

**South Whitley Community Public Library**  
**Board of Finance &**  
**Board Meeting Minutes**  
01/10/2019

**The Board of Finance meeting was held at the library.**

- The Call to Order at 6:05 p.m. was made by Library Board President Randy Holler.
- Present for the meeting were Randy Holler, Shannon Fortman, Kris Shoemaker, Alice Nicodemus, Heidi Hull, & David Warner.
- It was noted that the Library currently does not have any "investments".
- The 2018 Financial Report and Bank balances were reviewed and found to be in order.
- The list of Board Meeting Dates and Official Publications will be sent to the *Post & Mail*, *Warsaw Times-Union*, *North Manchester News Journal* and the *South Whitley Tribune News*.
- The Board of Finance meeting adjourned at 6:09 p.m.

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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. The meeting was called to order at 6:10 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 board position.
Alice Nicodemus	Kris Shoemaker	
David Warner	Heidi Hull	

**Election of 2019 Officers**

**President Randy Holler**

The slate of officers was presented to the board by the Nominating Committee. Current incumbents were recommended to continue as officers for 2019. These are: Randy Holler-President, Shannon Fortman- Vice President, Alice Nicodemus- Secretary, Kris Shoemaker- Treasurer. There was a motion by Heidi Hull to accept the slate of officers as presented. Motion seconded by David Warner with motion carrying.

**Approval of Minutes****President Randy Holler**

The minutes of the December 13, 2018 SWCPL Board Meeting were approved as written.

**Treasurer's report****Treasurer, Kris Shoemaker**

- 2018 year- ending fund balances were reviewed and compared to previous year balances. A correction will be needed in January 2019 for a transfer from the Fox Restricted fund to the Rainy Day Fund. Report was accepted as presented.
- Financing for Building Addition: Randy Holler had a meeting with two of our county council representatives. Preliminary status of our funds and estimates for the building project were reviewed. The representatives seemed to be receptive of our plans as long as no tax increases would occur.

**Approval of Claims****President, Randy Holler**

- Claims were signed as presented.

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

- Taira Simmons, Circulation & Tech Services Supervisor, was present to review her duties and responsibilities with the board.
- We have begun work on maintaining a good history of the library itself by recreating a list of previous staff members, as well as initiating a policy to keep copies of all brochures, pamphlets, and historical documents. This should enable us to have an actual SWCPL Collection.
- Later this month we have two programs of note. On National Puzzle day, January 29<sup>th</sup>, we will host a celebration, which we are calling Crosswords & Coffee, even though there will be many kinds of puzzles to enjoy. Then on January 30<sup>th</sup> we have a Sherlock Holmes escape room planned.
- A webinar with Peter Mason about his work scheduling software was recently held. We plan on initiating a 60-day trial of this software.
- A new SCPCL Board member is to be appointed by the Whitko Schools. This was to happen at their December 2018 meeting, but was tabled due to some confusion about the appointment. Updated information was sent to the Whitko board for this appointment.
- Riley Hollenbaugh, from the Whitley County EDC, was able to visit SWCPL today to gather information for an article he is going to write about the Kent Theater. We had files here on both the theater and its owners. He timed his visit well, too, because Joyce Hite was working and able to share her knowledge with him.
- Umbaugh and Associates, a company that offers financial advice to government entities such as schools and libraries, was contacted, per a suggestion from Gregg Hockemeyer. They should be able to assist us with the required financial procedures we must follow as a government entity in order to borrow money.
- Day's Tree Service recently removed three trees that were in bad condition – two from the 102 S. Maple Street lot and another from the 207 E Front St. lot.
- Our recent elevator inspection resulted in two non-structural violations. We are working with Kone, our maintenance company, to rectify the problems.

**Old Business****President, Randy Holler**

- **Community Foundation Fund:** A motion was made by Alice Nicodemus to change the Community Foundation of Whitley County policy to enable the SWCPL to access up to 4% of the fund balance each year. Motion seconded by Shannon Fortman and carried.

**New Business****President, Randy Holler**

- **Quarterly PLAC Report-** Provided and signed by Randy Holler.
- **Non-Resident Fee-** The SWCPL rate will continue to be \$110 based upon the Indiana State Library annual report formula.

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

- No members of the public attended the meeting.
- **Pocket Park-** Board previously decided to donate \$1,000 from the SWCPL Gift Fund to the South Whitley's new pocket park project. This approved motion stands but the actual disbursement is on hold until this park board project is further along.
- **Next Meeting:** February 14, 2019, 6:00 p.m.

**Adjournment**

- Meeting was adjourned at 6:48 p.m.

ATTEST:

Alice Nicodemus, Secretary  
Date

# **South Whitley Community Public Library**

## **Board of Trustees Meeting Minutes**

**02/14/2019**

**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 Treasurer Kris Shoemaker, 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:

<b>Present:</b>		<b>Absent:</b>
Randy Holler	Kris Shoemaker	Shannon Fortman
David Warner	Heidi Hull	Alice Nicodemus
Matt Long		

- President Randy Holler introduced and welcomed newly appointed Board Member Matt Long.

<b>Approval of Minutes</b>	<b>President Randy Holler</b>
The minutes of the January 10, 2019 SWCPL Board Meeting were approved as written.	

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
Treasurer Kris Shoemaker presented the Treasurer's Report. Heidi Hull made a motion to accept the report and it was seconded by David Warner. The motion carried.	

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

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

- Library Circulation Clerk Maddie Shultz was present to share information about her job duties here at the library and about her collegiate activities and field of study. She also spoke about her specific projects at SWCPL.
- All staff evaluations for 2018 were completed during the week of January 21<sup>st</sup>.
- At the January staff meeting, employees took a first look at data about many aspects of SWCPL service over the last ten years in an effort to begin work on our new Long Term Plan.
- The staff meeting day has been changed to be the 4<sup>th</sup> Wednesday each month.
- At the March Board meeting Trustees will be presented with material similar to what the staff has recently been reviewing for the 2020-2024 long range plan.
- The annual report for 2018 was submitted to the Indiana State Library on January 29, 2019.
- The Indiana Library Federation's North Central Regional Conference will be on Monday, April 22. Because the content of the conference is timely and valuable, it would be beneficial for our staff's professional development to close our library so that employees could attend. The Board agreed with this.
- The bookkeeper and director had a conference call with Jane Herndon from Ice, Miller Legal Counsel regarding the proper procedure for the library to follow in acquiring a loan for the building expansion. A detailed list of the process was provided to President Holler and Treasurer Shoemaker.
- The library's technology coordinator has been charged with upgrading all computers that are running on Windows 7 to Windows 10.
- We are looking into migrating from Microsoft Outlook to Gmail. During the staff evaluations there were many good suggestions of ways that we could better collaborate and share information. Use of the Google platform would make this easier.
- The 100 R & the Annual Financial Report for the State Board of Accounts were submitted well before deadlines as was the Other Post-Employment Benefits report for the DLGF.

