

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
September 9, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on September 9 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Kathy Small, and Glenn Eddleman. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, and Alice Humel Denton

CONSENT AGENDA

Mary Kiplinger made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

NEW BUSINESS

Alice Humel Denton petitioned the Board to accept the donation of a painting commissioned by the Elwood Alumni Association to honor her aunt, Anna Rebecca Noland Kimball Mrs. Kimball was the secretary of the Elwood Alumni Association from 1942 until her death in 1972. The painting, completed in 1973, was prominently displayed in the main hall at Elwood High School for many years, eventually making its way to the superintendent's office. The last superintendent did not care for the painting and ordered it destroyed. The painting was saved and returned to Mrs Humel Denton, who then had it restored. President Austin accepted the donation and agreed to display it in the public space at the library.

OLD BUSINESS

Summitville

Foundation: Mr. Hazelbaker is anxious to proceed with this project. We received the bid package from Curry and Associates last Friday. NMCPLS is required to seek out three quotes. Director Scott would like to publicize this project in the paper along with the Town of Summitville so the work can be completed together. The public notice states bids are due at the library by 2:00 p.m. Monday, September 23, 2019. The Board will then need to meet to open the bids. Director Scott will be attending the Summitville Town Council meeting Tuesday, September 10, 2019. Glenn Eddleman made a motion that the NMCPLS Board of Trustees meet on Monday, September 23, 2019 at 4:30 p.m. at the Ralph E. Hazelbaker Library in Summitville to review the bids. Kenny Giselbach seconded and the motion carried.

Landscaping: Smoot Landscaping will be completing the patio at the Ralph E. Hazelbaker library in Summitville. The plans that we received were not handicapped

accessible and had features we did not need. We are currently waiting on revised plans and estimates.

NEW BUSINESS

Elwood-Hot Water Heaters

The original hot water heater in the Sprinkler room is leaking and needs replacing. This is a 15-gallon wall mounted water heater. We have two other water heaters like these. One replaced in 2005 and the other replaced in 2011. We received two quotes for the work. Mr. Rooter quoted \$1,347.80 to replace it with a 20-gallon capacity. Roby's quoted moving it to the floor with total plumbing and electrical costs of \$1561.00. Mary Kiplinger made a motion to accept the quote from Mr. Rooter for \$1347.80. Glenn Eddleman made a second and the motion carried.

Standard Operating Procedures for Payroll

Standard Operating Procedures for Payroll were reviewed. Kathy Small made a motion to accept the Standard Operating Procedures for Payroll as written. Mary Kiplinger made a second and the motion carried.

Katie Schiffner-Training Clerk-Niche Academy

Katie Schiffner was instrumental in training the new hires at the Frankton Community Library. Director Scott would like to make her a Training Clerk or Assistant IT Clerk to better utilize her skills. Director Scott will bring a proposal to the Board next month.

Director's Report

Repairs on the water line at Elwood are complete. This water line was repaired in 2008 and 2011. The entire line was replaced with the exception of 4 feet leading into the building. Mr. Rooter was extremely professional and everything went very well. Elwood Fire Equipment informed us that the Backflow device in the Sprinkler room is leaking and failed testing. It is scheduled to be replaced. We received approval from USAC for the wireless upgrade through Roeing. We did lose a little over \$3000.00 of funding from ERate. We are waiting to see if Roeing will absorb part of this loss.

PUBLIC COMMENT

Beverly Austin noted a complaint from a Frankton patron about programing. The patron felt that Frankton was not offering the types of programs that Elwood and Hazelbaker offer. Mrs. Austin assured her that once the new staff settled in programing would resume. She also invited her to attend programs at any location. The need for a digital sign was discussed for the Elwood and Frankton libraries.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
August 12, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 12, 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Kathy Small, and Glenn Eddleman. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace

CONSENT AGENDA

Glenn Eddleman made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Landscaping: The blue spruce tree was removed to make room for a patio on the south side of the library. Mr. Hazelbaker had mulch put around all the trees.

Foundation Issues: The town is unable to use the Community Crossings Grant for the drainage work. Applications for a Food and Beverage Grant are due by August 31, 2019. County council will not approve these grants until January 14, 2020. Mr. Hazelbaker is anxious to see this project move forward and has pledged to contribute the major portion of this cost to the Town of Summitville to get an immediate solution to the problem. Director Scott will meet with Chris Frye on Thursday to see if he will be able to bid our share of this project. Lori Young, with Curry and Associates will be getting a bid package to Director Scott with all the necessary information so we will be able to seek three quotes.

