

**South Whitley Community Public Library
Board of Finance and Board Meeting Minutes**

1/9/2020

6:00 p.m.

Annual Board of Finance Meeting

The Board of Finance Meeting was called to order at 6:02 p.m. by Board of Trustees President Randy Holler. Present at the meeting with Board Members Matt Long, David Warner, Shannon Fortman and Heidi Hull.

- The library currently does not have any investments.
- The 2019 Financial Report and Appropriations Report were reviewed and found to be in order.
- The list of 2020 Board Meeting dates and official publications will be sent to these area newspapers: *Columbia City Post and Mail*, *Warsaw Times Union*, *South Whitley Tribune News* and the *North Manchester News Journal*.
- Board of Finance Meeting was adjourned at 6:05 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 6:05 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	Heidi Hull	Kris Shoemaker
Matt Long	David Warner	Alice Nicodemus
Shannon Fortman		

Election of 2020 Officers

President Randy Holler

The slate of officers for 2020 was presented. All current office-holders were recommended to continue in their positions. These are: President – Randy Holler, Vice-President – Shannon Fortman, Secretary – Alice Nicodemus, and Treasurer – Kris Shoemaker. Heidi Hull moved to accept the presented slate of officers and Matt Long seconded. The motion passed.

Approval of Minutes

President Randy Holler

The minutes of the December 12, 2019 SWCPL Board Meeting were approved as written.

Treasurer's Report	Treasurer Kris Shoemaker
<ul style="list-style-type: none"> • President Randy Holler presented the Monthly Reports. Some concerns with the records presented were noted. Therefore, the Director will have the Bookkeeping Service provide a Financial Report for the month of December, 2019, rather than the entire year. The fund from which an invoice to D-T Construction was paid will also be checked. The Board members would like to know if the fall 2019 property tax disbursement has been received; if it has been received, they would like to know the date it was deposited. • After sharing the financial reports, President Holler reminded Board members that, in the case of a surplus at the end of the fiscal year, they have the option to move no more than 10 % of the annual budget to the Rainy Day fund. His estimate of the figure would be \$ 64,873. The Board members were in favor of this transfer and no negative consequences were presented. The exact total will be checked for the transfer resolution. 	

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

Director's Report	Director Vicki Builta
<ul style="list-style-type: none"> • The Program Committee met yesterday to work on how best to focus on the objectives in our new long-range plan through programming. • Our Carols by the Fire program had average attendance. The most popular of the three concerts was presented by the Kevin Piekarski Trio. • I am working on getting the three summer concerts for 2020 scheduled. I have one firmly scheduled for June and have contacted a number of possible groups for July and August. Pricing for some of the groups is substantial, even when they are advised that we only expect a 60 to 90 minute presentation. • Allison Mosher began working at the Circulation Desk on January 2nd. She will be working two or three days a week for us. • The library's Criminal History Check policy is still in the planning stages. The information shared by the Indiana Library Federation offered some good suggestions, which we will keep in mind. At this time, we plan to wait until the 2020 legislative session offers some possible direction on this process. • Our new website is currently under development. Gearhead Design's photographer came on December 18th to snap a few pictures to include on the site. • The Invitation to Bid Letters went out on December 17th to Signature Audio, Hires, Advanced Systems Group, All Pro Integrated Systems, and ESCO Communications. After a pre-bid informational meeting last night, it looks like we will have bids from Signature Audio, Advanced Systems Group and ESCO Communications (now called New Era Tech). • A grant application to the South Whitley Community Facilities, Inc. was submitted in mid-December. We received notice this week that we would be receiving \$ 500 to use toward courtyard seating. • Our children's librarian will be submitting a grant to purchase science kits to circulate, as well as a summer reading grant to the Dollar General Literacy Foundation. 	

Director's Report**Director Vicki Builta**

- The Bookkeeper's Office was emptied on December 30th, with the majority of the files being placed in storage downstairs. Items that require ready access were placed in a locked cabinet in a lower level secure closet. The furniture was dismantled and stored in our storeroom on December 31st. The Director's office was emptied on January 2nd and then the furniture was dismantled and stored on January 4th, with the majority of the files also being stored downstairs. Both the Bookkeeping Service and I are working from temporary quarters in the Genealogy Department.
- Havel completed our annual maintenance of heating equipment. At that time, they made the repair to the boiler safety valve that the Cincinnati Insurance representative was concerned about during his inspection in November.
- We moved our copier/fax/scanner away from the upcoming construction area, which required some assistance from SDS Communications.
- Our accounting and payroll software from AVC Technology was updated to the 2020 version recently. Account and fund numbers, per the State Board of Accounts, have been changed. A few glitches have developed, but we have been in contact with AVC Technology in order to get all of these cleared up quickly.
- I have made the Whitley Tax Service/Romine Group employees aware that they will need to prepare the information for two upcoming reports for the State Board of Accounts – the 100 R and the AFR (Annual Financial Report). They will also need to provide finance-related data for the Annual Report required by the Indiana State Library. Deadlines have been set for them so that I will then have time to look these over carefully before the submittal is actually uploaded to Gateway, or for the ISL report, to CollectConnect.

Old Business**President Randy Holler**

- There was no old business.

New Business**President Randy Holler**

- 2019 4th Quarter PLAC report was explained and signed.
- The non-resident fee will remain the same, \$110, for 2020, per a motion presented by Shannon Fortman, seconded by Heidi Hull, and passed unanimously.
- David Warner brought up the idea of increasing our Programming budget, as entertainers and presenters' costs are going up, and also because we will soon have a nice, new venue in which to feature these groups. He suggested doubling the budget, from \$10,000 to \$20,000. Mr. Holler suggested that \$10,000 could be moved from the Rainy Day fund to cover that.

Miscellaneous & Public Comment**President Randy Holler**

- President Holler explained the status of the auditorium A-V process. Due to a number of questions and suggestions from other bidders, the deadline for submittal of bids is now February 13th, the date of the next Board meeting. He also reminded Board members that Kelsy Presl designed the system that is being bid on; if he does not get the bid he will still receive \$7000 for his design work. Heidi Hull will check with Jess Hull for further information regarding the projector and screen noted in the specifications.
- Due to concerns about the vote to select the winning bidder for the A-V project at the February meeting, the Board determined that an Ad Hoc committee should be formed. A motion to form this committee was offered by Shannon Fortman and seconded by Matt Long. This motion passed. The Ad Hoc committee of Shannon Fortman, Matt Long, David Warner and Heidi Hull was authorized to make the decision regarding the A-V bids, with three votes sufficient for passage.
- No other information was offered and no other members of the public were in attendance for comment.
- Next Meeting will be February 13, 2020 at 6 p.m.

Adjournment**President Randy Holler**

- Meeting was adjourned at 6:37 p.m.

Attest: Alice Neodermus, Secretary

Date: 2/19/2020

South Whitley Community Public Library
Board Meeting Minutes
2/13/2020
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 6:05 p.m. by Vice-President Shannon Fortman.

