

LaGrange County Public Library Board Meeting

March 16, 2023

Held at Community Room, LaGrange County Library, Main Branch, LaGrange IN

Meeting called to order 5:34 pm by presiding officer Sam Plew, Board President

Board members present: Sam Plew, Rita Lehner, Maranda Randol, Jerry White, and Martin Franke

Board members absent: Michelle Chrisman, Jody Blake

Others present: Richard Kuster, Anna Mendoza, St. Patrick, and Andrew Carnegie

After review, the minutes were adopted as presented. **Rita moved approval of the minutes, Maranda seconded the motion, and the minutes were approved unanimously by voice vote of the Board.**

Sam invited public comment. As no members of the public were present, nothing was offered.

Treasurer's Report:

- Richard noted that the library currently has in excess of \$700,000 invested in the Trust Indiana fund, which is currently earning 4.6% interest.
- Richard noted that the first published version of the Annual Financial Report contained some errors, so it was published again with corrections.
- Efthimoiu's Accounting submitted reports for the following months of library operation: December 2022, January 2023, and February 2023. These reports were reviewed by the Board members present. **Jerry moved to approve the reports as submitted, seconded by Rita, reports approved unanimously by voice vote of the Board with no further discussion.**
- Anna presented the current Reports and Claims, covering check numbers 29268-29320 in the amount of \$102,740.18. Discussion was held over the following items: TASC, Nipsco (gas and electric for all branches), VISA (requested that the charge bill be reported broken down into budget categories) and Notestine Trucking (snowplowing). **Moved by Martin, seconded by Rita to approve claims as presented. Approved by unanimous voice vote of the Board.**

Director's Report:

Richard started the discussion by noting that he intends to discontinue item #14 on his report from now on: there will no longer be updates concerning COVID-19 practices and policies at library board meetings.

- Trust Indiana Fund: Richard reiterated his earlier comments regarding the library's investment and returns with this fund. Other capital held in CD's will either be moved into this fund as well as they mature, or the money moved into the Operating Fund as needed.
- Richard presented a list of recommendations for funds transfers from Efthimoiu's Accounting to balance budget line items from 2022. These were distributed and considered by the Board members present. Richard commented that the LaGrange County Public Library only expended around 80% of its entire budget in 2022. With no further discussion, **Rita moved to accept the list of recommended funds transfers as presented. Maranda seconded this motion, which passed by unanimous voice vote of the Board.**

- SBOA (State Board of Accounts) Annual Financial Report and Indiana State Library Operations Report were due this year by March 1. Both reports were submitted on deadline and are currently under review. The ISL report determines the Library's eligibility for ERate funds.
- Richard requested that the Board authorize a \$5000 transfer from the Rainy Day Fund to reimburse for tuition expended for staff educational expenses. **Rita moved to approve this transfer, seconded by Maranda, and approved by unanimous voice vote of the Board.**
- Richard reported to the Board that the Library has purchased an Oculus device, which apparently allows the user to experience various virtual in-person experiences via programs that are accessed on-line. At the same time, Richard had prepared use policies regarding limiting the use of this device according to age and content. There are also physical affects that this device can elicit that users must be aware of since it has the potential of having adverse health effects upon some individuals. **Jerry moved to adopt Richard's recommended use policies and guidelines, seconded by Rita, and adopted by unanimous voice vote of the Board** following some further discussion, questions, and comments from various Board members.
- Richard requested that the Board consider the purchase, in the total amount of \$4,223.00, of three laptop computers to be used for checkout procedures aboard the Bookmobile. **Martin moved the approve the purchase, seconded by Rita, and approved by unanimous voice vote of the Board.**
- Richard reported to the Board that Havel has investigated the flue vent for the boilers at the Library (main branch) and discovered that condensate has deteriorated this piece of the HVAC system to the extent that even part of the concrete upon which it is mounted is starting to be adversely affected. The required repair will cost \$12,625. Most of this cost is labor to replace the flue vent, currently metal, with a structure made of PVC, which should be more long-lasting. Jerry White affirmed that in the last 5-7 years, these are now being made of PVC, as metal does not last long under the corrosive influence of the condensate. The Board briefly discussed the necessity and cost of the repair, and the advisability of seeking a second quote for the repair. In the end, it was decided that the Library has a relationship of trust developed with Havel which we need to preserve. **It was decided by consensus to engage Havel to affect the repair according to their quote as soon as possible.**
- Richard reported to the Board that the LaGrange County Community Foundation has granted to the LaGrange County Library a grant in the amount of \$2316.00, to be used for program purposes. Some brief, inconclusive discussion was held concerning the specific use of these funds, including the possibility of using the grant to expand the use and availability of the Oculus device.
- Richard proposed to the Board that the Statistical, Staffing, and Circulation Reports be moved from monthly to quarterly reports. Total circulation in February was 42,518 items, which was more than expected. Total library collection currently numbers 141,274 items available for public check-out. Staffing report was reviewed briefly. **It was agreed by consensus to move statistical, staffing, and circulation reports to quarterly rather than monthly status.**
- A note made regarding the staffing report: Shelby Jarema, a Kentucky native recently moved to this area, has been engaged by the Library as a circulation clerk. Shelby has a Master of Library Sciences degree, granted by the University of Kentucky. She is currently being employed at the front desk and in the Children's department, but the Library expects to expand her role in the future.
- Richard commented on Indiana Senate Bill 12 regarding obscene and inappropriate material in public libraries and school library collections. The bill has passed the Senate but is stalled in the

House. It was commented that it is difficult to determine what constitutes “obscene” or “inappropriate” material.

- The Tri-Kappa Art Fair is on display at the Main Branch for the second consecutive year since it was decided by Parkview not to host it at the hospital due to the COVID-19 pandemic. Richard invited Board members to review the display in the main lobby after the Board meeting.

None of the Board Committees (Facilities, Personnel, Policy) met, so there were **no Committee reports submitted to this meeting of the Board.**

Anna reported that no **Correspondence to the Board** had been received in the last month.

Old Business:

Sam asked again concerning the progress of the irrigation system for the outdoor plantings. Richard reported that Havel is meeting with the irrigation company and will soon come up with a way to hook the plumbing system into the irrigation system to supply water.

Richard also commented that the Library is working on a comprehensive solution to facilities maintenance for the entire library system that will take care of plantings, mowing, and maintenance necessities.

No **New Business** issues were discussed.

Sam invited a motion to adjourn.

Rita moved to adjourn the meeting. Maranda seconded this motion, which was approved by unanimous voice vote of the Board.

These Minutes recorded, typed, and respectfully submitted by

Martin A. Franke
Board Secretary
