

LaGrange County Public Library Special Planning Retreat
Thursday, October 19, 2023
Community Room, LaGrange County Public Library main branch
203 W. Spring Street
LaGrange, IN

Board members Present: Maranda Randol, Jerry White, Sam Plew, Martin Franke

Board members absent: Jody Blake, Rita Lehner

Others Present: Richard Kuster, Anna Mendoza

Sam Plew called the meeting to order at 5:32 pm.

Sam called for a review of the minutes of the September 2023 meeting. Jerry moved to accept the minutes as presented. Maranda seconded this motion. **Minutes were approved with no changes by unanimous voice vote of the Board with no further discussion.**

Sam also called for review of the minutes of the Special Planning meeting, held October 12, 2023. Jerry moved to accept these minutes with no changes. Maranda seconded the motion. **Minutes to the Special Planning meeting were accepted by unanimous voice vote of the Board with no further discussion.**

Treasurer's Report: Richard reviewed the treasurer's report. Interest income last month was \$4,353.60 with the Trust Indiana Investment Account returning 5.37% currently. The Rainy-Day fund was used to pay for installation of LED lights at the Shipshewana and Topeka branches in the total amount of \$19,931.00 (\$17,000 was taken out of Rainy Day).

Jerry moved to accept the Treasurer's Report as submitted. Maranda seconded this motion. **Motion was approved with no further discussion by unanimous voice vote of the Board.**

Anna Mendoza presented the Reports and Claims for the month. Checks issued were #29636-29694 plus EBT electronic transfers and Grant fund checks 1019-1022 in the total amount of \$129,847.11. Martin moved to approve the claims as presented, seconded by Jerry. **Motion passed by unanimous voice vote of the Board with no further discussion.**

Director's Report: Richard reviewed state status of the Budget. Department of Local Government Finance will respond to the Budget as filed. Richard expects early response since we filed one month early.

Richard reported that he believes that the silver maple on the northwest corner of the library property needs to be removed. There was some discussion. **Jerry moved to have the tree removed. Maranda seconded the motion. Motion was passed by voice vote of the Board with no further discussion.** Martin and Sam are to replant maples on north side of the old library building to replace the one to be removed and possibly another one that has been partially girdled by lawn care operations.

LED lighting already discussed under Financials. Statistical report noted with a reduction of circulation from August to September, cause unknown. Staffing Report noted, with 32 full and part time employees

in the system (unchanged since last month), and Interns and Pages to be promoted to Clerks in the short time future.

Review of the Collection Plan: Richard distributed Collection Plan and Management document currently in use. The LaGrange County Public Library is currently using Collection HQ service to make collection acquisition recommendations. This will be replaced in the future by a standard system being adopted by IN Evergreen.

Richard distributed LaGrange County Public Library 2024 Guidelines for Service. There was a short discussion concerning this document. **Maranda moved acceptance of the policy; Jerry seconded the motion which was adopted by unanimous voice vote of the Board with no further discussion.**

No Committee Report

No Correspondence to the Board

No Old Business

Items from the Floor: Sam questioned the Interlibrary Loan Service, which reportedly has not been functioning effectively in the recent past. Anna explained that in the past, this system had been contracted privately by bid to a company that operated it with great efficiency. In the recent past, a new company had won the bid, and service had suffered considerably. The original company has now gotten the bid, and service backlog is being slowly restored. Anna and Richard anticipate normal service with Interlibrary Loan to be restored by the end of October of this year (2023).

Sam asked about the roof leak (s). Despite many attempts at repair, they are still leaking, but it was noted, that this problem usually only occurs when it is raining outside.

No New Business

Maranda Randol moved to adjourn the meeting at 6:04 pm. Jerry White seconded the motion. Motion passed by unanimous voice vote of the Board with no further discussion.

Martin A. Franke

Minutes recorded, typed, and respectfully submitted by Martin A. Franke
LaGrange County Public Library Board of Directors Secretary