**Old Business****President, Randy Holler**

- Expansion funding: Randy Holler presented several scenarios of expansion costs and funding options.
- Community Foundation Fund: The Community Foundation of Whitley County (CFWC) was contacted in regard to access to the SWCPL / Byron and Marian E Bollinger Fund. CFWC informed us that the library needs to set up a separate Agency Endowment with the CFWC in order to achieve our wishes presented as a motion at the January, 2019 board meeting. A resolution was presented and passed to form this new fund.

**New Business****President, Randy Holler**

- Fox Videography Project
  - Kris Shoemaker presented a motion to do this project. The motion was seconded by Heidi Hull and motion passed.
  - David Warner presented a motion to utilize the services of Eberly Photo & Video for this project. The motion was seconded by Matt Long, and the motion passed.
  - Matt Long made a motion to limit this project to a not to exceed amount of \$1,500 and to contact Terry Eberly to proceed with planning. Kris Shoemaker seconded this motion, with the motion then carrying.
- Director Evaluation- The evaluation paperwork was distributed to members. Board Members are to bring their reviews to the next board meeting on March 14.
- Expansion Brainstorming Meeting: A meeting was set for Monday, February 18 at 5:30 p.m. to discuss possible activities, purposes, and programs for our expanded facilities.

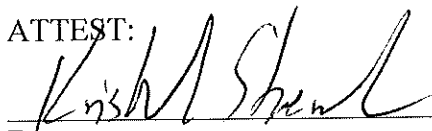
**Miscellaneous & Public Comment****President, Randy Holler**

- There was no miscellaneous discussion and no other members of the public were in attendance.
- Next Meeting: March 14, 2019, 6:00 p.m.

**Adjournment**

- Meeting was adjourned at 7:20 p.m.

ATTEST:

  
\_\_\_\_\_, Treasurer

Date

# **South Whitley Community Public Library**

## **Board of Trustees Meeting Minutes**

**03/14/2019**

**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 6:03 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:

<b>Present:</b>	<b>Absent:</b>
Randy Holler	
Alice Nicodemus	
David Warner	
Matt Long	
Shannon Fortman	
Kris Shoemaker	
Heidi Hull	

### **Approval of Minutes**

**President Randy Holler**

The Minutes of the February 14, 2019 SWCPL Board Meeting were approved as written.

### **Treasurer's report**

**Treasurer, Kris Shoemaker**

- Treasurer Kris Shoemaker presented the Treasurer's Report. Shannon Fortman made the motion to accept the reports and this was seconded by Alice Nicodemus. The motion carried.
- The garage roof needs to be replaced due to wind damage. We have received payment from the insurance company. We have received bids for the project that are for less than the amount from the insurance company. Per Indiana Code Treasurer Kris Shoemaker approved an increase to our appropriations for this expenditure.
- We are awaiting communication from the attorney regarding clarification on the building project timeline. There may need to be a special Board meeting called in order to proceed with this before the April Library Board Meeting so that an appearance before the Whitley County Council can occur.

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

<b>Director's Report</b>	<b>Director, Vicki Builta</b>
<ul style="list-style-type: none"> <li>• The Program Committee met recently to finalize some plans for summer reading and to discuss possible programs for October/Halloween/Fall.</li> <li>• For National Library Week (April 8 – 14) we will be creating a social media blitz to show how SWCPL reflects this year's theme: Libraries = Strong Communities.</li> <li>• Ten SWCPL staff members are registered to attend the Indiana Library Federation's North Central Regional Conference on April 22<sup>nd</sup>. The library will be closed that day.</li> <li>• Excessive illness for the months of December, January and February have been a strain on our circulation staff. Some sort of physical wellness program to share with staff is being researched.</li> <li>• The library had a table at the Whitley County Expo on March 9<sup>th</sup>. People were very complimentary of SWCPL and all of the programming we offer. 81 people entered the drawing for our gift basket.</li> <li>• SWCPL information will be provided to both Pierceton and South Whitley Elementary schools to pass out to parents attending Kindergarten Round-Ups this spring.</li> <li>• We are collecting socks for the Salvation Army's Sock It To Us program. They are collecting socks now to give to students who need them when the 2019-2020 school year begins.</li> <li>• Terry Eberly and the Director are working on scheduling a meeting to discuss the Fox Videography project. So far two meetings have been scheduled and then cancelled.</li> <li>• The Board resolution to set up an Agency Fund with the Community Foundation of Whitley County has been sent to them.</li> <li>• Board comments were made in appreciation of the SWCPL program A Walk Along State Street done by Joyce Hite.</li> </ul>	

<b>Old Business</b>	<b>President, Randy Holler</b>
<ul style="list-style-type: none"> <li>• Building Expansion- Auditorium &amp; Basement Options: <ul style="list-style-type: none"> <li>- Options discussed pertained to the space in the auditorium between the front row seating and the proposed closet. The concern was that this space was not large enough.</li> <li>- A motion was made by Shannon Fortman to keep the auditorium at 40' in length and to <u>not</u> extend it, but to remove the front row of 14 seats in order to create more space. Dave Warner seconded the motion and it carried.</li> <li>- The Board discussed the latest drawings and also the motion just passed in regards to a final</li> </ul> </li> </ul>	

Schematic Design Phase. A motion by Shannon Fortman was made to authorize SRKM Architecture to begin the Construction Document Phase after the latest changes had been made, reviewed and then confirmed. Vicki Builta and Randy Culbertson are to review and confirm the latest changes. Motion seconded by Kris Shoemaker and motion carried.

- Director Evaluation Forms- The board members are to complete their evaluation forms and provide to President Randy Holler by the April 11<sup>th</sup> board meeting.

#### **New Business**

**President, Randy Holler**

- Long Range Plan 2020-2024
  - Vicki Builta presented and reviewed library statistics and spoke of a few challenges and concerns to keep in mind as we move forward with the new plan.
  - Vicki then requested that Board Members consider possible items to include in the Long Range Plan for 2020-2024 that may help the library continue its service to the community.
- Whitko School Libraries- (Personnel/Policy Committee)
  - The Personnel/Policy Committee presented concerns with continued funding of the school library staffing versus staffing our library. Discussion was tabled until further information regarding the school could be obtained.

#### **Miscellaneous & Public Comment**

**President, Randy Holler**

- Alan Fox attended the meeting and provided comments in regards to the expansion.
- A concern was raised regarding possible drug activity in or around the library. Staff is aware of watching for such activity even though we don't appear to have this issue now.
- No other information and no other members of the public were in attendance for comment.
- Next Meeting: April 11, 2019

#### **Adjournment**

- Meeting was adjourned at 7:50 p.m.

ATTEST:

Alice Nicodemus, Secretary  
Date 4/11/2019

# South Whitley Community Public Library

## Board Meeting Minutes

04/11/2019

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
Kris Shoemaker	Matt Long
Alice Nicodemus	
Heidi Hull	
David Warner	

### Approval of Minutes

President Randy Holler

Motion was made by David Warner, and seconded by Heidi Hull to approve the minutes of the March 14, 2019 SWCPL Board Meeting and the special meeting on March 26, 2019. Motion carried.

