

South Whitley Community Public Library

Board Meeting Minutes

01/14/2021

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 6:00 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 Jessica Auer, 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 Kris Shoemaker Matt Long Laura Hull K.J. Kessie Jessica Auer	Absent: Alice Nicodemus
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Board of Finance Meeting	President David Warner
The board of finance met separately with the 2020 slate of officers. The meeting concluded at 6:04 p.m.	

2021 Slate; Approval of Minutes	President David Warner
The 2021 slate of officers was approved as follows: David Warner (President), Alice Nicodemus (Vice President), Kris Shoemaker (Treasurer), Jessica Auer (Secretary). The regular meeting minutes of the December 2020 meeting were approved as presented.	

Treasurer's report	Treasurer, Kris Shoemaker
The Treasurer's Report was presented and approved. Rainy day fund transfer resolutions were signed as presented. The LIT (local income tax) transfer resolution was signed as presented.	

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

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

- The shelves closest to the front door were rearranged in late December. Magazines and newspapers were moved closer together and the front shelf nearest the café was repurposed for the Puzzle Exchange and to hold our various publications (newsletter, brochures, flyers).
- The adult nonfiction, movies and paperback sections were weeded in December. Those collections were then moved/shifted to spread materials out a bit more, allowing for better browsing by patrons. An additional purge of the oldest audiobooks was also done to allow room for newly arrived items as well as future orders. Deselected audiobooks were sent to Better World Books. BWB now expects us to go through a pre-screening process with our weeded materials so that they receive only items of interest to them. Of the items we weeded, BWB mainly wanted our audiobooks. The rest of the materials were offered to patrons.
- Our adult winter reading program began on January 4 and concludes on March 1.
- Carl Mosher's painting class (offered every two months) will be starting at 3:00 p.m. this month due to our modified hours. Page Turners book club has also been moved to an afternoon start time for their monthly meetings.
- We relaunched our Puzzle Exchange at the request of patrons. During winter, and especially during time spent socially distanced, many were interested in having new puzzles to work on.
- Earlier this month adult fiction was weeded. The shelves were getting crowded so titles/series that are no longer popular were removed from the collection. We are still in the process of finding new homes for these items.
- The full-time staff renewed (or initiated) their personal memberships to the Indiana Library Federation. We renewed the library's membership to ALA (American Library Association), LSC (Libraries Serving Communities), and NICCL (Northern Indiana Computer Consortium for Libraries).
- Annual staff performance reviews are scheduled for the week of January 18.
- All staff members have been assigned a board meeting to attend during 2021. Because we have some newer members who might not know all of the SWCPL employees, each person will introduce themselves and tell what kind of work they do here.
- We will be hosting an introductory meeting about our South Whitley stories project later in January, in person and via Zoom.
- Food for Fines is being offered in January so that patrons who owe fines to SWCPL can pay those down through donation of non-perishable food items. Items received will be donated to the Food Pantry.
- A grant was submitted to the South Whitley Community Facilities, Inc. for funds to assist with our landscaping project. We learned today that we were awarded \$1,000 for this.
- The lights in the Schultz Gem Collection are being replaced.
- As Whitley County continues to be in the red status, as determined by the Indiana Department of Health, SWCPL's modified hours will continue for the entire month of January. Most full-time staff have been trained to assist patrons who wish to register for the COVID-19 vaccine on the online portal.
- The 12 Chromebooks that we ordered with funds from the Dekko Foundation grant finally arrived this week.
- Our accounting and payroll software was updated for 2021 by AVC. The bookkeeper is working closely with AVC to complete all 2020 financial work, so that we can safely transition to the use of the 2021 software. Unfortunately, it seems that closing out 2019 data was not handled as thoroughly. We don't have W-9s from 2019, but I have contacted those that we need them for and we should be able to do better for 2020.

Old Business**President, David Warner**


- Board committees were filled as selected by members.
- 2021 board bylaws with new changes were approved as presented.
- The public health emergency policy was approved with minor clarifications.