Thereafter, with Vice President Fortman 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:
Heidi Hull	Kris Shoemaker	Randy Holler
Matt Long	David Warner	Alice Nicodemus
Shannon Fortman		

Approval of Minutes	Vice President Shannon Fortman
The minutes of the January 9, 2020 SWCPL Board Meeting were approved as written.	

Treasurer's Report	Treasurer Kris Shoemaker
<ul style="list-style-type: none"> Treasurer Shoemaker discussed the January appropriations and financial report. Explanations were given for the accounts that were already noticeably over budget. Matt Long made a motion to accept the Treasurer's report and this motion was seconded by David Warner. The motion passed. 	

A-V Bids	Vice President Shannon Fortman
<ul style="list-style-type: none"> Vice President Fortman suspended the order of the evening's agenda when SKRM architect Jeff Kumfer arrived so that the bids for the audiovisual equipment for the expansion's auditorium could be opened. Three bids were received. Mr. Kumfer opened and read each bid, along with any obvious explanations needed, while Fortman recorded the company name and bid of each. The bids were: New Era Technology - \$67,560; Signature Audio - \$44,450 and ASG - \$ 34,000. The location of each company was noted, and members were reminded that Kelsy Presl of Signature Audio designed the project and would be paid \$7000 for that work if his company was not awarded the work. Kumfer and Director Builta answered some questions. Dave Warner made a motion to accept the Signature Audio bid and that was seconded by Matt Long. The motion passed. 	

Approval of Claims	Vice President Shannon Fortman
Claims were signed as presented.	

Director's Report	Director Vicki Builta
<ul style="list-style-type: none"> • Some of the programs for February and March were explained. • It was reported that Mr. Fox would like us to consider showing basketball and football games – via television – in the new auditorium. At a meeting in late January with Fox, I explained possible issues with this plan: expense of television service (which we do not currently have), expense of paying staff during times that the library is not usually open, concerns about whether local residents would perceive a need for this. The Board noted that they would look into this. • The ILF's Regional Conference in Elkhart will take place in early April. I would like for staff to attend this event. The library would need to be closed to facilitate this. (The Board agreed to this closing.) • Results of the most recent <i>Library Journal</i> statistical comparison of libraries were shown, via spreadsheet. Once again, SWCPL did very well, ranking in the top 10 % of the over 1200 libraries similar to our size. • A brief explanation of current legislative work relating to libraries was given. • New outreach events that we are trying include having welcome bags at Town Hall for new residents who come in to get utilities connected and doing library card sign-ups at local establishments. • Building progress on the addition– or lack of – was discussed. Perpetual problems with elevator inspections and licenses were explained. • Efforts to procure Category 2 federal funding for our network cabling for the expansion started with a mandatory walk-through of interested bidders today. Only one potential bidder attended. • Every effort is being made to complete all required state reports – to the State Board of Accounts and to the Indiana State Library – in a timely fashion. 	

Old Business	Vice President Fortman
<ul style="list-style-type: none"> • A tour of the building project for interested board members took place before the meeting. 	

New Business	Vice President Fortman
<ul style="list-style-type: none"> • There was no new business. 	

Miscellaneous & Public Comment	Vice President Fortman
<ul style="list-style-type: none"> • David Warner has agreed to be the library's representative on the Town Park Board. • Mr. Warner was interested in publishing a copy of one of the crossword puzzles that the library created in the local newspaper, as an outreach effort. Prices for this publication were shared. Because of the high cost, it was decided not to pursue this. • Next meeting will be March 12, 2020 at 6 p.m. 	

Adjournment	Vice President Fortman
<ul style="list-style-type: none"> • Meeting was adjourned at 6:55 p.m. 	

Attest: Alice Nicodemus, Secretary

Date: 3/16/2020

South Whitley Community Public Library
Board Meeting Minutes
3/12/2020
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:
Alice Nicodemus	Kris Shoemaker	Heidi Hull
Matt Long	David Warner	
Shannon Fortman	Randy Holler	

Approval of Minutes	President Randy Holler
The minutes of the February 13, 2020 SWCPL Board Meeting were approved as written.	

Treasurer's Report	Treasurer Kris Shoemaker
<ul style="list-style-type: none"> The Financial Report was discovered to have errors, so was tabled until the April meeting. The Appropriations Report was reviewed by the Treasurer, noting the accounts that are presently over budget and the reasons for those overages. 	

Approval of Claims	President Randy Holler
<ul style="list-style-type: none"> The Claims Register was not available at the time of the meeting. It will be presented for signatures at the next Board meeting. 	

Director's Report	Director Vicki Builta
<ul style="list-style-type: none"> Our adult winter reading program had 30 participants who submitted a total of 231 entries for completed tasks on their game board. The four grand prize winners were Jill Baker, Abby Wolfe, Jo Ellen Gaff and Dalise Kroskie. Our contest to find the We Love Our Library Signs had 63 participants. The four winners were Cheryl Porter, Shannon Langmaid, Sonda Coble and Esther Lancaster. 	

Director's Report	Director Vicki Builta
<ul style="list-style-type: none"> • Our non-resident fee for 2020 will remain the same as it has been since mid-2018, \$ 110. In 2019, we spent \$ 107.84 per capita from our operating fund, which is 9.3 % of all expenditures. To remain in compliance with standards, the percentage must be at least 8 %. • SB410 passed both the Indiana House and Senate unanimously during this legislative session. This bill clarifies some of the wording from last year's HEA1343 for clearer implementation, allows public libraries to offer library cards to foster children, and requires criminal history check policies for libraries. • Evergreen is now offering libraries the option to use a new patron profile called Junior Access or Junior Limited Access. This change was developed to coincide with the recently passed legislation that included the provision that foster children could get library cards in the area where their foster parents lived. • 2020 is turning out to be a memorable year for SWCPL. Fifty years ago, in 1970, was when the brick building replaced the little white house. Thirty years ago, in 1990, is when the east addition that now houses the Gem Collection was completed. And our most recent expansion will be completed this year. Staff has been considering a way – or ways – to commemorate these milestones in the library's history. • Due to ongoing problems with the work crews and their abuse of our building, I told D-T Construction that their workers are no longer welcome to use our toilets, as of earlier this week. There is a portable toilet outside for their use. • On the advice of our current Department of Local Government Finance Field Representative, George Helton, I have now updated the library's information in the Debt Management form on Gateway to reflect our loan from Crossroads Bank. 	

Old Business	President Randy Holler
<ul style="list-style-type: none"> • A progress report on the building expansion was given. Recent delays were noted. A list of expenses to date was presented to the Board, with the most recent ones pointed out. • An update on the bookkeeping service arrangement was provided and questions were answered. Board President Holler will be meeting with the Romine Group soon and will share the results of that discussion. The names of other individuals with bookkeeping or accounting experience were shared, should the meeting result in the need to hire a different service. 	

