

South Whitley Community Public Library

Board of Finance &

Board Meeting Minutes

01/11/2018

The Board of Finance meeting was held at the library.

- Call to Order 6:00 p.m. by Library Board President Randy Holler.
- Present for the meeting were Randy Holler, Kris Shoemaker, Alice Nicodemus, Heidi Hull, Vicki Sprunger & David Warner. Not attending was Shannon Fortman.
- The 2017 Financial Report and Bank Balances were reviewed and found in order.
- The list of Board Meeting Dates and Official Publications will be sent to the Post & Mail, Warsaw Times-Union and the South Whitley Tribune.
- Board of Finance meeting was adjourned at 6:03 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:04 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present: Randy Holler Alice Nicodemus Kris Shoemaker Vicki Sprunger David Warner Heidi Hull • On speakerphone from other location Shannon Fortman	Absent:
---	----------------

Election of 2018 Officers	President Randy Holler
<p>The slate of officers was presented to the board by the Nominating Committee. Current incumbents were recommended to continue as officers: Randy Holler-President, Shannon Fortman- Vice President, Alice Nicodemus- Secretary, Kris Shoemaker- Treasurer. Motion by Vicki Sprunger to accept the slate of officers as presented. Motion seconded by Heidi Hull with motion carrying.</p>	

Approval of Minutes	President Randy Holler
<p>The minutes of the December 14, 2017, SWCPL Board Meeting were approved as written.</p>	

Treasurer's report	Treasurer, Kris Shoemaker
<ul style="list-style-type: none"> • 2017 year ending fund balances were reviewed and compared to previous year balances. • Motion by Alice Nicodemus to accept Treasurer's Report as presented. Motion seconded by David Warner and motion passed. 	

Approval of Claims	President, Randy Holler
<p>Claims were signed as presented.</p>	

Director's Report	Director, Vicki Builta
<ul style="list-style-type: none"> • Staff continues to communicate with patrons in regards to fines and fees owed to the library. Progress has been made in resolving amounts owed. The more severe balances were turned over to the County Prosecutor for processing. Out of 61 account holders, 35 accounts have been resolved to date. • Patrons are receiving a short handout regarding our circulation procedures when they check out material. This states up front what the expectations and procedures for recouping material are. • 2018 is the 200th anniversary of the publication of <i>Frankenstein</i>. We will begin our celebration with a Film Festival during February and early March. • Our summer concert series will consist of two concerts – Third Thursdays at 7 p.m. Shade Jonze, who was unable to be with us last summer, will be one of our performers. • Summer reading – which will include adults and children this year – will kick off on June 4th. Jeanie B! will be here to do a concert for the young folks on Friday, June 15th. • Several policies are being reviewed for updates. 	

- We are having difficulty in scheduling our Circulation hours. A meeting was held with the Circulation Staff to discuss this problem and the need for flexibility.
- Our library brochures: Our Story (history), Schultz Collection and general information, are being revised. They will be shortened and updated so that they are more likely to be read by patrons.
- Our patron survey has been revised to include questions about a library building expansion. The town Municipal Utilities has agreed to include the link for our survey in their next billing.
- Initial steps have been made toward preparing a petition to present to the South Whitley Town Council in regard to vacating the alley just to the east of our current library building.

Old Business

President, Randy Holler

- **Park Board Appointment-** Bri Sims has agreed to be our Park Board representative. A motion by Kris Shoemaker was made to appoint Bri Sims to the Park Board. Motion seconded by David Warner, motion carried.
- **Fox Gift Fund Resolution-** A resolution authorizing the bookkeeper to create a new fund, Fox Restricted Gift Fund, to track related receipts and expenditures was presented. Resolution carried.

New Business

President, Randy Holler

- **Quarterly PLAC Report-** Provided and signed by David Warner.
- **Non-Resident Fee-** A motion was made by Kris Shoemaker to maintain the fee at \$100. Motion seconded by David Warner, motion carried.
- **Buildings and Grounds Committee Report-** The committee recently met to discuss the future library expansion.
- **Policy Manual and Personnel Committee Report**

The Policy Manual has been reviewed. A few more changes need to be completed and then it will be submitted to the board for review and approval.

The Personnel Manual has been changed and updated. The Personnel Committee recommends approval of the new manual. Alice Nicodemus made a motion to accept the manual as presented. Vicki Sprunger seconds and motion carried.

Adjournment

President, Randy Holler

Meeting was adjourned at 7:03 p.m.

Additional Information

No members of the public attended the meeting.

Next Board Meeting: February 8, 2018

ATTEST:

Alicia Nicodemus, Secretary

Date 2/8/18

South Whitley Community Public Library

Board Meeting Minutes

02/08/2018

6:00 PM

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:00 PM by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Randy Holler	Shannon Fortman	Alice Nicodemus
Kris Shoemaker	Vicki Sprunger	
David Warner	Heidi Hull	

Approval of Minutes

President Randy Holler

The Minutes of the January 11, 2018 SWCPL Board meeting were approved as written.

Treasurer's report

Treasurer, Kris Shoemaker

Treasurer Kris Shoemaker presented the Treasurer's Report. Shannon Fortman stated motion to accept reports as presented. Vicki Sprunger seconded and motion passed.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report

Director, Vicki Bulta

Director Vicki Bulta presented the Directors Report.

- **Programs & Collections:**

- We initiated our Hot Spot kit check-out to patrons on February 1st.
- February is Library Lovers Month. Patrons who check out materials are given a bookmark and a chocolate heart to celebrate.
- I am meeting with our Whitko employees Julie Green & Margaret Malcolm next week to develop plans for their assistance in promoting the library's summer reading program.