### Treasurer's report

Treasurer, Kris Shoemaker

- Treasurer Kris Shoemaker presented the Treasurer's Report. Alice Nicodemus made a motion to accept the reports, seconded by David Warner, and the motion carried.
- Two resolutions were presented.  
The first resolution was to approve creation of Construction Fund and Note and Interest Redemption Fund.  
The second resolution was to approve the transfer of funds within an operating fund category.
- Kris reported that after consulting with the Community Foundation of Whitley County, the SWCPL Board action to contribute money to the planned park in South Whitley, approved at the December, 2018 meeting, will not occur.

### Approval of Claims

President, Randy Holler

Claims were signed as presented.

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

- Logan Brown, Children & Teen Librarian, attended the meeting to share information on his work and programming.
- The Program Committee met to finalize plans for Summer Reading 2019. Supplies and prizes for A Universe of Stories are to be collected by the end of April. Staff will host summer reading in Larwill on Thursdays and at the Sonshine Child Care on Wednesdays.
- Library staff were treated to food on Tuesday, April 9, for Library Workers Day.
- HB1343 has been amended again. A current version is in the Board packet for this meeting.
- There may soon be a requirement for libraries to adopt a comprehensive background check for employees, volunteers and program presenters who may interact with patrons under the age of 14, per action from the Indiana General Assembly. The library will need to subscribe to a background service to do this if this requirement develops.
- Terry Eberly had several suggestions for the Fox videography project. The recording will begin on April 16<sup>th</sup> at the former Hugo Fox home. Dave Warner and Randy Holler will be assisting with the interview of Alan Fox.
- We Love Our Library signs were distributed around the community to celebrate April and National Library Week. Many positive comments were generated from residents about the signs.
- Two open meetings have been scheduled to gather input from the community for our Long Range Plan. These will be on May 21 and September 23 from 4-7 p.m., both to be held at Town Hall.
- The *Post and Mail* was contacted regarding numerous errors that were in their published article about SWCPL's appearance at the recent Whitley County Council meeting. A correction was published on April 10<sup>th</sup>. The editor will be coming to SWCPL to conduct an interview for an upcoming article about the library expansion.
- The Whitley County Council approved a resolution for a maximum amount of money that can be borrowed by SWCPL for the expansion.
- Jane Herndon of Ice Miller Legal Counsel provided further guidance on the upcoming building project in reference to documentation, hearings, publications and a timeline for such.

**Old Business****President, Randy Holler**

- Long Range Plan 2020-2024- Additional statistics were reviewed in regard to the value of public libraries. Many library service areas were noted as especially valuable, such as private quiet areas for doing work or research, access to WiFi, and free access to books and technology. Libraries are seen as a community hub for human connection and lifelong learning. Today libraries are recognized as a resource for job training and language building.
- Whitko School Libraries- The SWCPL's local agreement with Whitko Schools will be ending at the end of the 2018-19 school year. It was determined that SWCPL will not be creating a new agreement with the school system.
- Expansion Auditorium & Basement - Several items were discussed, including stairs exiting from the new basement. There are still several items that have yet to be determined as necessities for inclusion in the final plan. Randy Holler will be discussing these and the bidding for such with SRKM.

**New Business****President, Randy Holler**

- No additional business was presented.

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

- No other information and no other members of the public were in attendance for comments.
- Next Meeting: May 9, 2019 at 6 p.m.

**Adjournment**

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

ATTEST:

Alice Nicodemus, Secretary

Date

5/9/2019

# South Whitley Community Public Library

## Board Meeting Minutes

05/09/2019

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 6:02 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	David Warner
Alice Nicodemus	Heidi Hull	Kris Shoemaker
		Matt Long

### Approval of Minutes

President Randy Holler

- The Minutes of the April 11, 2019 SWCPL Board Meeting were approved as written.
- Proof of Publication – Secretary Alice Nicodemus presented proof of publication for the Public Hearing at tonight's meeting. Shannon Fortman made a motion to accept the proof of publication. The motion was seconded by Alice Nicodemus and passed by the Board.

### Treasurer's Report

President Randy Holler for  
Treasurer Kris Shoemaker

- Public Hearing on Additional Appropriation- At this time Randy Holler stated that the publicized hearing on additional appropriation would commence and the Board was ready to hear all taxpayers desiring to be heard in respect to the matter of the additional appropriation not to exceed \$300,000.  
No members of the public were present to make comments. A resolution for the Additional Appropriation was presented to the Board. Shannon Fortman made a motion to accept the resolution. Heidi Hull seconded this motion and motion carried 4-0.
- Treasurer's Report- President Randy Holler presented the reports. Shannon Fortman made a motion to accept the reports. This was seconded by Heidi Hull and motion carried.
- Salary Resolution- A resolution was presented to the board to amend the annual salary resolution. Resolution passed and signed by Board members present.

<b>New Business</b>	<b>President, Randy Holler</b>
N/A	

<b>Miscellaneous &amp; Public Comment</b>	<b>President, Randy Holler</b>
<ul style="list-style-type: none"> <li>• There was no public comment offered.</li> <li>• No other information was presented or discussed.</li> <li>• Next Meeting- June 13, 2019 at 6:00 p.m.</li> </ul>	
<b>Adjournment</b>	
<ul style="list-style-type: none"> <li>• Meeting was adjourned at 6:36 p.m.</li> </ul>	

ATTEST:

\_\_\_\_\_, Secretary  
Date

# South Whitley Community Public Library

## Board Meeting Minutes

06/13/2019

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	
David Warner                    Heidi Hull	
Matt Long	

<b>Approval of Minutes</b>	<b>President Randy Holler</b>
The minutes of the May 9, 2019 SWCPL Board Meeting were approved as written. Shannon Fortman made the motion for approval and it was seconded by David Warner. Motion carried.	

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
Treasurer Kris Shoemaker presented the Treasurer's Report. Alice Nicodemus moved to accept the report, and this was seconded by Shannon Fortman. The motion carried.	