Elwood Water Leak

Chris Frye from Mr. Rooter gave us two quotes to repair our water leak. Mr. Frye spoke with TSI Energy Solutions about the location of our leak. We can replace just a section of the pipe for \$6,186.00 underneath the concrete. The other option for \$8,417.50 is to replace the entire pipe from the water meter pit to the foundation. This will be paid from the Operating Fund Professional Services. Kenny Giselbach made a motion to accept the quote to replace the entire line. Glenn Eddleman made a second and the motion carried.

NEW BUSINESS

Approve 2020 Budget for Publication

2020 Budget Review

The following 2020 budget was requested for publication:

Rainy Day Fund Budget--\$100,000.00

Operating Fund Budget--\$1,375,608

The maximum estimate funds to be raised are \$905,101

The current tax levy is \$874,359

2019 Estimated Property Tax Cap of \$184,673

Library Improvement Reserve Fund--\$54,000

Kathy Small made a motion to approve the 2020 budget for publication. Mary Kiplinger made a second and the motion carried.

Indiana State Library Consortium Resolution for Public Internet Access

Glenn Eddleman made a motion to accept the Indiana State Library Consortium Resolution for Public Internet Access as read. Kathy Small made a second and the motion carried.

Frankton Town Market Contract Extension

The Frankton Town Market would like to extend their contract to include the Fall Market from October 6th through November 17th. Kenny Giselbach made a motion to extend the Frankton Town Market Contract. Kathy Small made a second and the motion carried.

Director's Report

Director Scott is discussing offering the Kids in the Kitchen program at Frankton. There will be a Yoga and Yummies class for seniors and active adults at Frankton. Donations will be accepted and used for Eagle Packs at the school. Eagle Packs is a program that provides food for students to take home for the weekends. Director Scott met with Sharon Breckinridge from the Madison County Health Department to review concerns about the Kids in the Kitchen program. Since the food is not for sale the Health Department rules do not apply to our program. Ms. Breckinridge volunteered to teach a food safety class for us. Director Scott will be attending and presenting at the New Directors webinar at the Indiana State Library this week. Beverly Austin will be out of town for the October Board of Trustees meeting.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
July 8, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on July 8, 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Tom Stone, Kenny Giselbach, Mary Kiplinger, Kathy Small, and Larry Watson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. Mary Kiplinger made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Foundation Issues

Director Scott spoke with Tom Everett with the Town of Summitville concerning the grant application. Mr. Everett said that since the Community Crossings Grant was used to put the road in, it may not be used again for the drainage improvements. However, we could apply for a Food and Beverage Grant at the end of the year. Director Scott has contacted Jerry Bridges to get more information about this grant. Director Scott will attend the Summitville town council meeting tomorrow evening. Mr. Hazelbaker offered to donate \$10,000.00 to the town to get this project started.

NEW BUSINESS

Ralph Hazelbaker Donation Summitville Landscaping

Director Scott met with Mr Hazelbaker and a landscaper about an irrigation system for the memorial trees. The landscaper assured Director Scott that it will not be close to the building. Mr. Hazelbaker will pay for the installation and maintenance. They also discussed adding a patio on the south side of the library. Mr. Hazelbaker will have the landscaper draw up plans for these improvements. This project needs to be coordinated with Lori Young and the drainage work. It was decided to remove the big blue spruce tree to make room for the new patio. We have received a quote from Hensley's for \$800.00 to remove the tree. Mr. Hazelbaker would like to add a dwarf tree near the sign for another classmate who passed.

Capital Assets Recycled

Some old printers, computers and monitors were taken to Recycle Force. Larry Watson made a motion to remove these items from the Capital Asset list. Tom Stone made a second and the motion carried.

2020 Budget Review

Director Scott proposes not increasing the budget for 2020. We anticipate spending \$1,064,770 this year which is slightly above anticipated revenue in 2019 and 2020. A new law went into effect July 1 that says the establishing body can hold a binding review over our budget if our cash on hand is above 150% of our budget. This law states that our budget can be cut by 10% by the establishing body. We will be putting together a Capital Improvement Plan to better plan for and explain future maintenance improvements.

Elwood Water Leak

There is an area in the hallway to the administrative area where glue keeps coming up from the tiles. Floors and More pulled up a tile in the area and found the concrete to be wet. The city checked our meter and found that we have a slow leak. Roby's recommended TSI Energy Solutions to scan and locate the leak. They will be here on Wednesday. There may be a need for an emergency meeting to approve repairs.

