

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

Call To Order

The meeting was called to order at 6:04 p.m. by President David Ballenger. The following members were present: Ann Johnson, Al Rodecap, Patricia Valentine, Paul Claxon and Laurretta Gray. Also attending were Library Director Lynn Hobbs, Young Adult Librarian Matthew Stephenson. Adult Reference Librarian Christine Bellessis

Approval of Secretary's Report

Tabled to next meeting as minutes were not available.

Treasurer's Report

Beginning Balance:	Star Bank Checking	\$ 505,766.79
	Petty Cash	\$ 200.00
	Cash Change	\$ 100.00
	Citizens State Bank	\$ 36,862.96
Ending Balance:		\$ 542,929.75

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

Approval of Claims:

Claims totaling \$ 67,555.95 were presented for approval. Following discussion, and mention of an error in claim 114076 in the amount of \$432.90 which was to be charged against money received through a grant, Al Rodecap made a motion to approve the claims. Seconded by Ann Johnson. Adopted.

Director's Report

The Friends of the Library's third annual duck race was a success, despite the rainy weather. We had a nice crowd gathered at the Falls as we launched 215 ducks into the water. Part of the event was intended to honor the men and women who serve our country and our community.

I received three quotes for our general casualty insurance policy, and we are switching carriers from Selective to West Bend. Our rep is Jim Estes, who is local.

We are making progress on our new website. We were sent a draft of the site to review, and we are fine-tuning its design, functionality, etc. As part of the redesign, we have purchased an annual license for evanced software. The software will allow patrons to view our calendar of events and register online.

Josh Payne is to be commended on his excellent work in completing his Eagle Scout project. He constructed composters, a bench awning, and a rain barrel swing for the community garden. Jenny and I are already working on some changes for next year. We had some plholders who didn't hold up their end of the bargain, and we are discussing how to handle that.

It's campaign season for the United Way, and we are running our usual campaign here at the library.

We have ordered our furniture for the Indiana Room and the tween area. We are making headway in our long-range plan! The pods for the Indiana Room were just too expensive for us

to feel comfortable purchasing right now. We will offer 6 additional desktop computers in the new quiet space. Once the collection has been relocated, we will begin our project for better signage and usability of our adult non-fiction collection.

We purchased 5 Chromebooks for in-house checkout. Additionally, we have purchased 10 more wi-fi hotspots, for a total of 15. Right now, 14 of the 15 are checked out, so they are popular, and I am comfortable saying that we are doing our best to meet the demand.

The Small and Medium Sized Libraries conference is coming up Thursday and Friday of this week. This is a GREAT conference for a library of our size, and several of us plan to attend. Matthew is doing one of the pre-conference sessions, an intensive three-hour class on graphic design.

We hired Meghan Mabrey to fill the part-time vacancy at the front desk. Meghan seems instantly comfortable with her co-workers and with our patrons. She was also the first staff member to participate in some of our new on-boarding procedures, including verifying reading and understanding the library's policies and procedures.

The Teen Advisory Board held elections this past Tuesday, and new officers were elected. Charlton Westbrook is President; Sarah Slaven is VP; Samantha Story is Secretary. The group has been given a project, which is to plan, promote, and implement a teen program during the spring semester. They will also help to plan activities for International Games Day on November 19th. Matthew has started using Remind.com to notify teens, via text message, about upcoming programs and events.

In my continued work with internal controls, I realize that I need to write a succession plan. I have done some preliminary reading on the topic, and it's a rather lofty undertaking. I plan to continue work on it, and make it one of my personal goals for next year.

Fredericks stopped by to quote a new window in the children's program room and a nursing nook in the children's lobby. I am waiting on the quote, but am hopeful that we can afford to have the work performed this year.

Greg Valentine is working with Monica Kelsey to share information with the community about "Baby Boxes." These are drop off points for unwanted infants. There is a public information session scheduled for Wednesday, September 21st at 6:00 p.m. The meeting will be held at the library, and the Board is invited to attend.

I need to provide written verification that no member of the Library Board is a paid or volunteer firefighter, providing services to our taxing unit! If so, that Board member must be recused from voting on the annual budget.

Unfinished Business

NONE

New Business

Discuss Dr. Begley's Property – The Board discussed the current status of Dr. Begley's property, which is up for sale. There was further discussion regarding the agreement between Dr. Begley and the library as to use of his property for parking and access to the library's north parking lot. Mike Lacey is going to research the deeds and written agreements and report back to the Board.

Adopt 2017 Holiday Closings – The 2017 holiday closings were presented and approved with a motion made by Ann Johnson and a second by Al Rodecap. Adopted.

Resolution 2016-14 – Resolution for Health Insurance Eligibility – The Board was presented with a resolution that offers health insurance coverage to eligible full-time employees on the first day of eligible employment. Paul Claxon made a motion to adopt as presented. Al Rodecap seconded. Adopted.

Adjournment

Paul Claxon made motion to adjourn. Ann Johnson seconded. 6:58 p.m. Meeting adjourned.