- **Staff & Library Development:**

- Staff evaluations for 2017 were completed in late January.
- We will be focusing on including technology training in upcoming staff meetings, as well as developing instructional technology videos on topics that our patrons request assistance with such as scanning, downloading e-books, and printing information from their various devices.
- The Circulation Policy was reviewed at the January staff meeting. Good suggestions for the Hot Spot Circulation policy and procedures for implementation were received and included in the final document.
- The Indiana State Library's annual report was submitted on February 2nd.
- Evergreen is transitioning to a new webclient interface. Staff is receiving training this month.

- **Outreach & Community Involvement:**

- I reached out to the Dekko Foundation regarding applying for their Toolbelt Grant to help with the hiring of a consultant. I have scheduled a meeting with Lori Shipman for February 14th.
- Jim Hayes did a presentation for the Three Rivers Gem and Mineral Society here on January 27th. He said it was the best group he had ever shared the Schultz Gem Collection with and they were here for over 2 hours.
- Our community survey is now live. The link is included on the February utility bills. We are handing out information with the URL to patrons and the public computers and workstations have a shortcut on the desktop to provide easier access to those interested in participating. We are also having a newspaper article published with the pertinent information.

- **Building Maintenance:**

- The Disaster Team had their annual meeting on January 16th to go over the revised policy for any needed revisions. Some outdated items were removed and the policy is now current and evacuation routes posted.

- **Financial:**

- The 2018 budget was approved by the Department of Local Government Finance.
- The first stage of our Centralized Review for calendar years 2013-2016 by the State Board of Accounts has been concluded. No issues were noted. The second review process will be underway with results available no earlier than March 8, 2018.

- **Technology:**

- We will be filing for additional bandwidth and then ordering an increase in bandwidth within the amount approved.

Old Business	President, Randy Holler
<ul style="list-style-type: none"> • Policy Manual: The final personnel manual was handed out to employees and board members. The revised Circulation Policy was presented to the board. Shannon Fortman making motion to accept this policy. Kris Shoemaker seconded and motion passed. • Expansion Updates: Depending on the results of the City vacating the alley east of the library, Shannon Fortman made a motion authorizing Vicki Bulta to secure SRKM as architect if the city vacates the alley. Heidi Hull seconded the motion, motion passed. 	

New Business	President, Randy Holler
<ul style="list-style-type: none"> • Director Evaluation: Evaluation form handed out to board. Results are due at the March board meeting in order to be consolidated for a complete evaluation. 	

Miscellaneous & Public Comment	President, Randy Holler
Adjournment Next Meeting: March 8, 2018 No other information was presented or discussed. One member of the public was in attendance, but made no comments.	
Adjournment <ul style="list-style-type: none"> • Meeting was adjourned at 6:35 p.m. 	

ATTEST:

3-8-18 Alice Picodemus Secretary
 Date

South Whitley Community Public Library

Board Meeting Minutes

03/08/2018

6:00 PM

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:03 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Randy Holler	Shannon Fortman	David Warner
Kris Shoemaker	Alice Nicodemus	
Vicki Sprunger	Heidi Hull	

Approval of Minutes

President Randy Holler

The Minutes of the February 8, 2018 SWCPL board meeting were approved as written.

Treasurer's report

Treasurer, Kris Shoemaker

Treasurer Kris Shoemaker presented the Treasurer's Report. Alice Nicodemus moved to accept reports as presented and Vicki Sprunger 2nd the motion. Motion carried.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report**Director, Vicki Builta**

Director Vicki Builta presented the Report.

- Children's department staff has finished weeding the children's and young adult non-fiction collection. The adult non-fiction materials are being reviewed. The adult fiction review will follow.
- Our most recently hired circulation clerk has submitted her resignation. We will be posting her position and conducting interviews to secure a replacement quickly. Remaining staff are adjusting schedules to compensate for the vacancy.
- Our library will be hosting the LSC (Libraries Serving Communities) group on Friday April 6th.
- The Northeast Regional Conference through the Indiana Library Federation will be held at the Allen County Public Library on Wednesday, April 4th. There was discussion about closing that day, and board recommended that Director decide who would be best staff to attend.
- Ruth & Vicki visited One Community and assisted some individuals with completing the library survey. We have started having a laptop available at all programs so that visitors who have not yet completed the survey can do so. Whitko Community Schools Superintendent will be sharing the survey link with the district's employees.
- We are continuing our search for a possible new logo.
- A new website design is in our future. Staff who are involved with our social media and online presence have been discussing options and focus.
- Additional security cameras for the building were installed and there was also some repositioning of existing cameras.
- Water got into the basement after heavy rains. There is a crack in the basement wall. A few items of furniture were moved due to some water on the carpeting. We are reaching out to basement contractors to find a suitable resolution.

Old Business**President, Randy Holler**

- Expansion Updates: This is on hold for now.
- Director Evaluation: Board President is collecting board member's evaluations to summarize.

ew Business	President, Randy Holler
<ul style="list-style-type: none"> N/A 	

Miscellaneous & Public Comment	President, Randy Holler
Adjournment	
Next Meeting: April 12, 2018 No other information was offered and no members of the public were in attendance.	
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:45 p.m. 	

ATTEST:

Alice Nicodemus, Secretary

Date

South Whitley Community Public Library

Board Meeting Minutes

04/12/2018

6:00 PM

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:06 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present: Randy Holler Alice Nicodemus Vicki Sprunger	Kris Shoemaker David Warner	Absent: Shannon Fortman Heidi Hull
--	--------------------------------	---

Approval of Minutes

President Randy Holler

The Minutes of the March 8, 2018 SWCPL Board Meeting and minutes of the April 5, 2018 SWCPL Executive Session were approved as written. Motions for each made by Kris Shoemaker, seconded by Vicki Sprunger.

Treasurer's report

Treasurer, Kris Shoemaker

Treasurer Kris Shoemaker presented the Treasurer's Report. David Warner moved to approve reports. Vicki Sprunger seconded and motion passed.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report**Director, Vicki Bulta**

Director Vicki Bulta presented the Directors Report.

