

Minutes LaGrange County Library Board of Trustees Public Meeting May 18, 2023

Board members present: Sam Plew, Jody Blake, Michelle Chrisman, Jerry White, Rita Lehner, Martin Franke

Board members absent: Maranda Randol

Others Present: Richard Kuster, Library Director; Anna Mendoza, Asst. Library Director

Board President Sam Plew convened the meeting at 5:32 pm.

Sam invited comment regarding the minutes of the previous meeting. Jody moved to accept the minutes without any changes. Martin seconded the motion, **which was passed by unanimous voice vote of the Board with no further discussion.**

Financials:

Richard presented the treasurer's report with the following comments:

- The library expects proceeds from property tax assessments in June. As such, since several CD's have matured in the amount of over \$500,000, Richard suggested raising the Trust Indiana investment limit (currently at \$750,000). Discussion followed. **Martin moved to raise the limit to 1.5 million, Jody seconded the motion. Motion approved by unanimous voice vote of the Board with no further discussion.**
- The claims for the month of April were presented by Anna Mendoza. Richard commented that they were slightly higher than usual for no particular single reason. Claims were for check numbers 29372-29419 and electronic transfers in the amount of \$114,025.32. Jody questioned the VISA account. Anna explained that the VISA account is being used to pay for books ordered through Amazon. **Jerry moved to pay the claims as presented, seconded by Rita. This motion passed by unanimous voice vote of the Board.**
- Richard reported that the Trust Indiana investment is paying over 5% interest this month.

Director's Report

- Trust Indiana investment: details already discussed under Financials
- Digital Library Sign: Richard presented a mark-up of what the sign will cost. The proposed contractor is Miller Sign from LaGrange. The one-sided, electronic sign is proposed to be angled from the northeast corner of the [original] library building towards the LaGrange County Courthouse. Sam asked for a quote to make a back for the sign that will identify the LaGrange County Library. This was discussed. Two quotes were given; one for \$15,640 for a 9 mm resolution electronic sign board, the other for \$17,640 for a 6 mm resolution electronic sign board. Jerry moved that the quote for the 6 mm resolution sign be accepted at \$17,640, seconded by Rita and approved by unanimous voice vote of the Board with no further discussion. After the vote, Richard mentioned that the quotes included the cost of the sign and installation only; not for the brick base as pictured in the presented graphic. Discussion ensued concerning the brick. The cost and details concerning the sign base were not acted upon by the Board at this time.

- Richard presented quotes from LA Electric for the replacement of all lighting at the Shishewana and Topeka branches with LED lights. Cost for Shishewana was \$9,725; Topeka was \$16,813. Some discussion was held concerning the necessity for further quotes from Jody, and the possibility of using direct replacement bulbs in the current fixtures by Martin. Jerry explained that bulb longevity and efficiency of the lights will be greatly enhanced by complete lighting replacement. **This explained, Rita moved and Michelle seconded the motion to move ahead with LA Electric and the current quotes for light replacement. The motion was approved unanimously by voice vote of the Board with no further discussion.** Sam asked Richard to make sure that Branch Managers were kept in the loop as to this development.
- Library Program Policy was discussed in its current form in light of the recent passage of House Bill 1447 regarding the responsibility of libraries to review the types of materials they offer for use to the public. **Jody moved to reaffirm the policy, Rita seconded, motion approved by unanimous voice vote of the Board with no further discussion.**
- Richard presented the idea to improve the atmosphere and appeal of the main library lobby with the addition of a lighted fish tank. Cost of proposed fish tank is \$7,679.97. This does not include the price of fish or maintenance to the tank, which will cost an additional \$100-\$125 per month. Brief discussion ensued. **Rita moved to approve the fish tank, seconded by Jody. This was approved by unanimous voice vote of the Board with no further discussion.**
- Again in consideration of the passage of House Bill 1447 in the Indiana State Legislature, Richard presented the current Collection Development Policy and Request for Reconsideration. This policy was discussed. **It was decided by consensus to delay Board action on this policy until next month.**
- Richard presented the opportunity that the LaGrange Library has been offered to take advantage of a Gale Courses Online Learning package of courses for mainly adult level education. The cost of this service to the LaGrange Community will be \$3,876 per year. **Jody Blake moved to adopt this course of action for one year, and then reevaluate to see if there has been enough response by the community to continue the program. Motion seconded by Rita, adopted without further discussion by unanimous voice vote of the Board.**
- Richard briefly covered the Staffing Report. The library system currently has 30+ employees. Richard and Anna have recently interviewed 10 more individuals in the last week and a half. Some seemed like promising candidates. The library hours will be expanded June 5 to meet State Library requirements for a Class A library institution, which will require additional staff.
- Richard presented the statistical report. 37,171 items were circulated in the month of April, which is down from March, but still very good numbers.
- The Library Collection now included 142,196 items for use by the public. This is ever increasing.
- Richard and Anna reported that the Indiana State Board of Accounts will be doing an audit of the LaGrange County Library this year. SBOA is trying to complete audits of libraries in the state every other year at this time. The audit is scheduled to be completed by a contracted CPA instead of by SBOA auditors this time.
- Most library remodeling projects have already been discussed. Richard brought up the possible need to construct an addition on the west side of the Shishewana Branch. The long-term viability of the facility and location of the Shishewana branch was discussed. An addition may be a necessary stop-gap until the Bond Payment for the main branch is completed in 2029. Relocation to a larger facility, perhaps new-constructed, may be needed in Shishewana at some time following the Bond completion. Richard agreed to contact at least two architects to consider addition possibilities for the current building.

- There has been no response concerning the Library Employee Handbook from Library attorney Bill Eberhardt. Bill was recently incapacitated due to an accident.
- Richard asked the Board their preferences concerning four board training sessions offered by the Indiana State Library. Most expressed reluctance to take all trainings at one time. Some preferred attending one training at a time following regular Board meetings. Some expressed interest in taking trainings at other nearby library locations as they became available. No definite decision was made concerning these trainings at this time.

Committee Reports: With the adoption of the “Committee As a Whole”, individual committee reports will not usually be made going forward. Under the Facilities Report, Martin brought up the issue of the trees to be planted on the south side of the bookmobile garage along Lafayette Street. 811 has been contacted, and utilities have been located. A question was discussed regarding the placement of the redbud trees, and the number of trees to be planted. No Board decision was made at this time, though board members agreed to survey the area in question.

Correspondence to the Board: None

Old Business: None

New Business: The requirement for a \$75 deposit to use the Community Room by non-profits, including departments of LaGrange County Government, was discussed. There are difficulties for agencies under SBOA to write a check as a deposit that is never processed or deposited. Anna agreed to review the policy and make a suggestion at the next Board meeting.

Meeting was adjourned at 7:35 pm, as moved by Jody, seconded by Rita, and accepted unanimously by voice vote of the Board with no further discussion.

Respectfully submitted,

Martin A. Franke

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LaGrange County Public Library Board Secretary