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

## Director's Report

Director, Vicki Builta

- Summer Reading registration for children began on May 20<sup>th</sup>. Adults began to register on the first day of the program on June 3. We added an additional item to our schedule of programs, a webcast on July 15<sup>th</sup> that is a re-creation of the Apollo 11 landing.
- As we continue our celebration of A Universe of Stories into August, we will host a program presented by Ray Boomhower on Hoosier astronaut Gus Grissom on the 28<sup>th</sup>.
- We will be holding a screening of part of a new PBS television program, Ken Burns' *Country Music*, in late August. This is prior to the airing on TV on September 15<sup>th</sup>. Fort Wayne's PBS 39 will be providing promotional materials for us to use.
- Four staff members were beta-testers of the library's next Escape Room program, to be held on August 3<sup>rd</sup> at 10:30 a.m. and 12:30 and 2:30 p.m. It is space-themed so we can continue our summer reading adventure.
- We have now added information about automatic renewals to the printed receipt that patrons get after they check out materials. Hopefully this will help them better understand this service, in spite of the sometimes confusing emails that they receive from Evergreen about renewals.
- Anna Richey has now begun her transition to full-time staff status. The addition of a new full-time staff member is affording us the option to do major revisions and changes to job descriptions and responsibilities. Details of possible changes are being reviewed with actual changes over the next few months.
- SWCPL will not be participating this year in the joint Whitley County libraries training session at Peabody Public Library. Peabody's scheduling of this event will not work for us due to August staff vacation time.
- There was discussion about the upcoming effects of HEA1343 at the LSC (Libraries Serving Communities) meeting last week, because all directors are awaiting clarification on it from the DLGF.
- Matt Long's completion of the remainder of Vicki Sprunger's term has ended. Matt has agreed to now serve a full four-year term and was appointed to that term by the Whitko School Board on May 20<sup>th</sup>.
- We held our first Community Input meeting on May 21<sup>st</sup> at the Town Hall. Only three residents participated, but they had enlightening ideas and suggestions in response to our question, "What do you think would make South Whitley a better place?"
- A direct mail piece to all area residences through the USPS Every Door Direct Mail Service is planned for late August, just before National Library Card Sign-up in September. The Director of the Butler Public Library shared that they have had great success with this type of mailer and the cost is palatable.
- Steve Lawrence from S.L.A. Design was here for a meeting this week about possible decor options in the expansion.
- We are nearing the end of our agreement for WiFi hotspots through Sprint. Due to a decrease in monthly costs, we will be adding two more units for circulation. We will have five units available for patron checkout.
- The Community Foundation of Whitley County awarded the library a \$30,000 grant to assist with the funding of the audio-visual needs for the upcoming expansion project.
- A grant proposal to the Dekko Foundation was submitted in late May.

**Old Business****President, Randy Holler**

- Expansion Progress Drawings- Jeff Kumfer from SRKM was in attendance at the meeting to present recent construction drawings of our expansion project. The drawings were reviewed and SRKM will now continue on with preparing for the bidding process. Several local construction firms will be contacted for bids.

**New Business****President, Randy Holler**

- S.L.A. Design- Based on the report from Vicki Builta a motion was made to use S.L.A. for interior designing of our project, the cost of which will not exceed \$2,500. Shannon Fortman made the motion with Kris Shoemaker seconding. Motion carried.

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

- Randy Holler posed the question of acquiring Proof of Insurance on vendors that work on our site. Randy Culbertson, Bookkeeper, will review and obtain necessary documents.
- No other information was offered and no members of the public were in attendance for comment.
- Next Meeting: July 11, 2019

**Adjournment**

- Meeting was adjourned at 6:45 p.m.

ATTEST:

Alice Nicodemus, SecretaryDate  
7/11/19

# South Whitley Community Public Library

## Public Meeting & Board Meeting Minutes

07/11/2019

6:00 p.m.

A publicized public meeting for the South Whitley Community Public Library regarding additional appropriations was held at the Library, 201 East Front Street. Board members listed below were 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. The meeting was to provide the public being served by the Library a forum to make comments or ask questions pertaining to the additional appropriations for the planned expansion. These appropriations were for funds that have established balances and would cause no tax effect on the public.

### Present:

- Board members- Randy Holler, Shannon Fortman, Alice Nicodemus, Heidi Hull, David Warner and Matt Long.
- Public Individuals- No one attended the meeting.

Randy Holler adjourned the Public Meeting at 6:04 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 6:05 p.m. by President Randy Holler.

Hereafter, 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	Kris Shoemaker
Alice Nicodemus	Heidi Hull	
David Warner	Matt Long	

<b>Approval of Minutes</b>	<b>President Randy Holler</b>
The Minutes of the June 13, 2019 SWCPL Board Meeting were approved as written.	

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
<ul style="list-style-type: none"><li>• Bookkeeper Randy Culbertson presented the Monthly Reports. June interest for the Restricted Gift – Fox fund was in question and will be corrected.</li><li>• Alice Nicodemus made a motion to accept the reports, seconded by Shannon Fortman, and the motion carried.</li><li>• Resolutions – 4 Resolutions were presented for action. The description of the resolutions' purposes:</li></ul>	

- Transfer of Operating Fund to Rainy Day Fund due to adequate remaining balance in the Operating Fund.
- Transfer of Operating Fund appropriations within the Operating Fund major fund categories.
- Change the accounting of monthly LIT (Local Income Tax) deposits for November and December 2019 from the Operating Fund to the Note Redemption & Interest Fund.
- Additional appropriations from the LIRF and Rainy Day funds due to the upcoming construction. These will be provided to the Whitley County Council and Department of Local Government Finance at a future date for review and approvals.

#### **Approval of Claims**

**President, Randy Holler**

Claims were signed as presented.

#### **Director's Report**

**Director, Vicki Builta**

- Our first summer concert, presented by Jen and the Foggy Creek Band, was well received. The attendance was lower than we would like.
- The Program Committee will be meeting next week to focus on ideas for the rest of 2019. We are already looking into some ideas for 2020.
- Joyce Hite's retirement party went well. She enjoyed it and visitors were delighted to see pictures of the many places where Joyce has worked over the years.
- At the June staff meeting, many updates about upcoming programs were shared. We had discussion about our Long Range Plan's focus on the importance and value of libraries as part of a community's social infrastructure.
- The veteran full-time staff met off-site recently to begin the process of revising job descriptions and assigned duties. This is being done as we transition Anna Richey into her full-time workload.
- The Whitley County Chamber of Commerce will be holding a celebration in honor of their 100<sup>th</sup> anniversary in late August. SWCPL is planning to have a table/booth at that event.
- After a conversation with Tony Starkey, we have looked into the cost of letters for the former Crossroads Bank sign at the corner of Columbia and State Streets. Our plan would be to use the sign for library promotion.
- Steve Lawrence of SLA Designs has been to the library on several occasions to discuss flooring options, as well as other design details regarding the furnishings in the Fox rooms.
- We are hosting a Grow with Google livestream on Wednesday, July 17<sup>th</sup> so that patrons and staff can learn more about the Google digital tools available for personal and professional use.
- We will need to replace the older of our two servers soon. It was purchased in 2008 and is reaching the limits of its use.
- The laptops that are used for programming such as Family History Lab and Marathon need to be replaced. They were purchased in 2013 and their processors are slow for programming and presentation use.
- Some of our iPads need to be replaced with newer models, as they no longer accept current needed updates due to an older operating system.
- The Board's Finance Committee met on June 27<sup>th</sup> to go over upcoming resolutions as well as the proposed 2020 budget. The Assessed Value Growth Quotient for 2020 is 3.5% as announced by the Department of Local Government Finance on July 1.
- Indiana Library Federation hosted a virtual exchange on July 1 to further discuss HEA1343. Recommendations

were to make sure that documentation for the library's establishment were handy, as well as to focus on Board education about the budget process. Search for appropriate library historical documents is underway.

**Old Business****President, Randy Holler**

- No old business was discussed.

**New Business****President, Randy Holler**

- A review of the preliminary 2020 Budget was held. The DLGF will review our budget on August 7.

