	Petty Cash	\$ 200.00
	Cash Change	\$ 130.00
	Citizens State Bank	\$ 31,104.08
Ending Balance:		\$ 440,391.02

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

Approval of Claims:

December 2016 Claims totaling \$ 32,917.64 and January 2017 claims totaling \$ 27,004.17 were presented for approval. Following discussion, Ann Johnson made a motion to approve the claims as presented. Seconded by Patricia Valentine Adopted.

Director's Report.

The big news of the month is the launch of our new website! After months of designing, providing content, and tweaking, we have a brand new site that we are really excited about. All program and reference librarians are trained to update their own content. And, Matthew, Ashley,

and I are the site administrators who have permissions to make design and architectural changes to the site. We will take a quick tour of the site as one of our agenda items tonight.

This month kicks off yet another quarter of Project Suds. We have been able to keep that program going well beyond what was expected. The decision to not distribute laundry detergent and only provide five punches has really helped us, as have some private donations. We may do another drive at Dollar General in the spring or work with the local Methodist church to get more donations. However, barring any major changes to the Suds budget, I do not expect to keep this program going beyond June of this year. However, we may still get some donations of Suds items which we can distribute on the trailer, just not as formally as we are doing now.

We have accepted a new student from the PHHS co-op program. The co-op program places special needs students in real-life work environments to help them to gain job skills while also building confidence and social skills.

The window in the children's program room was broken in the summer, but the program goes beyond the broken window. The wooden sash is rotted. The sash is made by Pella and is no longer manufactured. I have received two quotes and would like to go with Handyman and Remodeling Services because they are working directly with Pella to get the best match possible. Their cost was half the price of Fredericks. There is an identical window in the room that, although not broken, is also experiencing some rot. I'm wondering if the Board agrees if we should just go ahead and replace both for uniformity. The cost for one is \$1,722.

I am also hanging on to a quote for the backflow preventer which was cited as deficient when Koorsen did their last inspection. The backflow for the library's sprinkler system failed which means that the water in the sprinkler system could back up into the city's water supply. The quote for that repair is \$1,275.

We approved the server project, and the server will be ordered this month. I expect work to begin in early February. As for the HVAC piece of the project, Dustin has been in communication with Perfection to determine the best solution. Perfection keeps coming back with very high quotes, upwards of \$8,000 for this server. I was finally able to get through to them that all I wanted was to get the software updated and off of the physical computer on which it is currently housed. They gave me a quote for \$600 to relocate the software to a web server. I discussed this with eKeepers, and they said that sounded like a labor charge, as no software or equipment was included in the quote. eKeepers and Perfection are still talking to determine if eKeepers can do that labor as part of the server project.

We introduced a new feature on January 1st called "you saved." This is an extra line on a checkout receipt that tells the patron how much they saved by using the library that day. It totals the replacement costs of all checked out items. It's a subtle, yet meaningful way to show the value of the library to our users.

In the interest of saving money, we have dropped Mango Languages because Rosetta Stone is included in INSPIRE. We also dropped our auto repair database ALLData because usage didn't justify cost and many people just use You Tube for instructions on how to do auto repairs. We have also decreased our monthly Hoopla checkouts from 10 to 5.

The Indiana Library Federation rolled out its legislative agenda for the upcoming session. Their priorities are: internet connectivity for libraries and schools, stable funding for INSPIRE, school libraries and certified librarians in state-funded K-12 education, expanded broadband coverage to

increase access, affordability and capacity for communities, pre-K and adult education initiatives, expansion of library service to unserved areas, and increased flexibility for schools and local units of government to move funds. They are monitoring: library funding, the definition of library services in the Indiana Code, the merger of the Indiana Historical Bureau in the Indiana State Library, efforts to reorganize local government, and employment and retirement programs that affect librarians.

Unfinished Business

NONE

New Business

Window Replacement Project – Lynn presented quotes (\$1700x2) and after discussion Nicole Rosemond made a motion to approve repair as presented. Patricia Valentine seconded. Adopted

Backflow Replacement – Lynn presented quotes for repair (\$1800) After discussion Ann Johnson made a motion to approve as presented. Nicole Rosemond seconded. Adopted

Server Project EKeepers - Approved and moving forward

2017 Appropriation review -

Patron Ban – Lynn presented situation and requested approval for patron ban in the amount of 6 and 3 months; following discussion Ann Johnson made a motion to approve recommended patron ban. Nicole Rosemond seconded. Adopted

Internal Controls Manual – to be provided in digital format

Resolution 2017-01: Resolution to pay bills – Following review and discussion Nicole Rosemond made a motion to adopt. Patricia Valentine seconded. Adopted.

Resolution 2017-02: Resolution to approve Internet approval Policy - Following review and discussion Nicole Rosemond made a motion to adopt. Ann Johnson seconded. Adopted

Adjournment

Paul Claxon made motion to adjourn. Patricia Valentine seconded. 7:17pm. meeting adjourned.