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New Business	President, David Warner
<ul style="list-style-type: none">• The PLAC report was signed as presented.• Revision of staff vacation phrasing in the Personnel Manual was approved as presented.	

Miscellaneous & Public Comment	President, David Warner
<ul style="list-style-type: none">• Dave suggested an Eagle Scouts project and/or an AmVets dedication for the possible upcoming flagpole at the library.	

Adjournment
<ul style="list-style-type: none">• Meeting was adjourned at 7:03 p.m.

ATTEST:
 , Secretary
Date

South Whitley Community Public Library

Board Meeting Minutes

02/11/2021

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 6:01 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 Jessica Auer, 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: <u>Physically</u> David Warner, Kris Shoemaker, Jessica Auer, Laura Hull, Matt Long <u>Virtually</u> KJ Kessie	Absent: Alice Nicodemus
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Approval of Minutes

President David Warner

The regular meeting minutes of the January 2021 meeting were approved as presented.

Treasurer's report

Treasurer, Kris Shoemaker

The Treasurer's Report was presented and approved.

Approval of Claims

President, David Warner

The claims register was signed as presented.

The board members chatted briefly with Ruth Stanley, SWCPL staff member, who attended the meeting to talk about her responsibilities and duties at the library.

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

- We have two Zoom programs scheduled for this month – virtual bingo and a historical program called Lessons Learned from a Hard Winter, presented by a librarian from Illinois, based on a Laura Ingalls Wilder book.
- I have added materials to our digital resources through OverDrive and hoopla.
- In order to provide more breathing room for future purchases in our adult fiction section, a slightly deeper weeding project will soon be initiated.
- A general meeting was held recently with people who expressed interest in our South Whitley Stories project. For now, we are asking them to spread the word to help us generate some excitement as we purchase the items we need in order to begin the actual recording of stories.
- Our adult winter reading program will wrap up on March 1.
- The Indiana Library Federation is offering regular Zoom updates about the current legislative session as it relates to topics of interest for libraries. Some of their main areas of focus for this session are: stable taxing structure in support of libraries, school and library internet funding, expanded and reliable broadband access, and continued funding for INSPIRE, Indiana's virtual library.
- Staff performance reviews were completed the week of January 18.
- Interviews are being conducted this week with people who applied for the Circulation Clerk position posted before the holidays. We are hopeful that we can add an additional staff member soon.
- The Indiana Public Library Annual Report for 2020 is just about ready for submission. After these reports are sent to the Indiana State Library, they are then passed along to the Institute of Museum and Library Services. From the date, information about libraries of different sizes from around the country is compiled into the Star Libraries report published annually in the *Library Journal*.
- Some of the print materials that we weeded from our adult fiction section were given to the South Whitley Food Pantry for them to give away to people who visit their facility.
- Our Food for Fines program in January yielded over 60 non-perishable items for the South Whitley Emergency Food Bank.
- We reached out to the Boy Scouts to see if there was interest in one of our upcoming projects (flagpole, Story Stroll, landscaping) and they may be interested in helping with the landscaping project.
- The freezing and thawing have made it noticeable that we need to work on the older soffits and fascia. I discussed this with Dennis McKee some time ago and he gave me a ballpark figure of \$20,000 to \$25,000 to replace the older sections with materials that would match the newer part of the building.
- The Whitley County Health Department held a Zoom informational meeting in mid-January, sponsored by the Chamber of Commerce, to update residents about the pandemic and vaccine situations here.
- We will return to our regular hours beginning March 1.
- The annual review of information in Gateway Debt Management was submitted in late January.
- An updated board roster and standing committee list have been provided to members.

Old Business**President, David Warner**

New Business	President, David Warner
<ul style="list-style-type: none"> The non-resident fee increase, adjusted from \$110 to \$125, was approved as presented. 	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:35 p.m. 	