New Business	President Randy Holler
<ul style="list-style-type: none"> • It is time for the Director's annual evaluation. A copy of the evaluation form was provided to Board members, along with a document of work accomplished in 2019. Board members were asked to bring these evaluations to the April meeting. An email reminder will be sent one week prior to that meeting. • Due to the COVID-19 pandemic, possible emergency library procedures were discussed. A memorandum from the Indiana State Library was shared with the Board via email. • It was noted that contact with the local health department is vital. 	

New Business	President Randy Holler
<p>In lieu of any specific instructions from the state, SWCPL should prepare to follow the guidelines of the health department or the local schools.</p> <ul style="list-style-type: none"> • The Board did voice agreement with staff continuing to be paid if the library were to be closed during this situation. • A Special Meeting will be held on Monday, March 16th at 6:00 p.m. to discuss new developments, should the state make further recommendations or the Whitko schools close. 	

Miscellaneous & Public Comment	President Randy Holler
<ul style="list-style-type: none"> • Mr. Holler shared some information from Alan Fox: <ol style="list-style-type: none"> 1. The Lane Tech (Chicago) section of his video vignettes can be removed to shorten the length. 2. Fox would like to form a committee that would develop more historical and educational videos. 3. He would like the library to give serious consideration to the purchase of video game systems and games for the teens. • Next meeting will be April 9, 2020 at 6 p.m. 	

Adjournment	President Randy Holler
<ul style="list-style-type: none"> • Meeting was adjourned at 7:00 p.m. 	

Attest: Alice Nicosdimas, Secretary

Date: 5/14/2020

South Whitley Community Public Library

Special Board Meeting Minutes

3/16/2020

6:00 p.m.

A special 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 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	Heidi Hull
Shannon Fortman	Matt Long
Alice Nicodemus	
Kris Shoemaker	
David Warner	

New Business

President, Randy Holler

- The only business topic for this meeting was the possible closing of SWCPL due to the COVID-19 pandemic. After discussing the recommendations of Indiana Governor Eric Holcomb, the Centers for Disease Control and Prevention, and the Indiana State Department of Health, and considering that Indiana schools are closed in order to abide by the mandate to avoid gatherings of over 50 people, the SWCPL Board of Trustees decided that the South Whitley Community Public Library will close to the public as of Tuesday, March 17, 2020, until further notice.
- The Board reiterated their understanding that all staff (full and part-time) will be paid for their scheduled work hours for the duration of this event.
- Signage will be posted at the library's main entrance with closure information. A letter provided to the Board, explaining the decision and possible upcoming library service changes, will also be enlarged and posted at the entrance as soon as possible.

Adjournment

- Meeting was adjourned at 6:20 p.m.

ATTEST:

Alice Nicodemus, Secretary

Date

5/14/20

South Whitley Community Public Library

Board Meeting Minutes

5/14/2020

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. The meeting was called to order at 6:08 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: Kris Shoemaker Alice Nicodemus Randy Holler David Warner	Absent: Matt Long Heidi Hull Shannon Fortman
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Approval of Minutes	President Randy Holler
The minutes of the regular March 12, 2020 Board meeting and the special March 16, 2020 Board meeting were approved as written.	

Treasurer's report	Treasurer, Kris Shoemaker
Corrected financial documents from February 2020 were presented, along with the documents from March and April. Alice Nicodemus moved to approve the Treasurer's Report. The motion was seconded by David Warner and carried unanimously. The amended 2020 Salary Schedule resolution was explained. Board member signatures were added to the resolution.	

Approval of Claims	President, Randy Holler
The claims for February, March and April were signed as presented.	

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

- We made it a point to promote our free, no password required, 24-7 accessible Wi-Fi for those who needed to get online during the state's Stay-At-Home order. Hot spots were put close to exterior windows in an effort to further boost the signal.
- An online library card application process was initiated, which staff handled remotely.
- Ask a Librarian service is now available Monday – Friday from noon to 2 p.m.
- Curbside pickup was re-started and document services are also now available (copies, faxes, print jobs) at no charge.
- Appointments can now be made for both computer and Genealogy assistance, in order to maintain social distancing.
- Inventory and weeding of the entire collection has been completed.
- A Public Health Emergency Policy was developed, because our Catastrophic Event policy did not offer as much detail as was required to navigate the current situation.
- Per Governor Holcomb's May 4th Executive Order 20-26, both Employee and Patron Guidelines for reopening were written and posted.
- In staffing news, Lisa Gawthrop started her training last week since the school year has wound down. Maddie Shultz is now transitioning from part-time to full-time. Anita Sautter will retire at the end of May.
- The construction project continues. There have been delays and concerns, but overall things have gone smoothly considering we had to limit the number of people in the building for a substantial amount of time recently.
- Both staff and Blue Sky have done deep cleaning throughout the building, mostly to rid ourselves of all of the dust created over the last few months.
- We submitted a grant to Duke Energy for financial support with our landscaping additions that were requested by the town's Plan Commission.
- The South Whitley High School Class of 1954 is going to donate money for courtyard furniture.
- An LSTA grant to digitize the *Specialty Salesman* magazines that we have was submitted in late April. The Indiana State Library oversees this program and has made it clear that there will not be as much money available through this program as was once expected, so we may have to move forward with this without the grant funds.
- We learned this week that our request for Category 2 funding for our network cabling for the addition was approved for 70 % support. Our portion, plus the part of the firewall expense not approved for funding and maintenance for the switch will be approximately \$8663.36.
- Jennifer Dorman has come on board to handle our bookkeeping work in order to begin the transition that Romine Group requested.
- We learned today that we received a \$3000 grant from the Dollar General Literacy Foundation for summer reading.

Old Business**President, Randy Holler**

- President Holler collected evaluations for the director from those members present and will reach out to members who have not yet submitted theirs.
- A report showing the breakdown of expenses for the current expansion project was shared. It is expected that revenue available will exceed the required funds by a substantial margin.

New Business**President, Randy Holler**

- The Public Health Emergency Policy and Phased Reopening Plans were presented retroactively in person, having been shared electronically with Board members previously.
- David Warner made a motion to approve these policies, Alice Nicodemus seconded the motion. Both were approved unanimously as written.

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

- President Holler announced that he will be resigning from the SWCPL Board of Trustees at the conclusion of the June, 2020 meeting. He will be moving out of the library's service area. The Board's Vice President, Shannon Fortman, will be leaving as well, when her term ends in September.
- There was a question about the residency requirements for Library Board members. The Director will look into that further and clarify the details.
- Alan Fox was present and shared some information:
Eberly Photography may have some additional photos to add to his videography
He has purchased some DVDs that he recommends we use in our historical programming.
A suggested addition to the auditorium lobby is a plaque to honor South Whitley natives who achieved great success in their lives. Several plaques would actually be created, one for the library and one for each honoree.

Adjournment

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

ATTEST:

Alice Nicodemus, Secretary

Date

6/11/20

South Whitley Community Public Library

Board Meeting Minutes

6/11/2020

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	Heidi Hull	Matt Long
Shannon Fortman	David Warner	
Kris Shoemaker	Alice Nicodemus	

Approval of Minutes	President Randy Holler
The minutes of the May 14, 2020 Board meeting were approved as presented.	