- We will be providing One Community with program assistance each Wednesday during their summer lunch program – Kids Connect.
- We held a trivia contest for National Library Week, as well as encouraged patrons to share their stories of where the library has led them – all in conjunction with the theme Libraries Transform: Libraries Lead.
- We are still working on adult summer reading programming options with the Park Board. They have expressed interest in involvement with children's events over the summer as well.
- We have hired Anna Richey to replace the circulation services clerk who resigned in early March. Our children's department assistant submitted her resignation, effective April 26th, and we have hired Dalise Kroskie to replace her.
- Ruth and I met with a representative from IPFW's Division of Continuing Studies about developing a specialized employee training program on customer service, professionalism and/or problem solving.
- The Basement Doctor will be repairing the basement wall crack in early May.
- We will be purchasing new tables for Meeting Room A. Several of the tables we have now are showing their age. Some can no longer be counted on to stay in place when folded out.
- The DLGF now requires a Pre-Budget Worksheet be filed each year by the end of April so our was submitted on April 11th.
- Larry will be replacing some of our older computers with all-in-one models.
- Our updated website has been launched.

Old Business**President, Randy Holler****Enyeart Property**

- David Warner presented a motion to offer to purchase the property/real estate located at 102 S. Maple Street, South Whitley, IN 46787, known as the Enyeart Property. Alice Nicodemus seconded the motion. Motion passed.
- Discussion followed based upon previous points made at the Executive Session.
 - No decisions were made in the Executive Session.
 - Alan Fox was in attendance for consultation on possible uses of the property per the Gift Agreement.
 - It was noted that no taxpayer funds would be used for the purchase.
 - Information received on the previously discussed alley proposal would have resulted in an estimate of \$100,000 to move existing utilities.
 - The adjacent Enyeart Property is the only viable property left for library expansion.

- The Enyeart Property is listed through Caldwell Banker RWG at a price of \$155,000.
- County Councilman Jim Bayman had made comments outside of meeting that he was in favor of the Library purchasing this property.

- Motion made by David Warner, and seconded by Kris Shoemaker to offer \$135,000 for the Enyeart Property. Closing would be approximately April 30, 2018 with possession within 30-days. Motion carried.
- The agent for Caldwell Banker, Scott Darley was informed of the offer. Scott notified seller and seller countered with a price of \$145,000 with closing and possession as we offered.
- David Warner made motion to accept the seller's counter offer of \$145,000 to purchase the Enyeart property. Alice Nicodemus seconded and motion carried.
- Seller was notified and official Purchase Agreement was produced and signed by President Randy Holler and Director Vicki Builta.

Grants

- Randy Holler inquired about the process of grant writing and where we were on that. The library is awaiting word from Lori Shipman pertaining to grant writing. Vicki Builta will reach out to Lori and inquire about progress.

New Business

President, Randy Holler

Whitko School Library Inter-local agreement

- The current agreement expires prior to the 2018-19 school year. The Whitko schools superintendent has inquired about an extension.
- The 2018 library budget includes funding for the agreement through calendar year 2018 and can be extended for 2019 when created.
- David Warner made a motion to proceed with a new agreement for the 2018-19 school year under the provisions of the previous agreement for the library providing staff to work at the school libraries. Kris Shoemaker seconded and motion carried.

Miscellaneous & Public Comments

President, Randy Holler

- Public Attendance- Scott Darley, realtor, present representing Enyeart Property Ownership.
- Meeting Adjourned 7:12 p.m.
- Next Meeting May 10, 2018 at 6 p.m.

ATTEST:

Alice Prodemus, Secretary

Date

6/14/18

South Whitley Community Public Library

Board Meeting Minutes

05/10/2018

6:00 PM

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:01 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Randy Holler	Vicki Sprunger	Kris Shoemaker
Alice Nicodemus	Heidi Hull	David Warner
		Shannon Fortman

Approval of Minutes

President Randy Holler

The Minutes of the April 12, 2018 SWCPL Board meeting were reviewed. The minutes are to be amended with a sentence from the Old Business – Enyeart Property discussion. Motion followed to accept minutes with the additional sentence made by Alice Nicodemus, seconded by Heidi Hull. Motion passed.

Treasurer's report

President, Randy Holler

President Randy Holler presented the Treasurer's Report. Vicki Sprunger moved to accept reports, seconded by Alice Nicodemus. Motion carried.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report**Director, Vicki Builta**

Director Vicki Builta presented the Directors Report.

- Summer reading posters, handouts and slides have been taken to the elementary and middle schools. Registration will begin later this month for both children and adults.
- A replacement for our Children's Department Assistant decided not to take the position. We have decided to forego hiring a replacement at this time. We are hiring a summer page to help with summer reading.
- An invitation was sent to a dozen or so patrons that we hope are interested in beginning a Friends of the Library group. The first meeting will be May 15, 2018.
- The results of our community survey are now complete, with a little over 200 responses since it was launched in February. A review of the results will be done during the May staff meeting.
- Mr. Clason, Whitko School Corporation Superintendent provided information about the school system's library needs for 2018-19.
- We received a \$2,500 grant from Dollar General Literacy Foundation for summer reading.
- Our category 1 internet access through the Indiana State Library Consortium was approved, as was our Category 2 managed Wi-Fi service through ENA for the period July 1, 2018 through June 30, 2019. Our E-rate discount rate will be 70%.

Old Business**President, Randy Holler**

- 102 S Maple Street - Enyeart Property- the Buildings & Grounds Committee recommends attempting to keep the dwelling and to acquire a price estimate to renovate the dwelling. Heidi Hull made a motion to secure DT Construction to work up the cost of renovation of the dwelling to livable standards and ADA compliance. Vicki Sprunger seconded and motion carried. A decision to hire SRKM Architects was delayed until we had an estimated cost to bring 102 S Maple St up to code.
- Director Evaluation- The Board's combined evaluation of Vicki Builta is complete with excellent results.
- Inter-Local Agreement with Whitko Schools- Upon new information from the school superintendent a motion was made by Heidi Hull, seconded by Alice Nicodemus to have SWCPL employees, subject to availability, assigned to Whitko Schools for a maximum of 45.5 hours per week for the 2018-19 school year. Motion carried.