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

- No other information was presented and no other members of the public were in attendance for comments.
- Next Meeting: August 8, 2019

**Adjournment**

- Meeting was adjourned at 6:55 p.m.

ATTEST:

Alice Nicodemus, Secretary  
Date

# South Whitley Community Public Library

## Board Meeting Minutes

08/08/2019

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 6:01 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
Alice Nicodemus	Kris Shoemaker
David Warner	Matt Long

### Absent:

Heidi Hull

### Approval of Minutes

President Randy Holler

The Minutes of the July 11, 2019 SWCPL Board Meeting were approved as written.

### Treasurer's report

Treasurer, Kris Shoemaker

- Treasurer Kris Shoemaker presented the Monthly Reports. Shannon Fortman made a motion to accept the reports. This was seconded by Alice Nicodemus, and the motion carried.

### Approval of Claims

President, Randy Holler

Claims were signed as presented.

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

- The second summer concert was moved indoors, due to the heat advisory. We had a nice turnout and attendees enjoyed the root beer floats. The final concert, held just last week, featured The Junk Yard Band and was heartily enjoyed by many music lovers.
- Library Card Sign-up Month is in September. I will be doing some Library Night Out visits to local businesses to share information about what the library has to offer and also tell people about the upcoming expansion. The library will also send an Every Door Direct Mailing piece to all in service area. We plan to have some local "celebrities" help us promote getting library cards and we will also offer Food for Fines for the month.
- The launch of Tech Tuesday will occur in September; it will be offered weekly from 2 to 5 p.m., when several full-time staff members are on hand to assist with it.
- We are working to develop a list of all SWCPL Board of Trustees' members since 1913.
- The LSC meeting this month included a workshop on fundraising and capital campaigns. Some suggestions were offered as direct results of HEA1343.
- We have now tabulated the results of our effort to determine what residents think about South Whitley and its' future. Those are available on a Google Sheet in this month's board member packets.
- Jim Hayes, a regular patron who was a friend of Theodore Schultz's took home some extra rocks that had never been placed in our gem display but had been stored in the basement storeroom for years. After some cleaning and polishing, as well as a consultation with some experts in Fort Wayne, he discovered that we had a few pieces of gold ore. They are now housed in our smaller display case on top of an adult nonfiction material shelf.
- A list of community stakeholders has been developed for the Long Range Plan input meeting scheduled for Wednesday, September 25<sup>th</sup> at 8 a.m. Letters will be mailed to these individuals in early September. Board Members are encouraged to attend.
- Taira and I attended the Whitko Back to School breakfast with library information, library card applications, and some library marketing items. Cara and Logan attended Back to School night and offered the same materials.
- The South Whitley Elementary School 6<sup>th</sup> graders will be coming on monthly visits to the library for materials checkout again this school year.
- Blue Sky Services, who does our cleaning, noticed we had fleas or other insects during the week of July 22<sup>nd</sup>. We had exterminators treat our interior and exterior for insects. The problems continued, so the building was fogged/bombed by Mike Balser after we closed on August 3<sup>rd</sup>.
- A garbage disposal is being installed in the kitchen.
- The local police department notified us that they were receiving 911 calls from our house at 207 E Front Street. We saw no reason how this could be happening, because we do not have service there. Century Link looked into the issue and it was discovered that when the phone lines were disconnected by the town, things were not done properly. This was corrected and the police and food pantry have been informed.
- Cottage Watchman installed the security camera software on the computers of some full-time staff members, as well as on one of the Circulation Desk units. That way, it will be accessible at all times, instead of only when I happen to be there.
- The previous remedies for our website problems are not helping. We are going to need to find another platform soon.
- We were notified on August 5<sup>th</sup> that we have received a \$30,000 grant from the Dekko Foundation for technology needs in the expansion's auditorium.
- The budget workshop with our Department of Local Government Finance representative, held on Wednesday, August 7<sup>th</sup>, went well.

**Old Business****President, Randy Holler**

Nothing discussed.

**New Business****President, Randy Holler**

- Construction Bids- Two bids were received for the new addition to the library. The bids also included four possible alternate items for consideration. David Warner entered a motion to accept the bid from D-T Construction Service, Inc. The motion was seconded by Kris Shoemaker and passed. Contracts on the construction were signed.
  - a- Four alternate construction items were then discussed. Kris Shoemaker made a motion to include alternates 2, 3, and 4. These items were for the Exterior Courtyard, Alternate Roof to match the existing one's style, and the auditorium flooring alternate. Matt Long seconded the motion and the motion passed.
  - b- Alternate option one for the new basement additional stairway was not included, but a provision is being made to have a sealed opening in the basement for possible stairway purposes.
- A motion was presented by Shannon Fortman to present a resolution to the Whitley County Council and then to the Department of Local Government Finance to increase 2019 appropriations.
  - a- LIRF increase by \$16,253
  - b- Rainy Day increase by \$375,126
  - c- Construction Fund increase by \$300,000The motion was seconded by Matt Long and motion carried. The County Council resolution will be presented to them at their September 4<sup>th</sup> meeting by Board President Randy Holler.
- A motion was presented by David Warner to contact Ice Miller, authorizing them to start the process of bid advertising for funds to borrow \$300,000 applicable to the building addition. The motion was seconded by Shannon Fortman and then motion passed.
- E-Rate- A resolution was presented to Board to authorize SWCPL to continue affiliation with Indiana State Library Consortium for Public Library Internet access.
- Alan Fox Video- The video made by Eberly Photography & Videography with Alan Fox, Randy Holler & David Warner was viewed.
- Policy and Personnel Manual Revisions- A summary of revisions were presented to the Board for review and approval. A motion was then presented by Kris Shoemaker to accept all revisions that were presented. Shannon Fortman seconded and the motion passed.

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

- No other information was offered.
- No members of the public were in attendance for comments.
- Next Meeting: September 12, 2019 at 6 p.m.

## Adjournment

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

ATTEST:

Alice Nicodemus, Secretary  
Date

# South Whitley Community Public Library

## Board Meeting Minutes

09/12/2019

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, Maddie Shultz. The meeting was called to order at 6 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:

<b>Present:</b> Randy Holler Kris Shoemaker David Warner Heidi Hull	<b>Absent:</b> Alice Nicodemus Shannon Fortman Matt Long
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### Approval of Minutes

President Randy Holler

The Minutes of the August 8, 2019 SWCPL Board Meeting were approved as written.

### Treasurer's report

Treasurer, Kris Shoemaker

- Treasurer Kris Shoemaker presented the Monthly Reports. Heidi Hull made a motion to accept the reports. This was seconded by David Warner and the motion carried.
- Because there is a large bill to pay from D-T Construction, board members had a discussion on how to handle large than usual payments, perhaps having additional signatures on checks. It was decided that checks of over about \$15,000 will be reviewed by Treasurer Kris Shoemaker personally before payment is made.

### Approval of Claims

President, Randy Holler

Claims were signed as presented.