Director's Report

The Indiana Library Historical Board found us to be in compliance with Public Library Standards. The new toilets were installed at Summitville and the staff is very appreciative. Sky Dome day was a huge success. We had 17 programs going at the same time. Fifteen staff members were involved and we counted 190 people. We had to use a smaller dome and added two additional sessions. Trisha Shuler should be commended on planning this event. The parents and grandparents were thrilled with this event. Tie Dye was a huge success with 90 people in attendance. We don't have a start date from Vasey for the repair of the VAV boxes.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
June 10, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on June 10, 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Tom Stone, Kenny Giselbach, Mary Kiplinger, Kathy Small, Glenn Eddleman, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, and Mike Robertson, IT Manager.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Hotspots

Mike Robertson presented a proposal to purchase Hotspots and a policy to circulate them for our patrons. It would cost \$10.00 a month per device for Mobile Beacon service. There would be a one time membership cost of \$155.50 for a total cost of \$1355.50 for the first year. Tom Stone made a motion to accept the Hotspot proposal and the lending policy. Glenn Eddleman made a second and the motion carried.

Summitville Foundation

Tom Everett with the Town of Summitville will be applying for the Community Foundation Grant by July 1. Mr. Everett is in the process of receiving quotes for job costs but the grant requires 25% matching funds. According to Lori Young, Curry and Associates, our estimated cost for drainage improvements on our property would be \$25,330.00. The estimated cost for the town to install drainage along Main Street and Howard and would include a catch basin for us to tie into would be \$61,998.00. Mr. Everett feels this cost will be closer to \$80,000.00. This project will not happen without a grant. To only fix the Town's problem on the corner of Main and Howard without the grant would be an estimated cost of \$23,500 to the Town. If that is all that is done, our additional cost would be \$23,100.00 to connect from the library to Main Street. So without the grant it will cost us approximately \$48,430.00. If we offer to help with the matching funds for the grant, which according to the estimates, would be 50% of \$20,000.00, our cost if the Town gets the grant would be \$25,330.00 for our property improvements plus \$10,000.00 in matching funds for the Town. Tom Stone moved to

provide 50% of the 25% of the matching funds for the grant not to exceed \$10,000.00. Kathy Small made a second and the motion carried.

NEW BUSINESS

Petty Cash Custodian

Director Scott would like to remove Debbie Fox as custodian of Petty Cash at the Frankton Community Library. Director Scott would like to instate Stacey Terhune as the new custodian of Petty Cash at the Frankton Community Library. Mary Kiplinger made a motion to remove Debbie Fox and instate Stacey Terhune as Petty Cash Custodian at the Frankton Community Library. Larry Watson seconded and the motion carried.

Timeline for 2020 Budget Approval

The timeline for the 2020 Budget was reviewed. Approval, public hearing and adoption of the 2020 budget will all take place at regularly scheduled board meetings. No changes were made.

Initial Budget Review

Director Scott does not plan to increase the budget for 2020. We plan to add to our LIRF fund and Rainy Day fund this year.

Info Express

Info Express is the courier to deliver books between libraries. Because of the amount of books we send and receive, we are required by the state to have delivery 5 days a week. They allowed us to have 1 day at each branch and 3 days at Elwood. This year the cost for this service is \$910.00 for each of the branches and \$1910.00 for Elwood.

Roby's Estimate

The toilets at Summitville need the insides and gaskets replaced. They have not been replaced since 1997 and there is a lot of lime in the water in Summitville. It would cost \$1,846.00 to replace all four toilets. Glenn Eddleman made a motion to accept the bid to replace all the toilets. Kathy Small made a second and the motion carried.

Director's Report

Stacey Terhune will be coming to the board meeting in July. We have Katie Schiffner and Cassidy Hopkins covering desk hours at Frankton. We have volunteers doing programs at Frankton.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
May 13, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on May 13, 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Kathy Small, Glenn Eddleman, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, Dave Oliver and Rick Cope with Vasey Commercial Heating & Air Conditioning, Inc., and Jenni Effinger with the Frankton Town Market.

CONSENT AGENDA

Glenn Eddleman made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

HVAC VAV Boxes-Elwood

Dave Oliver and Rick Cope with Vasey Commercial Heating & Air Conditioning, Inc. addressed the board concerning the scope of work and the need to assess all 18 VAV boxes to ensure they are in proper working order. This assessment would cost \$16,320.00. Any boxes that may need replaced would be an additional cost of possibly \$2500 to \$5000 per box. Having all these boxes in proper working order will save energy costs. Kathy Small made a motion that Vasey proceed with this assessment. Larry Watson made a second and the motion carried.