New Business	President, Randy Holler
<ul style="list-style-type: none"> N/A 	

Miscellaneous & Public Comment	President, Randy Holler
Adjournment	
Next Meeting: June 14, 2018 No other information. No members of the public were in attendance.	
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:49 p.m. 	

ATTEST:

Alice Nicodemus, Secretary
Date
6/14/18

South Whitley Community Public Library

Board Meeting Minutes

06/14/2018

6:00 PM

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director & notetaker, Vicki Builta. The meeting was called to order at 6:01 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:

Randy Holler	Shannon Fortman
Kris Shoemaker	Alice Nicodemus
David Warner	Heidi Hull

Absent:

Vicki Sprunger

Approval of Minutes

President Randy Holler

The Minutes of the May 10, 2018 SWCPL Board of Trustees meeting were reviewed. One change was noted regarding the Old Business section pertaining to Director Evaluation and related salary review to other public libraries. A revision of these minutes will be made and presented at the July 12, 2018 meeting for approval.

Treasurer's report

Treasurer, Kris Shoemaker

Treasurer Kris Shoemaker presented the Treasurer's Report. There were a few accounts that are over budget at this point in the year, but overall we are within budget.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report**Director, Vicki Builta**

Director Vicki Builta presented the Directors Report.

- A blood drive will be held at the library on Wednesday, July 25th.
- Dave Taylor of Blue Pearl Antiques will be hosting his version of *Antiques Roadshow* in mid-September.
- Kurt Garner of Historic Places, will be here to discuss the process and his findings on September 19th.
- Vicki presented possible service additions of Hoopla and Kanopy to the Board. She reached out to both for information.
- The Circulation Supervisor would like to enforce the Circulation Policy more stringently, especially regarding those patrons who have fines over \$10. Her plan would be, once that \$10 threshold has been reached, to make the patron clear the entire debt before allowing them further activity on their card. The board was in favor of this action.
- The Libraries Serving Communities consortium is hosting a professional development day for all staff member libraries on Friday, September 21st. Topics are expected to include Customer Service and Workplace Civility. Vicki requested that the library be closed so all SWCPL staff can attend. The board approved this.
- Mr. Clason was informed about the maximum number of hours that SWCPL would be able to provide designated employees to serve as school library assistants for 2018-19. He emailed back to let me know that the schools are in need of one SWCPL employee to work at SWES on Mondays, Wednesdays, & Fridays; they would like another SWCPL employee to work one day in the secondary library.
- Two meetings have been held with local residents who are interested in forming a Friends of the Library group.
- The library is planning to develop a brochure/booklet about the history of South Whitley that includes information about structures that were prominently mentioned in the National Register of Historic Places application. We have reached out to Manchester University to enlist the assistance of an unpaid intern to help compile and write the text.
- Dave Taylor has submitted his appraisal of library paintings for insurance purposes. This had previously been discussed at a prior board meeting to add these to our insurance coverage.

Old Business**President, Randy Holler**

- 102 S Maple Street - A motion had been approved at the May board meeting to secure DT Construction to work up the cost of renovation of the dwelling to livable standards and ADA compliance. The property examination and recommendations were presented to the board. Costs for this were not economically feasible. Recognizing that, a motion was made by Alice Nicodemus (seconded by Kris Shoemaker) that the SWCPL board offer the house to anyone who wants to pay to have it moved to their location in a timely manner. The garage and utility shed will remain. If the house is not moved in a timely manner then demolition should be arranged. Motion carried.

New Business**President, Randy Holler**

- 102 S. Maple Street:
 - Discussion progressed to plans for the property after the house is removed. A motion was made by Shannon Fortman (seconded by Heidi Hull) to secure the architecture firm of SRKM in Warsaw, Indiana to provide options to the Building & Grounds Committee.
 - Vicki Builta was instructed to contact Tim Moyer informing him of a delay in the house demolition and to let him know that when we proceed that we would want the ground compacted.
 - SWCPL Logo: Vicki Builta presented the latest version of a new logo. The board instructed Vicki to make a few changes and resubmit for approval

Public Comment & Meeting Plans**President, Randy Holler**

- Alan Fox was present at the meeting to provide his input to the plans for the property at 102 S. Maple.
- Next Meeting: July 12, 2018

Adjournment

- Meeting was adjourned at 6:50 p.m.

ATTEST:

Alice Nicodemus, Secretary
Date

South Whitley Community Public Library
Board Meeting Minutes

07/12/2018

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:00 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:	Absent:
Randy Holler Shannon Fortman	N/A
Alice Nicodemus Kris Shoemaker	
Vicki Sprunger Heidi Hull	
David Warner	

Approval of Minutes	President Randy Holler
----------------------------	-------------------------------

The Minutes of the June 14, 2018 SWCPL Board Meeting were approved as written. Also, minutes of the June 25, 2018 Building & Grounds committee meeting were approved as written.

Treasurer's report	Treasurer, Kris Shoemaker
---------------------------	----------------------------------

Treasurer Kris Shoemaker presented the Treasurer's Report. Motion by Alice Nicodemus to accept reports and seconded by Shannon Fortman. Motion carried.

Approval of Claims	President, Randy Holler
---------------------------	--------------------------------

Claims were signed as presented.

Director's Report**Director, Vicki Bulta**

Director Vicki Bulta presented the Directors Report.