Treasurer's report	Treasurer, Kris Shoemaker
Kris Shoemaker presented the report, noting differences between balances from last year and this. A few accounts are above budget at this time, and Treasurer Shoemaker mentioned that some transferring of funds may need to be done later in the year if this trend continues. A resolution to use August and September 2020 LIT (Local Income Tax) funds to make the loan payment to Crossroads Bank in January, 2021, was explained and then passed to Board members for their signatures.	

Approval of Claims	President, Randy Holler
The claims for May were signed as presented.	

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

- Summer reading runs from June 1st to July 31st. Patrons may participate using the Reader Zone app or by using a paper form available in the children's department.
- Our June summer concert was canceled due to the ongoing public health emergency. At this time, July and August concerts are still planned; the bands are willing to play if proper social distancing is enforced and the events are held outside.
- For our June staff meeting, we will be focusing on possible ways to reinstate programming that patrons will feel safe and comfortable attending.
- The full-time staff was consulted regarding the Indiana Library Federation's PL2030 library sustainability self-assessment tool. I provided information about the various levels of SWCPL engagement in all areas included in the survey and we met to answer questions and share possible improvements. The areas surveyed were Board Governance (Strategic Planning, Board Structure and Meetings, Policies), Human Resources (Leadership Stability and Accountability, Employee Training and Development, Competitive Compensation and Benefits), Financial Management (Financial Accountability, Budget Process, Financial Stability: Cash and Reserves, Financial Stability: Debt and Long-Term Trends), Library Services (Library Service and Community Responsiveness, Technology and Innovation, Outcome Measurement) and External Relations (Website and Communications, Community Leader Presence, Policymaker Contacts/Relationships).
- Some local Boy Scouts, led by Pius Werner, moved many heavy items for us this week. The large meeting room tables were moved from Room A to the auditorium closet. Extra shelving was moved from the Food Pantry garage to our basement storage area.
- The South Whitley Park Board is allowing the Children's Department to put together an outside Story Stroll for families. They hope to have this available soon.
- We have been offering free book grab bags to patrons. These consist of materials that we have removed from the collection. We have a number of bags of children's material left so we plan to check with local groups to see if they would be interested in them.
- We have a new agreement with Blue Sky services for their weekly fee to clean the entire building.
- New shelving was installed by Mischler Studios near the circulation desk; they also moved the commemorative signage and plaque from the building renovation in 2006 to the area that used to be the Director's Office.
- Full-time staff have been trained on the use of the seating in the auditorium and will receive training on the use of the audio-visual equipment from Kelsy Presl late next week.
- Furniture has been ordered for the auditorium lobby. Additional directional signage has been ordered from Diskey Signs.
- I have arranged for the current parking lot to be sealed and repainted, tentatively scheduled for late July or early August or whenever the current project is finished.
- Havel has provided an updated maintenance agreement to us. We will pay an additional \$ 336 for the remainder of this year, reflecting the additional units included in the fall inspection. Our annual agreement cost for 2021 will be \$1992.
- I notified Todd Jones that the majority of the construction is now complete, so he will be updating our insurance policy to remove the Builders Risk coverage.
- I met with Terry Eberly this week about possible relocation of some existing pictures and plaques and the addition of some South Whitley photographs.
- Mike Balser removed some items from our mechanical rooms today that are no longer of use to us. He also moved the furniture from the Food Pantry garage to Meeting Room A.
- We are experiencing some problems with purchasing some of the sanitation supplies that we need, primarily disposable gloves and antibacterial wipes. The gloves have skyrocketed in price; the wipes are just not available to purchase. We are doing the best we can.
- Patrons have been slow to adapt to our social distancing expectations, but are doing better now that circulation desk staff is working harder to model what we would prefer and have added a sign reminding people to put the items they want to check out through the open slot in the sneeze guards.
- New Era Technology installed our network cabling for internet and telephone access in the newest section of the building on June 4th and 5th. Larry Michael was able to finish up many connections today so that wired internet and telephones are now available in the expansion area.
- Cottage Watchman will be installing our new security cameras, hopefully during the week of June 15th.

- We are ordering a new AWE computer to replace the one in the Children's Department that quit working some time ago. We were in the process of doing this a few months ago and were interrupted because of our closure.
- Jennifer Dorman has taken over the bookkeeping duties and has caught on very quickly. She took care of accounts payable, the insurance allowance check, the payroll and the bank reconciliations this week.
- At their June 1st meeting the Whitley County Commissioners reappointed Heidi Hull to her board position for an additional 4- year term, which will end in 2024.
- Kelsey Jo Kessie has agreed to an appointment to our Board to complete the remaining year of Randy Holler's term.

Old Business

President, Randy Holler

The Director evaluations were passed to Vice President Shannon Fortman so that she could call a Personnel and Policy committee meeting to discuss the results with Director Builta, as this will be Board President Randy Holler's last meeting.

New Business

President, Randy Holler

- Per SEA 410, each public library in Indiana must complete a form for the Indiana State Library noting which local government entity serves as its Fiscal Body. This was explained to the group. President Holler signed the form on behalf of the board. The form must now go to the Whitley County Council for their signature as well.
- The current Meeting Room policy requires an update to reflect the cost of using the new auditorium area. Members were reminded that the current policy requires no fee for those using Room A or B, only a \$ 50 refundable deposit for those using either of these for a private (shower, party, reunion) event. Board members would like to know how much Blue Sky would charge for the additional work of cleaning that area after an event. It was also suggested to check with other area libraries to see what they charge for similar (if applicable) spaces. Treasurer Shoemaker will check into the cost that Crossroads Bank is charged for the use of Manchester University's Jo Young Switzer Center.

Miscellaneous & Public Comment


President, Randy Holler

- President Holler shared a few words on the library's status, both financial and employee related, as he resigns his position due to the fact that he is moving out of the service area. The future use of the remaining Fox Gift funds were briefly discussed, per the repayment of the construction loan.
- David Warner now serves as the president of the South Whitley Park Board.

Adjournment

- Meeting was adjourned at 6:42 p.m.

ATTEST:

 Secretary

Date

South Whitley Community Public Library

Board Meeting Minutes

7/9/2020

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 Shannon Fortman.

Thereafter, with President Fortman 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:
Shannon Fortman	Matt Long
Kris Shoemaker	
Heidi Hull	
David Warner	
Alice Nicodemus	
K.J. Kessie	

Welcome and Election	President Shannon Fortman
New member, Kelsey Jo Kessie was welcomed. Introductions were made.	
Per the Board bylaws, at the resignation of Randy Holler Vice President Shannon Fortman moves to the position of President, leaving the office of Vice President vacant. David Warner was elected as the new Board Vice President.	

Approval of Minutes	President Shannon Fortman
The minutes of the June 2020 meeting were approved as presented.	