- An update on the status of staffing at the library was given. Vicki is handling the work of the bookkeeper, as well as her director's duties. Staff member Taira Simmons has been hospitalized with health concerns and it is unknown when she will be returning. Other staff are pitching in to cover all tasks.
- The annual inventory of library materials has been completed. We are currently searching for items that did not appear when we scanned all barcodes to see if they have been mis-shelved or are actually missing from the collection.
- Because we overloaded ourselves with activity in September, we have decided to make October a calmer month for programming and not add additional events to those already scheduled.
- We are planning to eliminate plastic bags that we give to patrons by the end of the year. We will purchase some inexpensive cloth bags to give as our "welcome" bags to those who receive a new library card. Patrons who don't have any sort of tote bag to carry their library materials will be able to purchase one of these cloth bags for a very small fee. (We will also be offering a class on making bags out of t-shirts, if patrons have no other access to a bag.) Our plan is to begin notifying patrons of this change now so that they will not be surprised when 2020 arrives.
- Tech Tuesday just began and we have had patrons request help at both events so far, so there is an interest in this service.
- Because of the continuing staffing disruptions, the full-time staff and I are continuing to revise and divide duties to ensure that all are being covered.
- I met with Greg Horstman of the Romine Group earlier this week to discuss the possibility of using their bookkeeping service.
- Our Every Door Direct Mail postcard was sent out to all mailing addresses in our service area at the beginning of the month. We ordered some extras to use as needed throughout Library Card Sign-Up Month and beyond.
- We will be hosting a Chamber of Commerce Legislative Update with Senator Andy Zay and Representative Chris Judy here on Saturday, September 14<sup>th</sup> at 8 a.m.
- We are gearing up for our Breakfast Conversation about our long range plan goals with local stakeholders on Wednesday, September 25<sup>th</sup> at 8 a.m.
- At our first Library Night Out at the South State Pizza and Grill on Tuesday, Sept. 10<sup>th</sup>, we spoke with a total of 32 people.
- The lease agreement on our Ricoh copier/fax machine expires in December. We will be leasing a newer unit from them and purchasing the current unit for patron use. The Sharp copier that had been available for patrons on the first floor will be moved downstairs to the Genealogy Department.
- Due to the fact that we will not have air conditioning service after September 23<sup>rd</sup>, we looked into leasing a portable unit from that date until the weather turns cold. Because of the extreme expense of this idea, we will instead be borrowing fans from willing donors.
- It was mentioned at our value engineering meeting for the expansion that I should look into possible grants to replace current building lighting with more energy efficient models. I did reach out to Ron Anderson, as suggested. He looked into it for me and discovered that the grants that had been available through Indiana Michigan Power are no longer being offered.
- I met with Harper Apted from Cottage Watchman to discuss our security camera needs for the new addition. We discussed possible locations and he has submitted a proposal for \$ 7565 to cover the labor and hardware to install and cover the cost of the new items.
- We received only one loan bid - from Crossroads Bank -for our expansion project funding.

**Old Business****President, Randy Holler**

- Our resolution to the Whitley County Council was supported by all members, but they did ask that the county attorney review it. We have received his approval on the additional appropriations.
- Construction project details were discussed. A list of potential change orders was forwarded to us from SRKM, so those were explained. David Warner made a motion to accept the mostly likely bottom-line total of approximately \$30,000 as noted on the proposal. Kris Shoemaker seconded the motion and the motion carried.
- The loan proposal from Crossroads Bank was presented. President Holler explained this to other Board members. Heidi Hull made a motion to accept this proposal, David Warner seconded. Randy Holler and Kris Shoemaker, employees of Crossroads Bank, abstained. Those members able to vote supported the motion, but there were not sufficient members present for passage.

**New Business****President, Randy Holler**

- President Holler suggested contacting a temp agency for possible bookkeeping services available.
- An invitation to speak at the Columbia City Rotary Club was extended. A representative will contact the Director with a specific date.

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

- No other information was discussed and no members of the public were in attendance for comments.
- Next Meeting: October 10, 2019 at 6:00 p.m.

**Adjournment**

- Meeting was adjourned at 6:40 p.m.

ATTEST:

Alise Woodman, Secretary  
Date

**South Whitley Community Public Library**  
**Board Meeting Minutes**  
**10/10/2019**  
**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 were Director, Vicki Builta, and library employee and note taker, Maddie Shultz. 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:

<b>Present:</b>		<b>Absent:</b>	
Randy Holler	Shannon Fortman	Heidi Hull	Matt Long
Alice Nicodemus	Kris Shoemaker	David Warner	

<b>Approval of Minutes</b>	<b>President Randy Holler</b>
The minutes of the September 12, 2019 SWCPL Board Meeting were approved as written.	

<b>Treasurer's Report</b>	<b>Treasurer Kris Shoemaker</b>
<ul style="list-style-type: none"><li>Treasurer Kris Shoemaker presented the Monthly Reports. Shannon Fortman made a motion to accept the reports, seconded by Alice Nicodemus. The motion carried.</li><li>The proposal from Whitley Tax Service/Romine Group to handle the bookkeeping and payroll work for the library was discussed. Information about their services was explained, as well as the cost savings that can be realized by switching to this company. Heidi Hull made a motion to accept their proposal as long as the annual cost does not exceed \$ 15,000, and Kris Shoemaker seconded the motion. The motion carried.</li></ul>	

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

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

- The Auto Indiana exhibit from the Indiana Historical Society that we sponsored for South Whitley's Fall Festival had 1303 visitors.
- New programs added to our schedule for this fall include a piano duet musical accompaniment during Home for the Holidays, a visit from Violins of Hope (featuring instruments rescued from the ghettos and camps of the Holocaust), a Grow with Google program on holiday marketing for small business and not-for-profits, a class on making totes from t-shirts, and a Cookie Exchange.
- Joyce Hite, who recently retired from SWCPL, has decided to volunteer at the Circulation Desk a few hours a week.
- An additional Circulation Clerk position has been posted. Resumes and applications are due by November 15<sup>th</sup>.
- LSC (Libraries Serving Communities) met last week with Lucinda Nord, Executive Director of the Indiana Library Federation. The main topic of discussion was the upcoming legislative session, possible amendments to HEA1343 and explanations from the Department of Local Government Finance regarding some terms in the current bill that were not clearly defined.
- Our long range plan meeting with Community Stakeholders went well. They had good questions and suggestions for our work as we envision 2020-2024 at SWCPL. At our October staff meeting, employees will be working on honing the main goals for the plan. Documents for Board members to look over were provided with this meeting packet, so that further input could be included as the actual writing of the plan develops over the next month or so.
- Our new booklet, A Walking Tour of South Whitley's Historic District, has been very popular with local residents. Many staff members worked on this project that highlights parts of town that were added to the National Register of Historic Places in December, 2017.
- A Press Release about the upcoming survey from Peabody Public Library said that, in addition to the 800 copies that will be mailed, residents will have an opportunity to participate via a digital survey through either social media or email.
- We received notification that our application for property tax exemption for the former Enyeart property was approved at 100 % effective for the 2019 pay 2020 tax year.
- Flow Tech removed our air conditioning condensers on October 8<sup>th</sup>. The fiber optic cable is in the process of being relocated to the south side of the existing building; information on the cost of this move has varied depending on who we are speaking with.
- Working with the Romine Group has gone very smoothly. There are now two employees who have handled payroll and accounts payable, so we should be covered even if vacations or illness arise. They are working diligently to get our processes streamlined, corrected, and simplified. Staff will be having a refresher training on handling funds received at the front desk, because there have been some recent concerns about our regular cash box reports.
- Our library credit card received a fraudulent charge in early September so both cards were cancelled and we have now received replacements.