ATTEST:

Jessica N. Dyer, Secretary
Date 3/11/21

South Whitley Community Public Library

Board Meeting Minutes

03/11/2021

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 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 Jessica Auer, 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: <u>Physically</u> David Warner, Kris Shoemaker, Jessica Auer, Laura Hull, Matt Long	Absent: KJ Kessie, Alice Nicodemus
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Approval of Minutes

President David Warner

The regular meeting minutes of the February 2021 meeting were approved as presented.

The board members chatted briefly with Larry Michael, SWCPL staff member, who attended the meeting to talk about his responsibilities and duties at the library.

Treasurer's report

Treasurer, Kris Shoemaker

The Treasurer's Report was presented and approved.

Approval of Claims

President, David Warner

The claims register was signed as presented.

Director's Report

Director, Vicki Builta

- We have booked two bands for summer concerts so far—California Dreamin' in June and The Fleetwood's Music in July.
- The Program Committee met last week to discuss a multitude of options for both virtual and in-person programming for the next few months. Since that time we have arranged for two local author visits, a Mystery Month visit from Debra Miller portraying Agatha Christie, Dave Taylor's Hoosier Antique Roadshow, and a wildflower walk at Koinonia.
- Staff will be offering specific trainings on Zoom, Evergreen, and basic email setup during April's weekly Tech Tuesday sessions. A representative from OverDrive will be conducting a training on their service for our patrons as well.
- Summer Reading this year will run from June 7 to July 30 and will be a hybrid of virtual and live programming. The theme is Tails and Tales.
- The most recently weeded books from the adult fiction section have been set aside to give away during the next South Whitley garage sale weekend, set for June 18 and 19. We usually get questions about books for sale at that time and have not been able to offer these due to available storage space and staffing, so now we have some items to give to people who ask.
- Through the Indiana Historical Society, I have scheduled three of their traveling exhibits for June through August: Indiana Disasters, Securing the Vote (canceled in 2020), and Endangered Heritage.
- We will be celebrating April as We Love Our Library month. The Indiana Library Federation has encouraged libraries throughout the state to promote themselves during this month because it is when National Library Week occurs and also when the current legislative session will be drawing to a close.
- We are planning a Welcome to Your Library mini open house (American Library Association's theme for National Library Week) to encourage people to return to the library when they feel comfortable. Details will be forthcoming.
- The Friends of SWCPL are meeting again this month.
- We have filled the position of Children's Department Assistant/Circulation Clerk. Jennifer Engle will receive training soon and we plan to have her on our work schedule later this month. Claire Brandenburg, who is a junior at Whitko Junior-Senior High School, will be working here over the summer as a Page and will then be joining us again during the school year for a work-based learning program.
- The Indiana Public Library Annual Report for 2020 was submitted on February 18.
- A criminal history check was completed for Jennifer Engle as well as a current employee, per our recently approved Criminal History Check policy.
- Some staff are having trouble returning to our normal operations as far as work output is concerned. I discussed my concerns about their distractions with social media this week with all staff, so I am hopeful that we can turn this around.
- Staff who work on the development of marketing materials decided that they did not want us to purchase LibraryAware to help with this, as they are comfortable with Canva (which is free) and feel that it meets their needs. My concern has always been the number of hours that we expend on these short-term projects and thought having premade templates would make more efficient use of their time.
- We will be moving ahead cautiously with the booking of meeting room reservations. Social distancing and face coverings will be required. Each area's capacity will be reviewed and adjusted based on the ability to give attendees the space to comply with these guidelines.
- In looking over our cardholder numbers from the local schools—both students and staff—it became apparent that over the course of the pandemic, we have lost a substantial number of users there. Lisa Gawthrop and Hilary Stouder (former South Whitley Elementary School librarian) are going to help us promote the library, especially during April, in preparation for student participation in summer reading.
- We are planning on sending out a direct mailer in early April as a precursor to our Welcome to Your Library celebration and summer reading.
- Lots of building issues have come up recently due to February's weather. The icicles in the soffits were taken care of by Mike Balser, so that ice dams would not form. Then we noticed there were leaks in the Children's Room, and two additional leaks developed—one in the new workroom and one in a basement storage area. The basement leak was fixed by D-T Construction.
- In order to better soundproof the two conference rooms, Dennis McKee suggests adding insulation in the ceilings and a filter between the two vents. The cost would be about \$300.