NEW BUSINESS

Frankton Farmer's Market

Jenni Effinger with Frankton Farmer's Market would like to lease the Frankton Community Library parking lot on Sundays from 1 p.m. to 7 p.m., June through September, for a farmers market. Jeffrey Graham, Attorney, has composed the lease. Larry Watson made a motion to lease the parking lot at Frankton Community Library to Frankton Farmer's Market June through September. Kenny Giselbach made a second and the motion carried.

Hotspots

Director Scott requested Hotspots be tabled until next month.

Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
Internet policies were reviewed. Glenn Eddleman made a motion to change access points to websites in the Public Access Computer Policy. Kathy Small made a second and the motion carried.

Job Descriptions

Director Scott would like to add the following items to each job description listed.

Manager, Youth Services: 2. *Add: Plans, prepares, presents, attends and markets library programs in and outside of the library for children, young adults, parents and others to encourage reading, viewing, listening and use of library materials and facilities to meet community needs.*

3. *Add: Develops and sustains community partnerships especially with local youth organizations.*

11. *Add: literacy and communication skills*

Manager, Branch: 2 *Add: Plans, prepares, presents, attends and markets library programs in and outside of the library for all ages to encourage reading, viewing, listening and use of library materials and facilities and to meet community needs.*

Supervises, leads, assists and inspires the branch staff to do the same.

3 *Add: Develops and sustains community partnerships.*

Manager, Adult Services: 2 *Add: Plans, prepares, presents, attends and markets library programs in and outside of the library for adults to encourage lifelong learning and to meet community needs. Supervises, leads, assists and inspires the adult services staff to do the same.*

3. *Add: Develops and sustains community partnerships with local organizations.*

Manager, Informational Technology: 6 *Add: Plans, prepares, presents, attends and markets library programs in and outside of the library for staff and patron training to encourage lifelong learning and to meet community needs.*

Director: 14 *Add: Develops and sustains community partnerships.*

Larry Watson asked to have “to encourage lifelong learning” added to the Youth Services and Branch Manager’s job description as it appears in the other job descriptions. Kathy Small made a motion to accept all job description changes. Glenn Eddleman made a second and the motion carried.

Wage Scale

Director Scott would like to add the following to following item to the NMCPLS Wage Scale.

7. *Years of experience will also be considered for new hires.*

Larry Watson made a motion to accept this addition to the NMCPLS Wage Scale. Kenny Giselbach made a second and the motion carried.

Director’s Report

It is time for our health insurance renewal. The monthly cost will be \$8515.98 which will be \$102,000.00 annually. We are at the threshold where we made concessions in the past concerning family members. Next year we may need to make changes. Circuit breaker numbers are \$151,186.72 for 2019. This number has increased \$18,000.00. We have 3467 valid cardholders. According to the 2010 census we serve a community of 19,500.

Everyone needs to promote the library. I am asking everyone to brainstorm and attend programs. Circulation statistics are down 60,000 circs from 2015. We are hoping to hold 1000 programs in 2019. Our goal is 8000 in attendance in 2019. Total fines forgiven during our amnesty program was \$285.00. There are 121 active systems in Evergreen. They are in 65 counties in Indiana. NMCPLS is 23rd out of 121 in resource sharing. Auto renewals are being received well. Stats are down 9% from last year. Glenn Eddleman found an extension in Google Chrome that will show when people search for a certain book, whether that book is available for check out in our library. He signed our library up for it.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Ralph E. Hazelbaker Library
Regular Meeting
April 8, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on April 8, 2019 at the Ralph E. Hazelbaker Library in Summitville.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Kathy Small, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, Pam Blake and Suzanne Remington.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Roeing Wireless Network Upgrade Contract

The revised costs for the Wireless Network Upgrade from Roeing are as follows: Elwood \$15,315.00, Frankton \$3,767.00, Summitville \$1,673.00, and Elwood Firewall \$5,670.00 for a total of \$26,425.00. This new total will use nearly all of our Category 2 available funding. The cost to the library will be 15% of the total amounting to \$3963.75.

HVAC VAV Boxes-Elwood

Don Peabody and Dave Oliver with Vasey were to address the board at this meeting. Their presentation has been rescheduled for the May 13th, 2019 meeting at the Elwood Public Library.

NEW BUSINESS

Auto-Renewal

Automatic renewal is now available on our web based ILS. Director Scott would like to offer this new service to our patrons. If items do not have renewals left or are on hold for another patron the item will not renew. Patrons will be contacted personally if the items will not renew. Director Scott would like to begin this service May 1st, 2019. Larry Watson made a motion to offer automatic renewals to our patrons. Glenn Eddleman made a second and the motion carried.