Treasurer's Report	Treasurer, Kris Shoemaker
<ul style="list-style-type: none">The Treasurer's report was presented and approved.The 2021 tentative budget was discussed. The Finance Committee met on July 1st with Bookkeeper Jennifer Dorman and Director Builta and was presented with a budget based on a possible MLGQ (Maximum Levy Growth Quotient) of 2.5 %.When the actual MLGQ was released for 2021, it was 4.2 %, a sizeable increase. Dorman and Builta went through the budget again to make adjustments per this change.The budget presented was explained, with specific note made of accounts that show a significant increase or decrease for 2021. Most of these are not unexpected because of the figures from monthly appropriation reports.The 2021 budget presented was approved with one adjustment to be made to Other Services and Charges (increasing this amount to \$ 200.)	

Approval of Claims**President, Shannon Fortman**

The claims register was signed as presented.

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

- Alan Fox asked to put together a group of people interested in history so they could visit his home to look through his book collection and help him decide which selections to bring here to SWCPL. At this time it looks like an afternoon next week may offer the best opportunity for this.
- A small gallery (near the fireplace) is planned for local artists to display their work. We have put together an Art Gallery Policy draft with guidelines and an application. We will begin promoting this soon.
- Because many library conferences have gone virtual, I purchased access to the American Library Association's Annual Conference recording, which staff will be able to access for an entire year. There was also interest in a webinar from the Public Library Association called "Transition Planned In-Person Adult Programs to a Virtual Environment" so we will be providing group access to that event.
- During our July staff meeting, we discussed our upcoming Open House celebration. Having looked into the things that were included in the event after the 2006-27 expansion, we will be planning many of the same things this time around.
- As a result of recent State Board of Accounts guidance, we will be developing some additional policy drafts for approval from the SWCPL Board. Policies that we do not currently have, yet need to have are: alcohol purchases, bad debts, materiality, nepotism, and travel.
- The Declaration of Fiscal Body, required per SEA410 which went into effect on July 1st, was presented to the Whitley County Council at their meeting on Tuesday. The Council acknowledged that they are our fiscal body and signed the paperwork, which has been forwarded to the Indiana State Library.
- Governor Holcomb's office has requested that Indiana's public libraries participate in the new Mask Up Hoosier campaign. Staff who were interested in being involved will be included in our short video promotion for social media and the website.
- Due to an oversight from the company that recently updated our website, the library's page was not appearing in Google searches. We are hopeful this will be corrected very soon.
- The Story Stroll has now been installed in the Town Park near the gazebo
- Cottage Watchman installed the remainder of our security cameras on June 30th. The wiring to those cameras has not yet been completed, because we are waiting on the installation of an additional outlet.
- We are still waiting for our network switch and wireless access points from New Era, which will complete the Category 2 network upgrade for the expanded library area.
- The estimate for the larger parking area now that the garage has been demolished was received on June 25th. Work on the remaining exterior work – sidewalks and courtyard – is progressing.
- During a storm on June 26th, a limb from a tree adjacent to the Food Pantry property fell on the garage roof. Tonya Warner filed a claim and an adjuster from Cincinnati Insurance came on Monday, June 29th. The repair estimate includes the replacement of the entire roof, because the old one was over 20 years old and there was no obvious cut-off location to update just a section. Our deductible is \$500 and the Food Pantry has asked to pay that since the library has allowed them to use the facility rent free. We have received our insurance settlement and the work should begin soon.
- Our reopening on July 6th returned us to our normal operating hours. We are enforcing social distancing and encouraging the use of hand sanitizer, due to the extension of the public health emergency for an additional 30 days by Governor Eric Holcomb. Seating remains rearranged. We will be using more of our available portable devices (laptops, tablets) so that patrons are able to spread out throughout the facility. There are no longer time limits for computer use or for visits. We will once again be charging for copies and faxes.
- We are getting pricing for some monitors to install in the Fox room and conference rooms, for patrons to use for remote or joint meetings and trainings.
- We will be boosting our bandwidth through ENA soon.

- We made our first loan payment on the Crossroads Bank note, using the LIT funds deposited into the Note and Interest Redemption Fund for that purpose.
- The Finance Committee met on July 1st to go over the initial 2021 budget and receive input. Later that day, we received word from the Department of Local Government Finance that our Maximum Levy Growth Quotient will be 4.2 %, higher than anticipated.
- Our Department of Local Government Finance field representative has scheduled a budget workshop for SWCPL on Friday, July 17th, a bit earlier than expected.
- Kelsey Jo Kessie joins our Board to complete the remainder of former President Randy Holler's term.

Old Business

President, Shannon Fortman

- Building expansion updates were given. There are still some minor interior things that are not yet complete: security cameras, network cabling, interior signage (will be changed to correct color without further charge), paint touchups. The sidewalks will be poured very soon; the parking lot should be done near the end of the month.
- Suggestions for a new policy for the use of the auditorium/main level meeting room were discussed. Pricing for use of meeting rooms for Peabody Public Library, Kendallville Public Library and Allen County Public Library were shared. The cost that Crossroads Bank is charged for the use of a facility at Manchester University for an all- day event is \$ 300.
If the auditorium is used strictly for a meeting, a charge of \$ 50 (refundable as a deposit) plus the cost of cleaning/staff/security was offered as a possibility. For the use of the area including the auditorium-style seating and audio-visual equipment a charge (not refundable as a deposit) plus the cleaning/staff/security cost would be acceptable. After-hours use is an additional consideration. Director Builta will speak with Alan Fox to get his thoughts on the new policy.
- Revisions to the Public Health Emergency policy were presented. These included specific actions should a staff member or patron develop an illness for which this policy was developed. The updated policy was approved as presented.

New Business

President, Shannon Fortman

- The quarterly PLAC report for the 2nd quarter of 2020 was signed and will be submitted to the Indiana State Library.
- A new credit card policy and resolution were presented as updates to those written in 2005, which no longer reflected current practice. The policy was approved as written and the resolution signed by members in attendance.
- As a new requirement per SEA410, a criminal history check policy draft was presented. This draft was approved as written.

Miscellaneous & Public Comment

President, Shannon Fortman

- There was no public comment.

Adjournment

- Meeting was adjourned at 6:54 p.m.

ATTEST:

Alice Neodemus, Secretary

Date

8/13/2020

South Whitley Community Public Library
Board Meeting Minutes
8/13/2020
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 Shannon Fortman.

Thereafter, with President Fortman 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 voice or abstention unless otherwise noted:

Present:		Absent:	
Shannon Fortman	David Warner	Kris Shoemaker	Heidi Hull
Alice Nicodemus	K.J. Kessie		
Matt Long			

Welcome and Election	President Shannon Fortman

Approval of Minutes	President Shannon Fortman
The minutes of the July 2020 meeting were approved as presented.	

Treasurer's Report	Director Vicki Builta
<ul style="list-style-type: none">• The Treasurer's report was presented and approved.• The 2021 budget was presented with the Board-requested adjustment made to Other Services and Charges.	

