

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Ralph E. Hazelbaker Library
Regular Meeting
April 8, 2024
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on April 8, 2024 on the Community Patio of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Janet Stover, Larry Watson, Lisa Hobbs and Kenny Giselbach. Also in attendance was Jamie Scott, Director, Sheri Wallace, Administrative Assistant and Sarah Fox, Branch Manager.

CONSENT AGENDA

Lisa Hobbs moved to approve the consent agenda. Mike Bomholt seconded and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Summitville South Pavilion

The new camera and flood lights have been installed. There is a question concerning the wiring. They wired the lighting with residential wiring. There was no cover on the junction box. No building permit was issued. Brian from Pridemark said they will take care of anything the inspector finds. The landscaping will be finished up, the drain will be taken care of and the mulch will be removed for river rock. A small piece of railing will need to be fixed as well. The door needs to be removed and reframed for the door closer to work properly.

Elwood Lawn Mower Issues

Bendle Lawn Equipment has not received the new mower deck to repair our mower. Bendle quoted a price of \$4,300 for a new 42" zero turn mower. Idlewine Mowers and Trimmers quoted \$4,249 for a new 42" zero turn mower and a Kawasaki for \$3,899.00. We also have a quote for \$100 and \$75 for someone to come mow. Mike Bomholt moved to hire Cody Harrison for \$75 per mowing. Larry Watson seconded and the motion carried.

NEW BUSINESS

Job Descriptions

Director Scott would like to remove the following from Technical Services Manager job description: **Item 12 Remove:** *Twenty (20) hours will be computer or technology related*
Item 14 Remove: *Organizes and prepares for shipment all items to be transited to other libraries.*

Job Descriptions

Change Indiana Public Library to Indiana State Library. Lisa Hobbs moved to approve as presented. Janet Stover seconded, motion carried.

Director Scott would like to make the following changes to Branch Manager job description: **Item 5 Add inventory.** **Item 8 Remove regular deposit.** **Item 12 Remove** *Twenty (20) hours will be computer or technology related.* **Add Indiana State Library.** **Add Item 13:** *Supervises the reporting and calculation of the branch department statistics.* Janet Stover moved to accept the changes as presented. Lisa Hobbs seconded, motion carried.

Director Scott would like to make the following changes to Adult Services Manager job description: **Item 4 Add Inventory.** **Item 6 Add** *which includes meeting room reservations and collecting and returning meeting room deposits.* **Item 13 Remove** *Twenty (20) hours will be computer or technology related.* **Add Indiana State Library.** **Add Item 14** *organizes and prepares for shipment all items to be transited to other libraries.* **Add Item 15** *Supervises the reporting and calculation of the adult department statistics.* Lisa Hobbs moved to approve as presented. Mike Bomholt seconded, motion carried.

Director Scott would like to make the following changes to the Youth Services Manager job description: **Item 4 Add** *and performs clerk duties when necessary, as listed in the clerk job description.* **Item 5 Add inventory.** **Item 13 Remove:** *Correlates circulation, acquisitions and patron statistics for the library system and state reports.* **Add** *Supervises the reporting and calculation of the youth department statistics and system digital media database statistics.* **Item 14 Remove** *Twenty (20) hours will be computer or technology related.* **Add Indiana State Library.** Janet Stover moved to accept the changes as presented. Lisa Hobbs seconded, motion carried.

Pest Control Prevention and Response Policy

Director Scott would like to make the following changes to the Pest Control Prevention and Response Policy: **Item 1 Remove:** *Once a month a licensed pest professional will inspect and spray each facility for bed bugs.* **Item 2 Add:** *owned by NMCPLS,* **Add:** *Incoming items owned by other libraries will be visually inspected. If any signs of pests are found, the item will immediately be quarantined, and the owning library will be contacted.* Lisa Hobbs moved to accept these changes as presented, effective May 6, 2024. Janet Stover seconded, motion carried.

Hazelbaker Covered Patio Policy

Director Scott requested this item tabled until the next meeting.

Frankton Community Library Sign-Added

The sign at the Frankton Library is in need of repair and maintenance. Complete Masonry Service quoted \$4,980.00 to install new limestone caps, repair failed mortar joints, tuck point and pressure wash. They will drill weep holes in base block to allow water to drain. Mike Bomholt moved to accept this quote. Janet Stover seconded, motion carried.

Directors Report

Sarah Fox had 15 people for the eclipse and t-shirt craft. Four people came for chair yoga and 8 came to Goosebumps. Preschool is coming for a field trip. The eclipse programs were successful at all the branches. Today was the first program Sarah had on the patio. Lou Gerig donated \$250.00 to purchase a plaque for the Willkie items he donated to the library. After talking with Lou a program has been planned for August 17th. Marvin Crim is painting the train that brought Willkie to Elwood. Stephen Jackson, Madison County Historian, David Willkie and Michael Mitchell will all be here for a day of Willkie history. We will even have a model train set up. The Call Leader has been asked to come as well. We had a patron want one of Marvin Crim's paintings on a T-shirt so we ordered it and it turned out very well. We are going to promote these.

Public Comment

No public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