Elwood Parking Lot

The parking lot at the Elwood Public Library has some potholes. We have received a quote from Conrad Dautrich to repair them for \$342.00. The work will be completed as soon as possible.

Go Fund Me

We are considering starting a Go Fund Me page for special programs for summer reading. We have booked Star Lab for \$795.00. We have consulted with the Indiana State Library on proper documentation and controls per the State Board of Accounts. Director Scott explained donations would be made to Go Fund Me by credit card and a fee of 2.9% will be charged. Most library Go Fund Me pages are for catastrophic issues like fire or flood. Members expressed other ways of gaining support such as Patreon. We will revisit this topic at a later date.

Hot Spots

Director Scott has been looking into providing wireless internet connections for checkout. Tech Soup offers ten Hot Spots with monthly service for \$1,200.00 per year. The first year cost would be \$1,355.50 with Boost Membership. These hot spots will be checked out to adults only. Replacement cost is \$80.00. The patron would be charged the replacement cost if it is not returned. The wireless internet will be turned off if it is not returned. Battery replacement is \$16.00. Members would like to know how other libraries circulate these and how many are lost, damaged or not returned. They would also like to know if the data is unlimited.

Director's Report

EnviroForensics placed a monitoring well today on North A Street at the edge of our parking lot to monitor possible contamination from Vest Cleaners. We had an INPRS audit and no exceptions were found. We need to review employee charges for VHS conversions and 3D prints. Our policy states that fees are not charged if usage is not excessive. The Board has left this decision to Director Scott. Director Scott suggested a percentage of the fee. Larry Deboer and Tammy Ogle with Purdue University Economics Department are presenting a webinar for library trustees on property taxes May 1st at 10:00 a.m. Director Scott will send you the link. You may watch it live or the recorded version at a later time.

Shelby Thomas, President of the Alexandria Monroe Public Library has extended an invitation to our board, myself, and Sheri Wallace for training. The Indiana State Library will be conducting this training from 6 pm to 8 pm. on the Board's responsibilities. Thursday, May 30th or Thursday, June 6th are the dates they are considering.

Rex Landrum of Jackley Landrum Funeral Home has donated three paintings to the library with the potential of donating older funeral records from the funeral home. Dorcia Stottlemeyer sent a letter requesting a digital sign for the Frankton Community Library. She offered a \$100 donation towards the sign.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
March 11, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 11, 2019, in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Kathy Small, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. A second was made by Tom Stone and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Foundation

Director Scott thanked Board members Larry Watson, Glenn Eddleman, Bev Austin and Tom Austin for attending the Summitville Town Council meeting this month. The town will apply for the Community Crossings Matching Funds Grant program by July 1, 2019. They will not know if they get it until September 2019 which may push the work back until spring of 2020. We have money in LIRF and Rainy Day that can cover our cost of this project.

NEW BUSINESS

Bids for Wireless Network Upgrade

We received a bid from Roeing to use our remaining Category 2 funding to upgrade our wireless network. We have \$21,531.13 for Elwood, \$3821.12 for Frankton, and \$1,734.89 for Summitville in remaining funds. The bid came in at \$13,879.00 for Elwood, \$4,957.00 for Frankton and Summitville. Costs for the installation and 5-year subscription for a new firewall was bid separately from the wireless network upgrade at a cost of \$6,010.00. The Frankton and Summitville bids will have to be modified to not exceed our remaining Category 2 funding. Frankton will only receive one access point and no Tripp Lite UPS. Summitville will only receive one access point, no Tripp Lite UPS and the library will pay for the installation of the cabling. The library's e-rate discount is at 90 %; therefore, the library will only have to pay 10% of this project. Larry Watson made a motion to accept the bid from Roeing with these modifications. Kathy Small made a second and the motion carried.

HVAC VAV Boxes-Elwood

Director Scott received a bid to ensure all VAV boxes are working properly and are opening and closing with respective increase/decrease of the CFM and add a DA-T sensor (discharge air temperature sensor) to each VAV box. The quote is \$16,320.00 for 18 VAV boxes. Labor is \$15,220.00 and material cost is \$1,100.00. Splitting up the job and doing 9 VAV boxes at a time would increase our cost by \$6,080.00. Director Scott will have Dave Oliver from Vasey come speak with the board possibly at the May meeting.