Approval of Claims	President Shannon Fortman
The claims register was signed as presented.	

Director's Report

Director Vicki Builta

- Staff has begun preparing and distributing weekly grab-and-go activity kits for adult patrons, and a free yoga class is now available twice each Wednesday.
- The Library has purchased a Zoom subscription so as to host more virtual programs.
- Staff have been to Alan Fox's condominium to pick up the items he had there for his SWCPL collection. He has been in a few times to organize these items the way he would like them. Today some items were collected from his former South Whitley home. There is still one large bookcase there that needs to be emptied, at which point decisions and prioritizations regarding these items will need to be made. We are making an inventory of these items as they are donated.
- We have had regular use of our small conference rooms. Patrons are very appreciative of the private space. Now that monitors have been installed for possible Zoom or other meetings, we expect to see even more use of these areas.
- We were contacted by the South Whitley Fall Festival about hosting an Art Fair on the Friday and Saturday of festival weekend. Under the current circumstances, for this year, I told them we could not be involved because of our inability to maintain protocols in compliance with Governor Holcomb's mandates on gatherings or social distancing. At this point, the entire Festival has been cancelled.
- SWCPL is enrolled in the Hoosier Hospitality Promise program, which recognizes entities that are employing necessary cleaning, sanitizing, and social distancing protocols.
- We have agreed to display the Fort Wayne PBS station's Age of Nature photo contest entries in early October.
- Two additional security cameras and two additional telephones have been installed in the new area.
- We received a \$2,500 grant from Duke Energy to assist with the landscaping costs for the building addition.
- Bret Bailey and Lee's Painting were asked to give us a quote on painting the staircase near our front door.
- Day Tree Service removed the second Japanese lilac tree from near the front door on July 29th. We had hoped to keep it alive for the remainder of this season, but were unable to do so.
- Most interior signage has been updated for the newer areas. We are working with Diskey on project plaques.
- D-T Construction estimates a new roof on the south side of the building will not be necessary for 8 to 10 years.
- The soffit on the original part of the building requires minor repairs regularly. For budget planning purposes, D-T is preparing a bid for the cost of replacing that and the fascia.
- Eberly Photography and Videography is continuing to work with me on choosing historical South Whitley prints to hang on the main floor, as well as in the Fox rooms.
- Ag Plus will be donating a tree in memory of Tommy Shupe. When Dennis McKee purchases the maple trees and spirea bushes for the north side of the building, he will also purchase this tree.
- Jim Yeager gave a very large photograph of Springfield Academy, circa 1890, to the Library.
- Our north parking lot is almost finished. Striping should be done tomorrow.
- Governor Holcomb's Executive Order 20-37, which mandated masks or facial coverings, caused us to revise our own patron expectations. We have some cloth masks to give to patrons who do not have one.
- Visitors who choose to opt-out of masks via an exemption will be offered the use of our services while still not allowing them access to the building. This includes a reminder that our Wi-Fi is accessible in the parking lot or on side streets, allowing staff to handle printing and faxing, and including the link to our online catalog so that materials can be requested and then picked up via our curbside service.
- The final grant report was submitted to the Community Foundation of Whitley County.
- New Era has finally completed the installation of our network cabling project, after a 9-week delay between visits. In this process we discovered that our service was not working well and are working with ENA (Educational Networks of America) to diagnose and then correct the problem.
- We will finally be increasing our bandwidth to 100 mgbs. ENA will also be managing our new access points, which is an additional expense per month.
- The virtual budget meeting with our Department of Local Government Finance on July 17th went well. Our prepared tentative budget was deemed ready for submission. However the Gateway portal for submission is still not working properly so things have been delayed until corrections have been made.
- Kris Shoemaker's re-appointment to the SWCPL Board of Trustees has been submitted to the Whitko School Board for action at their August meeting. At the same time, Shoemaker's annual Conflict of Interest Disclosure Statement should also be approved.
- Jessica Auer has agreed to a Board position, filling the opening created by the end of Shannon Fortman's term. Her appointment will be acted on by the County Commissioners at their meeting on August 17th.

Old Business	President Shannon Fortman
<ul style="list-style-type: none"> • The board discussed the auditorium meeting room policy, deciding for use of the room and its A-V equipment there will be a \$75 charge for the first 2 hours, plus \$25 for each additional hour. This charge reflects the cost of staffing to run the A-V equipment and monitor the room, which was privately funded. • The board discussed plans for an open house to be held Sunday, September 27. 	

New Business	President Shannon Fortman
<ul style="list-style-type: none"> • Art Gallery Policy – Approved as presented. • Travel Policy – Approved as presented. • Materiality Policy – Approved with adjustment (loss of cash maximum lowered from \$500 to \$250). • Nepotism Policy – Approved as presented. • Alcohol Policy – Approved as presented. • Social Media Policy – Approved as presented. • Confidentiality Policy – Approved as presented. 	

Miscellaneous & Public Comment	President Shannon Fortman
Adjournment	President Shannon Fortman
Meeting was adjourned at 7:04 p.m.	

Alice Grodenius
9/10/2020

South Whitley Community Public Library

Public Hearing for 2021 Budget Minutes

9/10/2020

6:00 p.m.

The Public Hearing on the 2021 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 library employee and note taker Maddie Shultz. The hearing was called to order at 6:00 p.m. by President David Warner.

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

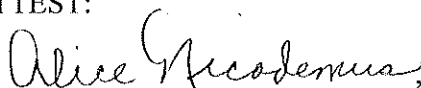
Present: Jessica Auer David Warner Alice Nicodemus Matt Long Kris Shoemaker	Absent: Heidi Hull K.J. Kessie
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Citizens in Attendance
Alan Fox

Discussion/Question from Public
N/A

Adjournment	President David Warner
The public hearing for the 2021 budget was adjourned at 6:05 p.m.	

ATTEST:

 Secretary
Date 10/8/2020

South Whitley Community Public Library

Board Meeting Minutes

9/10/2020

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 6:05 p.m. by President David Warner.

Thereafter, with President Warner 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: Jessica Auer David Warner Alice Nicodemus Matt Long Kris Shoemaker	Absent: Heidi Hull K.J. Kessie
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Approval of Minutes	President David Warner
The minutes of the August 2020 meeting were approved as presented.	

Treasurer's Report	Treasurer, Kris Shoemaker
<ul style="list-style-type: none">• The Treasurer's Report was presented and approved.• Vicki Builta provided an update on the 2021 budget Notice to Taxpayers.• Financial transfer resolutions were approved as signed.	

Approval of Claims	President, David Warner
The claims register was signed as presented.	