- Summer Reading and Kids Connect programs are drawing to a close.
- Contracts for Hoopla and Kanopy services have been signed with a launch set in September, 2018.
- The summer concert with Jeanie B! had attendance of over 50. The Shade Jonze event was moved into the library due to the weather and was not attended very well.
- The Programming Committee met recently. Programs for the rest of 2018 were reviewed and a look into 2019.
- Joyce Hite, a Genealogy Department employee, will be doing a historical presentation on South Whitley grocery stores in August.
- A few new circulation guidelines that will soon go into effect and these were introduced to the board.
- Our summer Page, Cara Kinney, has agreed to stay on as our Children's Department Assistant and Circulation Clerk. She will be transitioning into that position in August.
- Taira Simmons' 26th work anniversary at SWCPL was celebrated at the June staff meeting.
- The inter-local agreement drafted by Gregg Hockemeyer will be on the agenda for the July Whitko Comm School Corp board meeting.
- We are working with the Fall Festival committee on hosting a trivia night at the gazebo during the festival.
- SWCPL will once again be providing one free book for each South Whitley Elementary School student for the start of the 2018-19 school year.
- SWCPL is serving as a collection site for the Salvation Army's "Stuff the Bus School Supply Drive".
- The Department of Local Government Finance announced the annual growth quotient for 2019 budgets would be 3.4%.
- We discovered this week that the HVAC unit in the LAN room was not working properly. The room had heated up and servers started having problems. The unit was reset and cooling was restored. Staff has been assigned to check on the room on a routine basis.

Old Business**President, Randy Holler**

- Building & Grounds Committee Report: As instructed by the SWCPL Board the B&G committee met with the architecture firm of SRKM to begin discussion of options for the property at 201 S. Maple. The committee will continue to work with SRKM and report to the board. This will take several months of work.
- 102 S. Maple St interest: There were a few individuals interested in the house structure. No one made a commitment to move the structure.
- The library logo options were reviewed again. One more change was suggested.

New Business	President, Randy Holler
<ul style="list-style-type: none"> • The commitment resolution for the Indiana State Library Internet Consortium for internet access for July 2019 through June 2020 was presented and approved by the board. • The 2018-19 Inter-local Agreement is ready for signing. • The 2019 Budget Calendar was presented and reviewed. • Smoke Free Campus: There was discussion on making the SWCPL Campus smoke free. A motion by David Warner, seconded by Kris Shoemaker was made to make the campus smoke free and post appropriate signage. The motion carried. 	

Miscellaneous & Public Comment	President, Randy Holler
<ul style="list-style-type: none"> • No other information and no members of the public were in attendance. • Next Meeting: August 9, 2018 	
Adjournment	
<ul style="list-style-type: none"> • Meeting was adjourned at 6:50 p.m. 	

ATTEST:

Allice Nicodemus, Secretary

Date
8/9/2018

South Whitley Community Public Library

Board Meeting Minutes

08/09/2018

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:00 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Randy Holler	Shannon Fortman	Alice Nicodemus
Kris Shoemaker	Vicki Sprunger	
Heidi Hull	David Warner	

Approval of Minutes

President Randy Holler

The Minutes of the July 12, 2018 SWCPL Board Meeting were approved as written. Also, minutes of the July 25, 2018, Building & Grounds committee were approved as written.

Treasurer's report

Treasurer, Kris Shoemaker

Treasurer Kris Shoemaker presented the Treasurer's Report. Reports were approved as written.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report

Director, Vicki Builta

- Summer Reading programs for both adults and children ended on Friday, July 27th. In the adult program, 46 patrons participated, completing 317 entry forms for weekly and grand prizes. In the children's' program, 98 children registered and the average weekly attendance was 70. Children's and young adult print circulation increased by 9% this summer over 2017. The adult circulation was slightly less than that of 2017.
- In honor of Library Card Sign-Up Month in September, we will be hosting a series of workshops to instruct patrons on the things that their library card can help them do. We've named the workshops, One Card – Infinite Adventures.
- New programming that has been added to the schedule includes:
 - * Visit with a Pioneer by Devin Stonerock
 - * Get Moving with Barb, by our own Barb Mullen (light exercise)
 - * Checkmate Chess
 - * Quilting Basics
- We are working on musical programs for Carols by the Fire.
 - * Woodwind Trio from Fox
 - * Whitko High School gospel choir will also be performing.
- Margaret Graham Day plans have been finalized for Wednesday, August 22. She will meet with her friends and eat at One Community's Lunch and Camaraderie. Then she will come to the library to play some music for us at the fireplace. Randy Cokl will read a Margaret Graham proclamation from the town. Then refreshments will be served and there will be more time to visit with Margaret.
- Ethan Statan, one of our circulation services clerks, has submitted his resignation. He has decided to attend PFW classes and chose other employment to better align with his schedule. We have posted this job opening.
- Preparations are progressing on our SWCPL trivia game, to be held on Saturday, September 15th during the South Whitley Fall Festival.
- SWCPL had a table at the Whitko Back to School breakfast on August 8th and also was available at SWES's Back to School Night that evening. We provided information on Hoopla and Kanopy, on upcoming library programs and included a separate flyer on children's programs. SWCPL provided free books for each SWES student and these will be disbursed by the classroom teachers.
- We are starting to submit our press releases to the newspaper in North Manchester, in addition to the three newspapers previously included.
- The new logo has been approved for the library. Terry Eberly will be working on providing the files for both print and digital use.
- A new toilet was installed for the family restroom.
- We are looking into signage to display our new status as a smoke-free property.
- Brouwer Carpet & Furniture will soon be installing new transition pieces on the main level.
- Square credit card processing is now available to patrons to pay fines and fees.
- The final grant report was submitted to the Dollar General Literacy Foundation this week.

- Our internet speed/bandwidth was recently increase from 10 MB to 20 MB.
- Our Cassie Server, which controls our patron computers' access time and printing, will be replaced as soon as possible. This server is having problems and needs replaced.