Amnesty Period/Food for Fines

For National Library Week in April, Director Scott would like to promote amnesty for the return of long overdue to lost items. Amnesty would include cost of the items and overdue fees. Once the amnesty period is over we will begin using a collection agency. We would also like to pair this with Food for Fines. The Indiana State Board of Accounts states that we must have an attorney’s statement verifying legality and a policy in place to offer this program. Mr. Graham has found the policy to be compliance with Indiana law. Tom Stone made a motion to accept the policy and grant permission for Amnesty and Food for Fines for two weeks beginning with National Library Week. Mary Kiplinger made a second and the motion carried.

Time Clock Regulations-Personnel Policy

Director Scott would like to add the following to Time Clock Regulations:
Effective January 2019 as directed by recent audit, salaried exempt employees will be required to record their time on a time card. Kenny Giselbach made a motion to accept the changes to the Time Clock Regulations. Kathy Small made a second and the motion carried.

Director’s Report

Director Scott thanked everyone for coming and for approving the Amnesty and Food for Fines program.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
February 11, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on February 11, 2019, in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Glenn Eddleman, Mary Kiplinger, Kathy Small, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace and Lori Young with Curry and Associates.

CONSENT AGENDA

Kathy Small made a motion to approve the regular meeting minutes, the Board of Finance meeting minutes and claims register in the consent agenda. A second was made by Tom Stone and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Foundation-Curry & Associates-Lori Young

Lori Young with Curry & Associates presented two possible solutions to the drainage issues at the Ralph E. Hazelbaker library in Summitville. She has been working with the town as well as the library to find the best solutions. The Town of Summitville is looking at extending drainage down Church Street. The library will install some catch basins for the guttering, improve a landscape berm along the alley and run the water out to Church Street. Storm sewer will need to be installed from the library to Main Street. The Town of Summitville is looking into grants to cover this cost. ...Preliminary estimates for on-site drainage improvement is \$25,330.00. Option 1 at a cost of \$61, 998 is the town of Summitville's costs to fix their drainage issues at the corner of Main and Howard Street and run a line from Main Street down Howard Street to just West of the library's driveway with a catch basin for the library to tie into. Option 2 is if the town only fixes their problem at the corner of Main and Howard Street at a cost of \$23,500. The Library will have to install a catch basin and run the storm sewer to Main Street at a cost of \$23,100. Option 2 increases the Library's total cost from \$25, 330 to \$48,430. Director Scott and Lori Young will attend the next town meeting to discuss these options.

Evaluation Forms

Director Scott provided three evaluation forms and job description for the Director to the Board of Trustees. They discussed each one and chose to use Form 2 to evaluate the

Director. Each Board Member will take a form, complete it and return it to the Administrative Assistant in the enclosed envelope by March 4. President Austin will collect them. There will be an executive session on March 11th following the regular meeting to discuss the evaluations.

NEW BUSINESS

Non-Resident Fee Resolution

The Resolution to Establish Non-Resident Fees was read. Glenn Eddleman, secretary, made a motion to accept the resolution as read. Kenny Giselbach made a second and the motion carried.

Assistant Treasurer

President Austin appointed Tom Stone as Assistant Treasurer.

Director's Report

The new lighting is being installed at Frankton. There were some complaints from staff that they were too bright. They are continuing the project and feel that once staff gets used to the lighting it will not be a problem. The lights have a ten-year warranty. We have had to close a few days because of weather. Director Scott will be on vacation through February 25th. Todd Buckmaster, Jordan Arehart, Josey Kornbroke, Mike Robertson, Jamie and Greg Scott are on the trivia team called the Dewey Decimators. They won the contest this year and will be receiving \$500.00 for the Kids in the Kitchen program. We have had one employee upset about the Sunday hours and may choose to leave. We are hoping that doesn't happen. Everyone else seems to be fine with the changes.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
January 14, 2019
Immediately following Board of Finance meeting

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on January 14, 2019 immediately following the Board of Finance meeting in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Mary Kiplinger, Glenn Eddleman, Kathy Small, Tom Stone, Larry Watson, and Kenny Giselbach. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. A second was made by Kathy Small and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville-Foundation

Lori Young from Curry and Associates is working with Tom Everett from the Town of Summitville to tie in along Church Street. She will attend the February meeting to present alternatives and costs.

NEW BUSINESS

Technology Hardware Upgrades RFP

In 2016 we received Category 2 funding to upgrade our network cabling. We have a remaining balance of \$27,087.14 that needs to be used by the end of 2019. Our cost will be no more than \$2,708.71. We would like to put an RFP out for additional wireless access points. Vendors will evaluate our need at all three locations. Bids will be due March 8, 2019. Bids will be opened and awarded at the March 11, 2019 board meeting. Glenn Eddleman made a motion to approve the Technology Hardware Upgrade RFP. Kathy Small made a second and the motion carried.