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

- The new art gallery will feature art from two area residents beginning September 15. The following exhibit will have a winter theme and will be on display from mid-November to mid-January.
- Staff will soon begin planning a fall/Halloween event for children and this year's Adult Winter Reading program.
- Staff is working with Alan Fox on the arrangement of his materials in the Fox Room.
- The Indiana Library Federation Conference, scheduled for early November in Fort Wayne, has been changed to a virtual event. A number of staff members are anticipated to register.
- Invitations have been sent out for the upcoming Open House on Sunday, September 27 from 1 to 4 p.m. The mailed invitation list included former staff and board members, community stakeholders, elected officials, patrons and donors. Invitations for walk-in patrons will also be available at the Information Desk.
- The north parking lot was finished on Friday, August 14. The east parking lot was sealed and re-stripped the following week.
- The landscaping was supposed to begin the week of August 31. As of this meeting, Dennis McKee of D.T. Construction has given no updates on this.
- One of our air-conditioning units quit working during the week of August 24. Havel had to pull all new wire from the condenser to the furnace because Flow Tech had split the wire, meaning that our Unit 3 would run on fan but would not cool.
- We are still waiting on corrected plaques from Diskey Signage.
- Our second book drop, a drive-up option in the north parking lot, will be shipped tomorrow.
- The courtyard furniture is finished. Dennis McKee will be picking it up for us to save shipping charges.
- Eberly Photography and Videography is in the process of installing new framed prints throughout the library.
- Hinen Printing is making new vinyl signage for the window next to the east door.
- Due to recent REALM (Reopening Archives, Libraries and Museums) study findings, SWCPL began to quarantine materials for 72 hours in mid-August, an increase of our previous 24-hour period.
- Our cleaning supply costs continue as we purchase more antibacterial cleaners, masks and coverings for computers and mice.
- With funds from the Dekko Foundation grant, we purchased twelve Chromebooks and a charging cart for use with educational programming planned for the auditorium.
- Another problem was discovered with the audiovisual equipment in the auditorium. Kelsy Presl has sent a piece of equipment back for repair or possible replacement.
- The Gateway portal which we are required to use for budget form submissions received an upgrade this year which was designed to make things smoother. Unfortunately that has not been the case, but with persistence I submitted our required Form 3 on time, without further incident.
- We received a \$1400 CARES mini-grant. This reimburses us for some COVID-19 related purchases.
- I recently offered a short training for our newest Board members. We are now back to a full Board roster.

Old Business**President, David Warner**

- Meeting Room Policy
Fees were revised according to decisions made in the August meeting.
The board decided all groups, including nonprofits, must pay fees for use of the auditorium. To improve clarity of the policy, there should be separate paragraphs for meeting room fee and auditorium fee details.

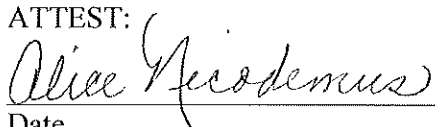
New Business**President, David Warner**

- To prevent loss of vacation time that was difficult for the full-time staff to use due to the pandemic, the board decided to allow full-time staff one of two options: (1) they may take up to 5 days' worth of their vacation time in the form of a paycheck, or (2) they may roll over up to 5 days' worth of their vacation time for use during the first 2 months of 2021.

Miscellaneous & Public Comment**President, David Warner****Adjournment**

- Meeting was adjourned at 7:13 p.m.

ATTEST:

 , Secretary

Date

10/8/2020

South Whitley Community Public Library

Board Meeting Minutes

10/8/2020

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 David Warner.

Thereafter, with President Warner 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: David Warner Alice Nicodemus K.J. Kessie Kris Shoemaker Jessica Auer	Absent: Heidi Hull Matt Long
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Approval of Minutes	President David Warner
The public hearing and regular meeting minutes of the September 2020 meeting were approved as presented.	

Treasurer's Report	Treasurer, Kris Shoemaker
<ul style="list-style-type: none">• The Treasurer's Report was presented and approved.• The 2021 budget adoption resolution was signed as presented.	

Approval of Claims	President, David Warner
The claims register was signed as presented.	

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

- We are beginning the cataloging and arrangement of Alan Fox's materials for ease of patron use.
- Flu shots will be available at a cost from the Whitley County Health Department on Oct. 15 from 5 to 7 p.m.
- Kevin Stonerock is returning for a Pilgrim of Plymouth presentation on Oct. 13.
- There will be a drive-through trick-or-treat program from 2 to 3:30 p.m. on Saturday, Oct. 24.
- We have reached out to two veteran presenters, Dave Taylor and Cindy Barnett, to see if they are interested in doing in-person or virtual events.
- Inspired by a program featured in the virtual ARSL (Association for Rural and Small Libraries) conference, we are going to explore a local story project. We hope to do a soft introduction in November, which is Family Stories Month. This will be a long-term project requiring extensive planning, moderate expense, and the use of volunteers and/or interns.
- SWCPL participates in HALO (Hoosier Adult Literacy Organization), a sub-group of LSC which focuses on adult programming. A meeting earlier this month made it clear how differently the libraries in the northern part of the state are reacting to the current situation: online vs. in-person programming; quarantine periods; Zoom vs. Facebook Live vs. YouTube for virtual use; meeting room use; mask mandate compliance. We always get good ideas from the gatherings and receive positive feedback on things we are doing as well.
- Interested part- and full-time staff will be able to attend sessions at the Indiana Library Federation's Virtual Annual Conference on Nov. 17 and 18.
- We will be posting a job opening soon for a part-time staff member. The position will combine work as a circulation clerk and Children's Department assistant.
- The library will serve as a collection site for Toys for Tots from now until mid-December.
- Our expansion Open House was well-attended. Over 150 people visited on September 27 to tour the facility and learn about the library's history. Comments were positive. Paula Newcom, the northeast Regional Coordinator for the Indiana State Library's Professional Development Office, was on hand for the event.
- The PBS Age of Nature Photography Contest had over 220 entries from throughout the Fort Wayne viewing area. From those, 12 were chosen as the finalists by those voting on the Facebook page for the contest. Those 12 photos are on display here and one of them was taken by a local Richland Township resident.
- I will be meeting with a representative from Huntington County's Safe Place program next week. They are working on expanding into southern Whitley County for youth crisis intervention and would like to include the library in the program.
- Whitley County 4-H is looking for places to share information about their program, since they are not able to do that through the schools right now. Tentatively a representative will be here on Monday afternoon to speak with patrons; they will also leave fliers/materials here for distribution.
- A drainage issue in the parking lot will be solved with the installation of a 48-inch drywell.
- The plaques from Diskey Signage – two outside the Fox Rooms and one in the courtyard – were installed on September 25.
- The courtyard furniture was installed on September 23 and all windows were cleaned on September 26.
- At the October staff meeting we will discuss our current 72-hour quarantine period for materials.
- ENA has completed work on increasing our bandwidth from 20 mbps to 100 mbps.
- We updated our cloud printing service on our newest Ricoh machine. Our patrons like to be able to print directly from their phones and scan to email, which this service allows.
- The 2021 budget forms in Gateway have been submitted.

Old Business	President, David Warner
<ul style="list-style-type: none"> Meeting Room Policy Approved as presented. 	
New Business	President, David Warner
<ul style="list-style-type: none"> Quarterly PLAC Report Approved as signed by President David Warner. 	