Old Business

President, Randy Holler

- Building & Grounds Committee Report: Various drawings are available at tonight's meeting for board review. The next meeting with the architects will be on August 28th at 5:30 pm.
- President, Randy Holler, will be contacting the individuals who had previously shown interest in the house at 102 S Maple to verify they are no longer interested in moving it.
- President, Randy Holler, will contact the demolition company to clarify if they will be doing any recovery prior to complete demolition.

New Business

President, Randy Holler

- Board presented and approved a resolution to change the Non-Resident Fees for SWCPL effective September 1st.

Miscellaneous & Public Comment

President, Randy Holler

- Public Comment- Roberta Cokl, daughter of library neighbor, was present to express concern about the building of any parking and its' effect on the view and look of the community.
- Randy Holler brought up a seminar being provided by the Peabody Public Library in Columbia City. The seminar is presented by Brightpoint and brings up the issue of handling poverty in our communities. The SWCPL has already planned to attend the seminar, but Randy brought it up for those of the board that may be interested.
- Next Meeting: August 9, 2018

Adjournment

- Meeting was adjourned at 6:52 p.m.

ATTEST:

Alice Nicodemus, Secretary
Date 9/20/2018

South Whitley Community Public Library

Board Meeting Minutes

09/20/2018

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6: 06 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:	Absent:
Randy Holler Kris Shoemaker	Shannon Fortman
Alice Nicodemus Heidi Hull	Vicki Sprunger
	David Warner

Approval of Minutes

President Randy Holler

The minutes of the August 9, 2018 SWCPL Board Meeting were approved as written.

Treasurer's report

Treasurer, Kris Shoemaker

- Treasurer Kris Shoemaker presented the Treasurer's Report. Reports were accepted by motion made by Alice Nicodemus, and seconded by Heidi Hull.
- 2019 Budget- Forms 1 & 3. Review and discussion on 2019 budget. Heidi Hull made the motion to submit DLGF forms 1 & 3 as presented to the board. Kris Shoemaker seconded and motion was passed. Notice to Taxpayers Form 3 lists a Public Meeting Hearing Date of Monday, October 1, 2018 at 5:30 p.m.

Approval of Claims

President, Randy Holler

Claims were signed as presented.

Director's Report	Director, Vicki Bulta
<ul style="list-style-type: none">• The annual inventory of the collection has been completed.• Carols by the Fire programs have been scheduled for the holidays.• In October we will be hosting a Lawyers in Libraries program. Residents who are interested in a 10-minute Skype session with an attorney from the Volunteer Lawyer Program of Northeast Indiana can register here.• In January, 2019 we will be part of a study with Geri-Fit, which provides access to DVDs for participants to use in a program to promote strengthening training with seniors.• Our September 1st launch of Hoopla and Kanopy to patrons was well received. Our Evergreen consortium now offers magazine checkout via our Overdrive account.• The LSC staff development will be held on September 21st in Syracuse. The library will be closed for all staff to attend. Topics on the agenda include Workplace Civility, Bullying, Conflict Resolution and Strategies, Happiness and Dreaming Big.• I attended the Association for Rural and Small Libraries on September 13 – 15th.• Daryl Shrock has been hired to fill a vacated position that works at the Whitko Jr-Sr High School Library. Daryl will also be working here as a part-time Circulation Clerk.• Plans are progressing for our upcoming visit with Hoosier author John David Anderson. I have met a few times with the SWES librarian Hilary Stouder and we have a working schedule in place for the event.• The library's new logo is in place on many items, as we have received the various files from Terry Eberly. New library supplies are being ordered using the new logo.• The Manchester University History Department has posted information regarding our internship position. We are attempting to complete a National Register of Historic Places brochure. This may require two interns to accomplish this in a timely manner.• Our Friends of the Library has elected officers. President-Erich Zummack, VP-Tonya Warner, Secretary-Lisa Gawthrop, and Nick Smith and Liz Sponaule social media contacts. The group is reviewing sample bylaws in anticipation of developing their own. They plan to meet at 6:30 p.m. on the third Thursdays of the Month.• We have purchased Smoke Free Property signage and will have them posted in September.• Information regarding the availability of the house at 102 S. Maple St. was sent to the local newspapers for a final time. There is a deadline of September 30, 2018 to commit to moving the structure and October 31st to have the moving completed.• Kurt Garner, who wrote the application for South Whitley's inclusion on the National Register of Historic Places, suggested that I contact Indiana Landmarks regarding the possible demolition of the property at 102 S. Maple. I called Todd Zeiger on September 20th and explained the situation. He	

confirmed that Indiana Landmarks has no issues with this process, because the house was determined to be non-contributing to the historic area.

- Mel Sautter is advising us on a possible ventilation from the kitchen to avoid odors.
- Our Public Hearing for the 2019 Budget will be Monday, October 1st at 5:30 p.m.

Old Business

President, Randy Holler

- Building & Grounds Committee Report: The board reviewed the most recent options for the new addition. Option Pr9a seemed to be the preferred at this time.

New Business

President, Randy Holler

- LIRF Appropriation Reduction Resolution- A 2018 reduction in the LIRF appropriations is needed to budget the fund correctly in 2019. A resolution was signed to reflect this.

Miscellaneous & Public Comment

President, Randy Holler

- Alan Fox was present at the meeting and he appreciated the building plans and how rooms for his display were being worked into the project. No other members of the public were in attendance.
- Next Meeting: Public Hearing for 2019 Budget, Monday October 1, 2018 5:30 p.m.
- Next Board Meeting: Thursday, October 11, 2018, 6:00 p.m. This meeting will include possible adoption of 2019 budget.

Adjournment

- Meeting was adjourned at 7:10p.m.

ATTEST:

Alice Nicodemus Secretary

South Whitley Community Public Library
Public Hearing for 2019 Budgets Minutes
10/01/2018
5:30 p.m.