Evaluation Forms

Director Scott presented a new evaluation form to be reviewed for the upcoming evaluation of the Director. The Board of Trustees will review the forms and vote next month.

Holiday Closings

Director Scott would like to add Easter Sunday and the Sundays before Memorial Day and Labor Day to the Holiday Closings. Larry Watson made a motion to accept these additions to the Holiday Closings. Glenn Eddleman made a second and the motion carried.

Directors Report

Sheri Wallace has been helping out the new Bookkeeper and Interim Director at the Alexandria Monroe Public Library. There are sound issues at the circulation desk. Director Scott would like to consult with an acoustic engineer to see what options are available to us. Director Scott would like to add an additional option for insurance for our employees from Liberty National. This would be at no cost to the library. We have received our 1782 Budget approval for our Operating, Rainy Day, and LIRF funds. The new lighting at Frankton has been scheduled. Sunday hours are going well. The first Sunday we had 9 people without advertising. The second Sunday we had 18 people. The entire staff from all locations will be working Sunday hours. It amounts to 20 hours per year for part time employees and 22.5 hours per year for full time employees.

Public Comment

Public comment was sought. None was forthcoming.

Adjournment

Larry Watson made a motion to adjourn. Glenn Eddleman made a second and the meeting adjourned.

Glenn Eddleman, Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
December 9, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 11, 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Larry Watson, Mary Kiplinger, Kathy Small, Kenny Giselbach and Glenn Eddleman. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. Mary Kiplinger made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Foundation

The Town of Summitville has applied for the Food and Beverage Grant. If the grant is awarded to the town, it will hopefully give them the funds necessary to move forward with their part of this drainage project. Lori Young has sent two bills from Curry and Associates. The first bill was for the drainage survey and coming to the meetings for \$4462.50. The second bill of \$4227.50 was for preparing the bid package.

NEW BUSINESS

Election of Officers

The slate of officers for 2020 are as follows: Bev Austin, President; Larry Watson, Vice President; Glenn Eddleman, Secretary; Mary Kiplinger, Treasurer; Tom Stone, Assistant Treasurer. Kathy Small made a motion to accept the current slate of officers. Kenny Giselbach made a second and the motion carried.

Transfer of Appropriations Resolution

Secretary Glenn Eddleman read the Resolution to Transfer Funds Within the Library Operating Fund Major Category. Glenn Eddleman moved the Resolution be adopted. Larry Watson seconded and the motion carried.

Director's Report

We have received our 1782 for our 2020 budget approval. We have also received our December tax draw. Roeing has agreed to pay \$1600.00 of the costs that will not be covered by E-rate on our wireless upgrade. Alice Hummel Denton had a new picture taken with the painting she donated now that it is in place. Director Scott will send it to

the Elwood Call Leader for publication. We have been directed by the State Board of Accounts to assign universal numbers to our Funds in our accounting software to make things uniform for the examiners. This work will begin in December and everything will be implemented in the software for 2020. William Ben Cornwell, a local poet and author, asked for a security video of his proposal in front of the library on November 12. Who knows, they might get married here.

PUBLIC COMMENT

Public comment was sought. Larry Watson has a friend, Robin Hartley, who would like to talk to Director Scott about donating her brothers DVD collection to the library.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

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NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Frankton Community Library
Regular Meeting
November 11, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 11, 2019 at the Frankton Community Library.

CALL FOR QUORUM

Present were members Beverly Austin, Larry Watson, Mary Kiplinger, Kathy Small, and Glenn Eddleman. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

NEW BUSINESS

Employee Raises/Director and Administrative Assistant

Kathy Small made a motion that all eligible employees receive a 3% raise for 2020.. Mary Kiplinger made a second and the motion carried.

Larry Watson made a motion that the Director and Administrative Assistant receive a 3% raise for 2020. Kathy Small made a second and the motion carried.

The Employee Wage Scale was reviewed. Kathy Small made a motion to increase the maximum wage of managers from \$20.00 to \$23.00. Mary Kiplinger seconded and the motion carried.

2020 Holiday Calendar

Larry Watson made a motion to adopt the 2020 holiday closings as submitted. Mary Kiplinger made a second and the motion carried. There are a total of 14 ½ holidays closed and two days for In-Service held on the first Wednesday of May and November.