Miscellaneous & Public Comment	President, David Warner
<ul style="list-style-type: none"> Alan Fox wants to host the showing of a film from his collection in the auditorium. 	
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:25 p.m. 	

ATTEST:

Alice Nicodemus, Secretary
Date 11/12/2020

South Whitley Community Public Library

Board Meeting Minutes

11/12/2020

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 a virtual Zoom option, 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 6:03 p.m. by President David Warner.

Thereafter, with President Warner 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:
<u>Physically</u>	<u>Virtually (via Zoom)</u>	K.J. Kessie
Alice Nicodemus	David Warner	
Kris Shoemaker	Jessica Auer	
Matt Long		
Heidi Hull		

Approval of Minutes	President David Warner
The regular meeting minutes of the October 2020 meeting were approved as presented.	

Treasurer's report	Treasurer, Kris Shoemaker
The Treasurer's Report was presented and approved. A resolution to transfer funds was signed as presented.	

Approval of Claims	President, David Warner
The claims register was signed as presented.	

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

- A short survey was developed to determine what kinds of programs our patrons feel comfortable attending at this time.
- We have begun planning for Winter Reading 2021 and weeding the audio and nonfiction collections.
- A short narrated video, posted on Facebook and uploaded to YouTube, advertises our local stories project.
- Staff continues to work on the Fox Collection, cataloging items and replacing VHS tapes with DVDs when possible.
- Staff will be attending the virtual ILF conference next week.
- We have posted a job opening for a part-time employee to work at the Circulation Desk and in the Children's Department.
- Even in this unique year, we have initiated and continued efforts to meet the three major goals in our Long Range Plan.
- SWCPL is now a Safe Place, affiliated with the Youth Services Bureau of Huntington County. This group oversees all of the Safe Place sites in Huntington, Wabash and Whitley counties.
- The drywell was installed on October 20th and the asphalt over it was completed on the 21st.
- Our Keurig coffee machine stopped working and will need to be replaced.
- Our final bill from D-T Construction for the expansion project was submitted and paid in late October.
- Other considerations for upcoming building and grounds improvement include the updating of the older interior lighting, the painting and refinishing of the main staircase and some exterior library signage.
- At the October staff meeting, staff decided to quarantine our materials for 24 hours instead of 72.
- I have ordered additional dividers for the public computer area. We want to be sure that we are doing all we can to protect patrons and staff from infection.
- We are working with Ad-Tec to begin another bidding process for technology equipment so that all five current access points (and an additional exterior one) are managed through ENA and have Wi-Fi 6 technology when available.
- The bookkeeper and I have developed a tentative salary schedule for 2021, which we will share with the Finance Committee soon. The resolution to accept the new schedule will be presented at the December board meeting. There will also be a resolution in December to transfer funds as needed in specific amounts.

Old Business**President, David Warner****New Business****President, David Warner**

Miscellaneous & Public Comment

President, David Warner

Adjournment

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

ATTEST:

Alice Nicodemus, Secretary

Date

12/17/2020

South Whitley Community Public Library

Board Meeting Minutes

12/10/2020

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 a virtual Zoom option, with the board members listed below in attendance. Also present was Director, Vicki Bulta and library employee and note taker Maddie Shultz. The meeting was called to order at 6:02 p.m. by President David Warner.

Thereafter, with President Warner 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:
<u>Physically</u>	<u>Virtually (via Zoom)</u>	Matt Long
David Warner	K.J. Kessie	
Kris Shoemaker	Jessica Auer	
Heidi Hull	Alice Nicodemus	

Approval of Minutes	President David Warner
The regular meeting minutes of the November 2020 meeting were approved as presented.	

Treasurer's report	Treasurer, Kris Shoemaker
The Treasurer's Report was presented and approved.	
Transfer resolutions as presented by Kris Shoemaker and Vicki Bulta were signed.	
An insurance allowance resolution was signed as presented.	
The 2021 staff salary schedule and staff bonuses were discussed.	

Approval of Claims	President, David Warner
The claims register was signed as presented.	

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

- The adult audiobooks have been weeded to make room for newer items. Staff is moving on to weed the adult nonfiction, paperbacks and movies.
- Our statewide library system through Evergreen upgraded to a new version recently. This took longer than expected and patrons went without access to their accounts for several days.
- Mr. Fox is interested in scheduling additional programs in the auditorium for January. Due to the continuing public health emergency, it is uncertain whether or not this will be possible or recommended.
- Staff continues to work on cataloging/processing the Fox Collection.
- All staff have had the opportunity to participate in some of the sessions offered at the recent Indiana Library Federation virtual conference. Full-time staff were able to attend the live sessions and now they and the part-time staff will also be learning from the archived sessions.
- Due to the ongoing COVID-19 situation, I have decided not to move forward with filling the part-time circulation/children's department assistant position.
- Information about our home delivery service was included in the Thanksgiving meals that One Community passed out and delivered during the week of November 16.
- Generous citizens have filled our Toys for Tots donation box well over two times this season. The final pickup was today and we learned that this is the most successful campaign they have had in Whitley County.
- We are employing more frequent email messaging to better reach more of our patrons. Even though we use both a print and electronic newsletter, our website, and our Facebook and Instagram accounts to share news, we still struggle to get our message out to as many residents as we'd like.
- Additional dividers between patron computers were installed in late November.
- I reached out to SRKM about possible ways to soundproof the small conference rooms across from the elevator. We can often hear people who are in those rooms, as can other patrons.
- We were called by the town of South Whitley and advised that "our" rocks had been thrown across the street and we were welcome to come and retrieve them, which we did.
- Staff are reminding patrons about correct wearing of facial coverings.
- Beginning December 7, our hours of operation have been modified to best serve the community while also keeping staff healthy and safe as Whitley County continues to have a red status based on the weekly cases per 100,000 residents and 7-day positivity rate as determined by the Indiana Department of Health.
- Our application form 470 for federal e-rate Category 2 funding was filed on November 19th. The next steps should now go forward as planned with both virtual and in-person walk-throughs by interested vendors occurring this month and proposals due January 21, 2021.
- Jennifer Dorman and I will meet with AVC next week to update our accounting and payroll software to the 2021 version.
- We expect only two additional bills (that I am aware of) for the building expansion project.
- The January regular Board meeting will begin with a Board of Finance report, with all 2020 officers serving. The next matter of business will be election of officers for 2021. I need to know if current officers want to continue in their positions and also who would be willing to be the candidate for Vice President. If needed, the Nominating and Board Development Committee can meet to finalize the 2021 slate of officers.

Old Business	President, David Warner

New Business	President, David Warner

Miscellaneous & Public Comment	President, David Warner
<ul style="list-style-type: none">• Heidi Hull made plans with Vicki Builta and David Warner to arrange her board resignation.	
Adjournment	
<ul style="list-style-type: none">• Meeting was adjourned at 6:48 p.m.	

ATTEST:

Jessica Warner, Secretary
Date