- Water got under the sidewalk threshold to the east door of the building, froze, and then the concrete buckled up. When it is warmer, caulking will be added in order to stop the intrusion of the water.
- The bronze plaque for the courtyard was installed, and our annual elevator safety check was submitted to Access Indiana, on March 1.
- The price for new soffits and fascia for the older part of the building (that would meet the newer section) is still expected to be in the range that Dennis McKee quoted earlier—\$20,000 to \$25,000. However, he advises that the more definite price that he gives us will only be good for about 20 days, because of continuing price increases. Materials will probably not be delivered until 4 or 5 weeks after an order is placed.
- We have received our \$2,000 CARES Act reimbursement for electronic materials purchased from hoopla and are still waiting for the remaining \$1,400 for OverDrive purchases.
- Larry Michael is handling our transition from Chester IT to Edge IT for our technology assistance. Things are going a little slower than expected.
- The State Board of Account's Annual Financial Report was submitted on February 17.
- During a conversation with AVC Technology (our bookkeeping and payroll software provider), on March 3 it was discovered that our internal account balance and bank balance did not match. After some research, it was discovered that the problem began in January 2020 when the State Board of Accounts required number changes to accounts. AVC corrected the problem for us, but SBOA representative Susan Gordon recommended that we un-submit our AFR, correct the data, then resubmit. That was completed this week.

Old Business

President, David Warner

New Business

President, David Warner

- Director Vicki Bulta distributed information on the Whitko K-9 Fund and discussed Senate Bill 288 with the board.

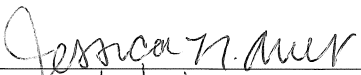
Miscellaneous & Public Comment

President, David Warner

Adjournment

- Meeting was adjourned at 6:38 p.m.

ATTEST:

, Secretary
Date 4/8/21

South Whitley Community Public Library

Board Meeting Minutes

4/8/2021

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 6:04 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 Jessica Auer, 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: Dave Warner, Alice Nicodemus, Jessica Auer, Kris Shoemaker, K.J. Kessie, Laura Hull	Absent: Matt Long
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Approval of Minutes	President David Warner
The March meeting minutes were approved as presented.	

Meet a Staff Member: Daryl Shrock spoke with the board.

Treasurer's report	Treasurer, Kris Shoemaker
The treasurer's report was approved as presented.	