The Public Hearing on the 2019 Budget for the South Whitley Community Public Library was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 5:33 p.m. by President Randy Holler.

Thereafter, with President Randy Holler presiding, and with these minutes being transcribed by Randy Culbertson and under the direction of Randy Holler the following proceedings transpired.

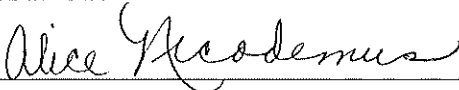
Present:		Absent:	
Randy Holler	Vicki Sprunger	Alice Nicodemus	Shannon Fortman
David Warner	Heidi Hull		
Kris Shoemaker			

Citizens in Attendance
No one from the public attended.

Discussion/Questions from public
N/A

Adjournment	Treasurer Randy Holler
The Public Hearing was adjourned at 5:43 p.m.	

ATTEST:


Secretary

South Whitley Community Public Library

Board Meeting Minutes

10/11/2018

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street with the board members listed below in attendance. Also present was Director, Vicki Bulta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:04 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:	Absent:
Randy Holler	Alice Nicodemus
Shannon Fortman	
David Warner	
Heidi Hull	
Kris Shoemaker	

Approval of Minutes	President Randy Holler
The Minutes of the September 20, 2018 SWCPL Board Meeting were approved as written. Also, minutes of the October 1, 2018 Public Meeting were approved as written.	

Treasurer's report	Treasurer, Kris Shoemaker
Treasurer Kris Shoemaker presented the Treasurer's Report. Heidi Hull made motion to accept and it was seconded by Shannon Fortman. The motion carried.	

Approval of Claims	President, Randy Holler
Claims were signed as presented.	

Director's Report	Director, Vicki Bulta
<ul style="list-style-type: none">• The Program Committee met recently. I provided information on possible new offerings that were learned of at the conferences attended in September. Several of these items are now being pursued.• We will celebrate our Genealogy Department in November by hosting a Family History Marathon. This year it will include special video selections to aid in research. We will also have a display of famous Hoosiers who have grown up in the state's small towns.• Hoopla and Kanopy have been well received. Hoopla is doing particularly well.• Two Manchester University students have agreed to be interns for work on our Historical South Whitley	

brochure.

- Patty Weybright has accepted a part-time position with the library to cover the needs at the Whitko Jr./Sr. High School library on Fridays.
- The library had Hoosier author John David Anderson visit SWES. Mr. Anderson did a wonderful job working with the students.
- We have ordered bookmarks with our new logo. Other items showing our new logo are being purchased as well.
- We are hoping to have a kitchen ventilation system installed soon. An odor eliminator is being installed for our main level.
- I have reached out to Burns Consulting regarding working with us on a Dekko Toolbelt Grant. The meeting is scheduled for later in October.

Old Business

President, Randy Holler

- Updates of the latest SRKM Architecture floor plans were reviewed.
- The demolition of the home at 102 S. Maple St. was brought up. David Warner made a motion to have the demolition completed for a price not to exceed \$9,000. Shannon Fortman seconded and the motion carried.

New Business

President, Randy Holler

- No new business was presented.

Miscellaneous & Public Comment

President, Randy Holler

- Anna Richey, Circulation Clerk, was present at the meeting. Anna gave an overview of her responsibilities here at the library. Anna stayed for most of the meeting to observe.
- No other information and no other members of the public were in attendance.
- Next Meeting: November 8, 2018

Adjournment

- Meeting was adjourned at 7:10 p.m.

ATTEST:

Alice Nicodemus Secretary
Date

South Whitley Community Public Library

Board Meeting Minutes

11/08/2018

6:00 p.m.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:02 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Randy Holler	Shannon Fortman	1 Board Vacancy
Alice Nicodemus	Kris Shoemaker	
David Warner	Heidi Hull	

Approval of Minutes	President Randy Holler
The Minutes of the October 11, 2018 SWCPL Board of Trustees' Meeting were approved as written.	

Treasurer's report	Treasurer, Kris Shoemaker
Treasurer Kris Shoemaker presented the Treasurer's Report. Shannon Fortman made a motion to accept the report, and the motion was seconded by Alice Nicodemus. The motion carried.	

Approval of Claims	President, Randy Holler
Claims were signed as presented.	

Director's Report**Director, Vicki Builta**

- Our Lawyers in the Library event went well.
- The library will have two programs on December 8th, Christmas piano duets and writing letters to Santa Claus. This is followed by events that One Community hosts for Home for the Holidays.
- We are looking ahead to some new events for January: a writing group, a celebration of Sherlock Holmes and a reader's advisory program offered by library staff.
- With the upcoming change to Evergreen's Web Client, patrons will have the opportunity to do self-registration for a library card. A preliminary application can be completed online and then the individual must bring in the required identification documents that prove residence to complete the process.
- Another possible change to our Evergreen system will be Auto Renewal; patrons will have materials they have borrowed renewed automatically if there are no holds on the items and there are renewals still available on their account. They will receive an email to let them know of the renewal. If SWCPL wants to offer this option, we will have to opt-in for that.
- Taira Simmons and Ruth Stanley will be attending both days of the upcoming Indiana Library Federation conference. Vickie Fleischauer, Anna Richey and Maddie Shultz will each be attending one day of the event. Daryl Shrock will also be attending in her role as a trustee for the Huntington City-Township Public Library.
- The full-time staff met recently to begin brainstorming and planning for the library's next long range plan. At our November staff meeting, employees had an opportunity to discuss possible direction for the plan.
- Tim Moyer will be demolishing the structure at 201 S Maple Street soon. All utility companies have been contacted to disconnect service and Indiana 811 has been notified.
- Randy Holler, Alan Fox and I visited the Ivy Tech campus in Peru to see possible auditorium seating.