Nominating Committee Report

The nominating committee presented the following slate of officers. Larry Watson, Vice President; Mary Kiplinger, Treasurer; Glenn Eddleman, Secretary. At this time, the Presidency is open. President Austin will meet with Director Scott to discuss options.

Information Technology Assistant

Director Scott presented the new job description for Information Technology Assistant Clerk. Larry Watson made a motion to accept this job description. Glenn Eddleman made a second and the motion carried. Kathy Small made a motion to increase the hourly rate for this position by \$1.00 per hour in addition to the annual 3% raise. Glenn Eddleman seconded and the motion carried.

Unattended Child Policy

Director Scott presented a revised policy for unattended minors. Larry Watson made a motion to accept these changes. Kathy Small seconded and the motion carried. It was decided to advertise the new policy in the local newspaper and on Facebook.

Director's Report

The new floor mats in the entryways look great. The library did not receive a credit on the water bill after repairs were made. We did not meet the threshold for a refund. The bill is back to normal now. Matt from Vasey has reviewed our VAV boxes and found 5 that need to be repaired at a cost of \$7,425.00. Larry Watson made a motion to repair the VAV boxes. Glenn Eddleman made a second and the motion carried. Everything was approved for the wireless network upgrade except the firewalls. Our expected cost is now at \$8,346.26 instead of approximately \$3,000.00. The vendor should have known the firewall he quoted was not covered at 100% by E-rate. Director Scott is currently trying to get them to pay half of the additional costs. For our in-service last week we toured the Indiana Historical Society, Anderson Public Library and the Paramount Theater. It was a great day of networking and discovering new resources.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
October 14, 2019
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on October 14, 2019 in the meeting room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Larry Watson, Mary Kiplinger, Kathy Small, and Tom Stone. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. Kathy Small made a second and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Drainage Improvement Bid: The bid for our portion of the drainage work came in at \$47,147.00 from S. C. Excavating, LLC. Curry and Associates said to expect a cost of \$25,330.00. The Town of Summitville also received only one bid for their part of this project. This bid was also nearly double of the Curry and Associates estimate. Mr. Hazelbaker was notified that the Town will put this project out for bid in early spring and hopefully have more contractors bid. The Town will also apply for the Food and Beverage Grant. Director Scott is also looking into applying for the Food and Beverage Grant for the Hazelbaker Library. Kathy Small made a motion to decline this bid because it is over budget. Mary Kiplinger made a second and the motion carried.
Landscaping: The landscaping and irrigation project is on hold as well.

NEW BUSINESS

Adopt 2020 Budget

The 2020 budget was read and a motion to adopt the following budget was made by Secretary Pro Tem Kenny Giselbach. Library Operating Fund Budget; \$1,375,608 Rainy Day Budget; \$100,000; Library Improvement Reserve Fund; \$54,000. Larry Watson made a second. The motion carried.

Recessed Floor Mats-Elwood

The floor mats in the entrances will no longer lay flat becoming a trip hazard. They are original to the building. Director Scott received a quote to replace them for \$4,500.00. Kathy Small made a motion to replace the floor mats. Tom Stone made a second. The motion carried.

Motion to Transfer to LIRF

In the Operating Budget \$10,000.00 has been appropriated to be transferred to the Library Improvement Fund. Larry Watson made a motion to transfer \$10,000.00 to LIRF. Kenny Giselbach made a second. The motion carried

Resolution to Transfer Funds to Rainy Day Fund

The Resolution to Transfer Funds to the Rainy Day Fund in the amount of \$50,000.00. Kenny Giselbach made a motion to transfer \$50,000.00 to Rainy Day Fund. Kathy Small made a second. The motion carried.

Resolution to Reduce Library Improvement Reserve Fund Appropriations

The Resolution to Reduce Library Improvement Reserve Fund Appropriations was read. Kenny Giselbach made a motion to reduce LIRF appropriations to zero to fund the 2020 LIRF budget. Larry Watson made a second. The motion carried.

Nominating Committee

President Austin called for two volunteers to be on the nominating committee for next year's officers. Kathy Small and Mary Kiplinger volunteered to be on the nominating committee. They will bring a list of officers to the November meeting.

Director's Report

Director Scott would like to review the Unattended Child Policy. A 13yr old had to leave the library at closing and was left alone to wait on a ride. The employee asked for clarification on this issue. President Austin suggested sending a letter to the parents and also reviewing and revising our policy. All four donated paintings are now hanging in the Elwood Library. Director Scott is still completing research on two of the paintings. The book drop at the Hazelbaker Library has been painted by the Rod Shop and looks very nice. Our statistics are up.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent.

Glenn Eddleman Secretary

