

LaGrange County Public Library Board Meeting

June 15, 2023

Held at Activity Room, Shippshewana Branch, Shippshewana IN

Board Members Present: Jerry White, Rita Lehner, Maranda Randol, Sam Plew, Martin Franke

Board Members Absent: Michelle Chrisman, Jody Blake

Others Present: Richard Kuster, Anna Mendoza

Meeting called to order 5:35 pm by Sam Plew, Board President

Board members present: Sam Plew, Rita Lehner, Maranda Randol, Jody Blake, and Martin Franke

Board members absent: Michelle Chrisman, Jerry White

Others present: Richard Kuster, Anna Mendoza, Vicki Short

After review, the minutes were adopted as presented. **Jody moved approval of the minutes, Rita 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 interest earnings, which have been substantially increased by transferring funds from bank CD's to Trust Indiana Fund, which is currently earning around 5.1%
- Richard noted that our budget balance for maintenance and repair is low; suggested that we pay maintenance and repair out of Rainy Day Fund, which has a healthy balance.
- Richard reviewed recent transactions and income that have occurred since May 31; these will be reflected in next month's report.
- Sam entertained a **motion to accept the Treasurer's Report, which was made by Maranda, and seconded by Jody. Motion approved by unanimous voice vote of the Board with no further discussion.**
- Anna presented Reports and Claims, including check numbers 29420-29490, plus electronic transfers and Grant checks 1011-1015 in the total amount of \$136,604.93. No questions or discussion. **Jody moved to allow payment of said claims in the stated amount, seconded by Rita which passed by unanimous voice vote of the Board with no further discussion.**

Director's Report:

- Richard mentioned again the Trust Indiana investment, currently earning around 5% interest (interest changes daily).
- Richard reported that the July Bond payment has already been made.
- Topeka Branch air conditioning system is down currently. Fortunately, the weather has been unseasonably cool, so this has not been too much of a problem. An investigation into the problem would run around \$3500; replacement of the air conditioning unit would cost around \$4500. After brief discussion, **Martin moved that the air conditioning unit be replaced at a cost not to exceed \$5500, Jody seconded the motion, which carried without further discussion or dissent.**
- Richard reported that it is time to renew our maintenance contract with Tysson-Krupp, who manufactures elevators and artillery for the German Army. Our passenger elevator is not an issue, but no other company will service our service elevator, which is of a different manufacture. As such, our only real option is to renew with TK. The cost of the contract renewal will be \$3277.36. **Rita moved to renew the contract, seconded by Jody and approved with no further discussion by unanimous voice vote of the Board.**
- Richard presented a slightly modified Reconsideration Form to be considered for addition to Library Policy. This form is for patrons who wish the Library system to review materials and consider deaccessioning such materials for objectionable content. After brief discussion of the document and updates made to it, Rita moved to accept the Reconsideration Form into Library Policy, seconded by Maranda. This motion was approved by unanimous voice vote of the Board with no further discussion.

- Richard reported that LED lighting has been ordered for the Topeka and Shipshewana branches. The sign for the Main (LaGrange) branch has been ordered from Miller Sign. Martin asked if the question of the sign base had been resolved. Richard responded that the sign base will have to be constructed by a mason, who has not yet been engaged to perform the task. The Fish Tank for the Main branch lobby has been ordered. The Gale Courses discussed at the May meeting have been ordered.
- Statistical Report: Richard reported that 24,052 items have been circulated in the month of May 2023. This represents a significant decline since April. The bookmobile totes cease to circulate in April, as most Amish Schools, who only operate on a 165-day school year, let out for the summer at that time. So, this decline in circulation is normal for this time of year.
- Total Library Collection numbers 142,510 items at this time.
- State Board of Accounts (SBOA) State contracted auditor will visit the Library to begin the audit week of July 24, 2023.
- Staffing report: Current staff system wide numbers 33 staff (full and part-time). The Library has been receiving more applications now than in the recent past.
- Richard reported that Bill Eberhardt, our library attorney, is currently reviewing the proposed revised Employee Handbook. Jody asked if the Library should consider adopting PTO (paid time off) in place of current system of vacation-sick leave-personal days to simplify time off for employees. This is under consideration by library administration.
- The Board engaged in a discussion led by Richard concerning proposed addition to the west side of the Shipshewana Branch Library. Richard is considering engaging the architectural firm KrM out of Indianapolis. Locally this firm is represented by Stuart Godfrey from Ft. Wayne, IN. **Rita moved to allow this firm to proceed looking at possibilities, Maranda seconded the motion which was approved by unanimous voice vote of the Board with no further discussion.**

There were no Committee Reports. Under Facilities, Martin reported that he had had difficulty contacting Tyler Randol concerning planting the redbud trees on the south side of the Main branch. Maranda corrected the phone number that Martin had been given. There was some discussion about planting the trees. Martin and Tyler will get the trees planted along Lafayette Street.

There was no Correspondence to the Board.

Jody asked about the installation of landscape irrigation. This process is moving forward slowly. There was no new business to discuss.

Sam entertained a motion to adjourn. Jody moved to adjourn the meeting, Rita seconded, approved by unanimous voice vote of the Board. Meeting adjourned at 6:31 pm.

Respectfully Submitted,

Martin A. Franke

Martin Franke, Board Secretary