Old Business**President, Randy Holler**

- Two plans from SRKM were reviewed. The architecture firm had a few questions that they needed answered so that they can continue plans that reflect the board's preferred direction.
- New board member: We need suggestions in order to proceed with contacting member.

New Business**President, Randy Holler**

- Park Board Appointment: A SWCPL board member has to fulfill the appointment to the Park Board. Additional information on the Park Board's responsibilities need to be obtained.
- Discussion on changes to the withdrawal stipulations of the Bollinger Fund. Held by the Whitley County Community Foundation. Board members are to be thinking of this issue for possible revisions.

Miscellaneous & Public Comment**President, Randy Holler**

- Ruth Stanley – SWCPL Adult Services and Programming Associate attended and gave a presentation on her job responsibilities at the library.
- No other information was presented and no other members of the public were in attendance.
- Next Meeting: December 13, 2018

Adjournment

- Meeting was adjourned at 7:22 p.m.

ATTEST:

Alice Niodemus, Secretary

Date
12-13-18

South Whitley Community Public Library

Board Meeting Minutes

12/13/2018

6:00 P.M.

The regular monthly meeting of the South Whitley Community Public Library Board of Trustees was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present was Director, Vicki Builta and Bookkeeper and note taker, Randy Culbertson. The meeting was called to order at 6:02 p.m. by President Randy Holler.

Thereafter, with President Holler presiding, and with these minutes being transcribed by or under the direction of Board Secretary Alice Nicodemus, the following proceedings transpired with all actions being duly moved and seconded, and all action taken being upon a unanimous vote of the Board, or without dissenting vote or abstention unless otherwise noted:

Present:		Absent:
Randy Holler	Shannon Fortman	Vacant position
Kris Shoemaker	Alice Nicodemus	David Warner
		Heidi Hull

Approval of Minutes

President Randy Holler

The Minutes of the November 8, 2018 SWCPL Board Meeting were approved as written.

Treasurer's report

Treasurer, Kris Shoemaker

- The Fox Restricted Fund contains \$703.85 designated from the Enyeart property purchase closing for taxes that will be paid in 2019.
- Treasurer Kris Shoemaker presented the Treasurer's Report. Shannon Fortman made a motion to accept the report and this was seconded by Alice Nicodemus. The motion carried.
- Year End resolutions were presented and passed. These resolutions covered these items:
 - Transfer unused appropriations within Operating Fund.
 - Transfer unused appropriations within LIRF fund.
 - Transfer \$60,000 of unused funds from Operating Fund to Rainy Day Fund.
 - Adoption of the 2019 Salary Schedule
 - Adoption of the 2019 Insurance Allowance.
- Motion was made by Alice Nicodemus and seconded by Shannon Fortman to pay 2018 bonuses and performance service fees per presented schedule.

Approval of Claims**President, Randy Holler**

Claims were signed as presented.

Director's Report**Director, Vicki Builta**

- Our Carols by the Fire program enjoyed good attendance this season. A total of 140 people attended the three programs.
- The Program Committee will meet on January 3rd to pursue plans for additional 2019 events.
- History on Wheels, an exhibit from the Indiana Historical Society, has been reserved for the weekend of South Whitley's Fall Festival in 2019.
- Two new items were purchased recently for our Maker Space – a 3D printer and a new Cricut (die cutting and papercraft) machine.
- At the December staff meeting, details about our proposed timeline for working on the 2020-2024 long range plan were discussed. The plan is to begin with staff in January by looking at statistics for the last ten years regarding attendance, circulation, community demographics and other information provided for the ISL Annual Report. In February we will be reviewing the *From Awareness to Funding* 2018 report. In March and April these same topics will be covered with Board Members. The Long Range Plan now includes a plan for Marketing and also Continuing Education, as required by the Indiana State Library.
- Staff annual evaluations will take place during the week of January 21st.
- A meeting was held with the assistant director of Nappanee Public Library to learn about the software they use to handle employee scheduling. Plans are to set up a trial soon.
- Information about the Geri-Fit program for seniors has been sent to churches in the vicinity as well as the pharmacy, doctor's offices, and local businesses.
- New meeting room tables have finally been ordered.
- We are looking into having three trees removed – two from the former Enyeart Property and one from the South Whitley Emergency Food Bank lot.
- Two of the oldest iPads will be replaced with newer models. Four additional all-in-one computers have been purchased, 3 for the public computer area and 1 for the information desk. Two new receipt printers and one new barcode scanner have also been ordered.
- Vickie Fleischauer was in attendance to explain her job responsibilities and answer any questions about these that the Board might have.

Old Business**President, Randy Holler**

- Expansion Funding- Any grant applied for to help fund the addition would require specific plans in order to justify the receipt of this money. A separate meeting for brainstorming ideas was suggested. Also, there was some discussion regarding the possibility of a Capital Giving Project.
- Town Park Donation- Kris Shoemaker presented a motion authorizing a \$1,000 gift to the city for their pocket park project. Alice Nicodemus seconded and motion passed.

- Evergreen Policy- There are new Evergreen Consortium options to consider for renewals. Shannon Fortman made a motion to have SWCPL opt into the new Evergreen renewal policy effective January 1, 2019.
- Board Vacancy- There are two people that President Holler has spoken with who are interested in serving on the SWCPL board to complete the term of former Board member Vicki Sprunger. One of these is Matt Long, who currently serves on the Whitko School Board. Director will look into moving forward with getting Mr. Long's appointment on the agenda for the Whitko December Board meeting on the 17th.

New Business

President, Randy Holler

- N/A

Miscellaneous & Public Comment

President, Randy Holler

- No other information was presented. No members of the public were in attendance.
- Next Meeting: January 10, 2019 at 6:00 p.m.

Adjournment

- Meeting was adjourned at 7:33 p.m.

ATTEST:

Alice Nicodemus, Secretary
Date