**Old Business****President Randy Holler**

- An explanation of our next appearance at the County Council for a Public Hearing to ask for additional appropriations for the 2019 budget was given.
- The date of the upcoming Budget Adoption meeting was clarified. That meeting is set for Thursday, October 24<sup>th</sup> at 5:30 p.m.
- The loan proposal from Crossroads Bank was presented again. President Holler explained this to Board members who were not in attendance at the September meeting. Kris Shoemaker shared the specific terms of the proposal. Shannon Fortman made a motion to accept the proposal. This was seconded by Matt Long. Due to conflict of interest, since they are both employed by Crossroads Bank, Randy Holler and Kris Shoemaker abstained from voting. All other board members voted to approve the motion and it was passed.
- There was a brief discussion about decision-making authority regarding the building project, but no consensus was reached.

**New Business****President Randy Holler**

- President Holler suspended the regular order of the agenda at the beginning of the meeting, so that some information from Mike Balser could be shared about possible lighting options in the current library building. Mike has worked with several other businesses and has experience with cost-cutting options. There are about 200 of the older lights in the building; these have fluorescent bulbs with ballasts. His expectation would be that those could be replaced at a cost of \$ 150 per unit or about \$30,000 total, including labor. Looking at usage, he projected that we could save about \$15,000 per year if we switched to LED lights and estimated a 2 year return on investment. He also suggested looking into changing from light switches to occupancy sensors. He further suggested the consideration of having a combined cleaning/maintenance service through his company.
- The quarterly PLAC report for the Indiana State Library was signed as presented.

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

- No other information was offered and no other members of the public were in attendance for comment.
- Next Meeting for 2020 Budget Adoption: October 24, 2019, at 5:30 p.m.

<b>Adjournment</b>	<b>President Randy Holler</b>
<ul style="list-style-type: none"><li>• Meeting was adjourned at 6:52 p.m.</li></ul>	

Attest: Alice Nicodemus, Secretary

Date: 11/14/2019

# South Whitley Community Public Library

## Public Hearing Minutes for 2020 Budget

10/10/2019

6:00 p.m.

The Public Hearing of the South Whitley Community Public Library regarding the 2020 Budget was held at the Library, 201 East Front Street, with the board members listed below in attendance. Also present were Director, Vicki Bulta and library employee and note taker, Maddie Shultz. The meeting was called to order at 6:00 p.m. by President Randy Holler.

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

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

### Citizens in Attendance

No one from the public attended.

### Discussion/Questions from public

The 2020 budget for SWCPL was reviewed at the June, 2019, SWCPL Board of Trustees meeting and updated after the budget workshop held with the field representative from the Department of Local Government Finance in August. The budget was updated, via Form 3, to the Gateway website on September 23, 2019.

### Adjournment

President Randy Holler

The Public Hearing was adjourned at 6:03 p.m.

ATTEST:

Alice Nicodemus  
Secretary

Date 11/14/2019

# South Whitley Community Public Library

## 2020 Budget Adoption Board Meeting Minutes

10/24/2019

5:30 p.m.

The 2020 Budget Adoption 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. The meeting was called to order at 5:34 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	Matt Long
Heidi Hull	Dave Warner	
Kris Shoemaker	Shannon Fortman	

<b>New Business</b>	<b>President, Randy Holler</b>
The 2020 Budget was presented, as previously reviewed at the August, 2019 Board meeting and the October 10, 2019 Public Hearing.	
Shannon Fortman moved to adopt the 2020 budget and Alice Nicodemus seconded the motion.	
The State Board of Account Budget Form 4 was presented to members of the Board of Trustees and those present voted via the form and affixed their signatures.	

<b>Adjournment</b>
Meeting was adjourned at 5:38 p.m.

ATTEST:

Alice Nicodemus, Secretary

Date 11/14/2019

# South Whitley Community Public Library

## Board Meeting Minutes

11/14/2019

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 library employee and note taker, Maddie Shultz. 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                      Matt Long	Kris Shoemaker
David Warner                      Heidi Hull	Shannon Fortman
Alice Nicodemus	

### Approval of Minutes

President Randy Holler

The minutes of the 10/10/19 regular board meeting were presented. David Warner moved to accept the minutes, Alice Nicodemus seconded the motion and the motion passed.

Minutes from the Public Hearing on 10/10 and the Budget Adoption Meeting on 10/24 were also approved in the same way.

### Treasurer's report

Treasurer, Kris Shoemaker

- The Treasurer's report was given by Randy Holler, in the absence of treasurer Kris Shoemaker. Alice Nicodemus moved to accept the report and this was seconded by Matt Long. The motion carried.
- The Crossroads Bank loan application was explained. The application had been completed by Director Builta; it was passed around so Board members in attendance could sign for submission.
- An Ad Hoc committee was explained to those present. Board members Alice Nicodemus, David Warner and Heidi Hull agreed to serve on this committee to work with Crossroads Bank during the loan process, so that Crossroads employees Holler and Shoemaker would not be directly involved.
- A motion was made by Alice Nicodemus and seconded by Heidi Hull, that Director Builta and Board Member Warner be representatives to sign documents for the construction loan and to grant collateral on behalf of the library. The motion passed with Nicodemus, Hull, Long and Warner voting for the motion, none opposed and Holler abstaining.
- To refresh the memories of Board members present, Mr. Holler explained, in detail, the particulars of the loan proposal.

**Approval of Claims****President, Randy Holler**

claims were signed as presented.

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

- We again hosted a PBS39 prescreening. This one was a children's program called *Xavier Riddle and the Secret Museum*. We had 37 in attendance. Over 50 people came to the presentation about Violins of Hope last Thursday night.
- The Long Range Plan has been the focus of recent staff meetings. Board members were sent a copy of a draft of the plan electronically and also given a hard copy at the Board meeting. It is requested that suggestions for change be forwarded to me by the end of November, so that updates can be made and a revised plan can be approved at the December Board meeting.
- After the recent purchase of lettering and a pole with which to affix them, we are using the former Crossroads Bank sign for promoting programs, courtesy of Tony Starkey. Attendance for programs featured so far have been good, so the sign might be helping to spread the news about our events.
- We are planning another direct mailer for January, highlighting library events and services available during the winter months.
- There have been a few glitches in the building project so far, especially with heating systems. A recent boiler inspection has required that we seek a repair of it through Havel.
- The Whitley County Council held our Public Hearing earlier this month and signed a resolution approving our Additional Appropriations request. The approval was for \$ 385, 125 from Rainy Day and \$16,253 from the Library Improvement Reserve Fund. The certified resolution and other documents were then forwarded to the Department of Local Government Finance, who also approved this request.
- We are still working through new and better practices with our bookkeeping assistance from Whitley Tax Service. However, both they and I are spending more time than expected on these items.
- The library's credit card was compromised again this week and had to be replaced.
- On a recent webinar the State Board of Accounts announced that they will be requiring new Fund and Account numbers in 2020. Our accounting and payroll software company is aware of this change and we will learn more at a training by them in early December.
- Board members were reminded that their Bylaws need to be reviewed soon, and that they need to choose committee appointments for next year. Three board members have terms that end in 2020 and it is hoped that they will decide to be reappointed.

**Old Business****President, Randy Holler**

- A discussion of the auditorium seating was held. At some point confusion about the number of seats we want has developed. We thought we had agreed to 88 seats, but there are 101 in the current plan, which is an increased cost. Discussion with the architect and the seating company has ensued. Mr. Holler requested another bid for the seats, but another company would not bid because the process for that was already complete. It may be that by eliminating three seats, going with 85, we could save \$10,000.

**New Business****President, Randy Holler**

- President Holler suspended the regular order of the agenda at the beginning of the meeting in order to hear a presentation from Kelsy Presl of Signature Audio, LLC, in North Manchester regarding the audiovisual needs for the building expansion's auditorium. Mr. Presl has worked with SRKM Architecture and D-T Construction so that provisions for these components would be available in the finished area. He shared his estimated cost proposal to Board members and went over some major items in it. Prices have gone up about \$2000 since a meeting held with Mr. Holler and Director Builta earlier in the year, to about \$ 57,361. The Board room at the Manchester Community Schools was suggested as a possible local location to view a comparable set-up. Board member Heidi Hull may have a way for the library to receive a donated motorized screen for this project and will see that her contact and Mr. Presl have an opportunity to connect with each other.

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

- Corey Schipper, a local electrician who is doing work at the South Whitley AmVets, was in attendance. He was not aware of the building expansion and would have liked to be considered for the work. The Board was sympathetic and suggested that he contact Dennis McKee of D-T Construction.

**Adjournment**

- Meeting was adjourned at 7:00 p.m.

ATTEST:

Alice Niedermus, Secretary  
Date 12/12/19

**South Whitley Community Public Library**  
**Board Meeting Minutes**  
**12/12/2019**  
**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 library employee and note taker, Maddie Shultz. 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:

<b>Present:</b>		<b>Absent:</b>
Randy Holler	Heidi Hull	Shannon Fortman
Matt Long	David Warner	
Alice Nicodemus		
Kris Shoemaker		

<b>Approval of Minutes</b>	<b>President Randy Holler</b>
The minutes of the November 14, 2019 SWCPL Board Meeting were approved as written.	

<b>Treasurer's Report</b>	<b>Treasurer Kris Shoemaker</b>
<ul style="list-style-type: none"><li>• Treasurer Kris Shoemaker presented the Monthly Reports. Alice Nicodemus made a motion to accept the reports, seconded by David Warner. The motion carried.</li><li>• A Transfer of Funds Resolution was explained by Treasurer Shoemaker, item by item. This resolution was passed around for Board member signatures.</li><li>• The 2020 Payroll/Salary Schedule Resolution to adopt a 3.5 % pay increase for staff was explained. The resolution was passed for signatures.</li><li>• A year-end bonus for staff was introduced for discussion. President Holler requested a copy of the bonus payroll from 2018 and that was presented. A generous bonus for staff members was approved unanimously.</li></ul>	

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

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

- The theme for Adult Winter Reading will be Frozen in Time, and participants will be completing spaces on a gameboard to achieve prize entries. The program will run from January 15 until February 28.
- For the winter months when people may be less likely to come out for programming, we are limiting our offerings a bit – to games, make and take art projects and crafts, and some passive programming. Some other ideas we are considering as we look ahead are an obituary writing workshop, an introduction to drones class, and various health programs as we March into Health (3/2020). Due to last year's large demand, we have arranged for additional income tax assistance in late February and early March.
- A representative from the 2020 Census Team came to introduce the staff to the online form for job applicants so that they can potentially help patrons with this. As of now, only 50 % of the needed team members for Whitley County have been hired.
- Current employee Maddie Shultz has determined that she would like to continue to work at SWCPL after her graduation from Manchester University next May. We will be transitioning her into additional hours at that time, as she will become a full-time employee by also taking on work that was previously assigned to the "administrative assistant" position.
- We are also planning for the addition of another staff member on a part-time basis, starting next summer. This person plans to join our team on a more regular basis after retiring from their current job, after the 2020-21 school year.
- Work has begun on a Criminal History Background policy, something that came up in discussions during the 2019 legislative session. It is expected that this might be included in some bills introduced this year, so we want to have our policy in place at that time.
- Because we will no longer be offering plastic bags for patrons after the end of 2019, I reached out to Mimi Dominy from the South Whitley Emergency Food Bank and she will be taking some of our leftover bags to use for their patrons.
- We had very good community support for both the Toys for Tots donations and the PBS39 Sweater Drive.
- The bookkeeper's office will become unavailable shortly after the first of the year, as the transition to two small conference rooms begins. We will be moving the computer with the Accounting and Payroll software to the Genealogy Department, as well as a printer for them to use. All of the records in that office will be boxed and kept in securely locked areas on the lower level. Shortly after the bookkeeper's office is emptied, my office will also need to be cleaned out. Steve Lawrence of SLA Designs was able to contact Brent Stoller of Workplace Solutions in Fort Wayne about this. If we can work the timing out, they would disassemble the furniture in both offices, store at their location and then reassemble when we are ready for them. I did contact the local South Whitley self-storage facility, but they had no open space.
- A grant application will be submitted to the South Whitley Community Facilities, Inc. for funding for some nice seating for the courtyard.

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

- I am working on the development of a new website for the library with Jack Flick from Fort Wayne. He and former SWCPL employee Ethan Staton met with me recently to discuss what we're looking for and what sort of platform they could set up for us that we could then maintain. Shortly thereafter, he provided a proposal for the cost of his services, which I have accepted.
- A new computer server was installed earlier this week by Chester Information Technologies. We have now replaced both of our network servers recently.
- There are three current Board members whose terms end in 2020. Heidi Hull and Kris Shoemaker have agreed to serve another term on the Board of Trustees. Shannon Fortman will serve until the end of her current term, and due to family obligations, then end her Board service, having completed two 4-year terms.

**Old Business****President Randy Holler**

- The Long Range Plan for 2020-2024 was presented. Kris Shoemaker made a motion to approve the plan. This was seconded by David Warner. The motion passed.
- LCD lighting was mentioned, as per the previously presented information by Mike Balser. This issue will be addressed at a later date.

**New Business****President Randy Holler**

- There was no New Business.

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

- No other information was offered and no other members of the public were in attendance for comment.
- Next Meeting will be January 9, 2020 at 6 p.m.

**Adjournment****President Randy Holler**

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

Attest: Alice Nicodemus, SecretaryDate: 2/19/2020