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

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

- An additional program that we have added to the early June schedule recently is an encore visit from Kevin Stonerock; on this trip he will be doing a presentation he calls The Steamboat's a Comin'. Leslie Goddard will be doing a live Zoom presentation called The Mystery of Nancy Drew, also in early June. In mid-July Sally Perkins will be doing a live presentation called For the Love of May about an early Hoosier suffragist, May Wright Sewall.
- Some additional details have been planned for April 17th Open House.
- The focus that day will be on the auditorium area and looped presentations will be shown throughout the two hour time frame. The topics for these are the South Whitley stories project, Alan Fox, Janie Fricke, and the history of SWCPL. We have a few community partners who will be offering information about their entities at tables there: One Community, the Friends of SWCPL, Whitko, and the town of South Whitley.
- Anna Richey is interested in offering some yoga classes in the town park.
- May is National Preservation Month, so we are scheduling open recording and preparation times for our South Whitley stories project.
- Our library Art Gallery currently features photographs from our Genealogy Department, some of which have people in them that we cannot identify.
- We are beginning work on developing staff technology competency standards, per our Long Range Plan.
- The Friends of SWCPL elected new officers at their March meeting, and have decided to meet on the third Thursdays of every other month at 6 p.m.
- The extra insulation and filter were installed in the small conference rooms on March 24th. This should help with better soundproofing of those two adjacent areas.
- The Buildings and Grounds Committee met with two local members of the Master Gardeners and John Woodmansee of the Purdue Extension office about possible landscaping updates on March 25th.
- The roof in the Children's Room is still leaking. McGuff Roofing was contacted about this again on March 25th. When no one came to check on the problem, I called them again on April 5th, because recent rain has caused additional water spots to appear on ceiling tiles.
- We continue to replace ballasts in our older electrical lighting.
- After Governor Holcomb announced the change from a mask mandate to a mask advisory, staff were asked to complete a short survey with their thoughts on this. There was no consensus; some will continue to wear masks because they feel safer doing so until they are fully vaccinated. Patrons will no longer be required to wear these.
- The quarantine period for materials has been lifted. Science does not support this practice and we were continuing to do it more for public perception than for a defined need.
- There are currently two different bills that are still alive in the legislative session dealing with electronic meetings and their possible continuation for government entities.
- K. J. Kessie, who was appointed to complete the remainder of Randy Holler's term when he moved out of our service area, has decided that she will not be continuing on the board after her end term date of July 3rd.

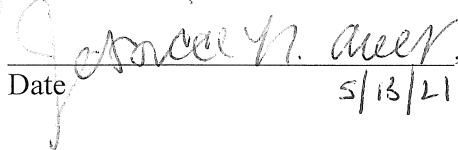
Old Business**President, David Warner**

- Meeting room question: staff and board members may use the rooms at no charge.
- Long Range Plan discussion: progress, plans, etc.

New Business	President, David Warner
<ul style="list-style-type: none"> • Director evaluation forms were distributed. • The quarterly PLAC report was approved as signed. • Plans for upcoming soffit work were approved. • Overdue fines were discussed. 	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> • Meeting was adjourned at 6:48 p.m. 	

ATTEST:


 , Secretary
 Date 5/13/21

South Whitley Community Public Library

Board Meeting Minutes

5/13/2021

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 library employee and note taker Maddie Shultz. The meeting was called to order at 6:01 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 Jessica Auer, 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: Dave Warner, Alice Nicodemus, Jessica Auer, Laura Hull	Absent: Matt Long, K.J. Kessie, Kris Shoemaker
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Approval of Minutes	President David Warner
The April meeting minutes were approved as presented.	

Meet a Staff Member: Cara Kinney spoke with the board.

Treasurer's report	Treasurer, Kris Shoemaker
The treasurer's report was approved as presented by the Director. LIRF resolution was approved as signed.	

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

Director's Report

Director, Vicki Builta

- Anna Richey will lead Yoga in the Park from June 4 – August 27 on Friday evenings. The program will not occur in case of rain or temperatures over 85 degrees.
- We are actively recruiting people to record their memories for our ongoing South Whitley Stories project. Because we plan to publish these online, attorney Hockemeyer again suggested we include information on our promotional materials that states what is being done with the content shared.
- We are conducting two patron “surveys” currently. One is an email survey about what parts of our newsletter people read. The other is a dot board survey to determine where patrons learn about our different programs and events. We use so many different ways to spread news, but still often hear that people are unaware of our programs, so we may need to consolidate some of our efforts.
- We are hosting a HALO (Hoosier Adult Literacy Organization) meeting, a committee of LSC and other surrounding area libraries that focuses on programming, next Monday, May 17th. We’ve been sprucing things up so we can put our best foot forward.
- The Indiana Library Federation recently received reports of possible racism and exclusion (homophobia and transphobia) regarding their Board and committee members and Executive Director. An investigation is being conducted by Duclos Legal, LLC (Human Resources and Labor and Employment areas of focus) with interviews being conducted with those involved. To maintain the integrity of the investigation, ILF staff and leadership are not currently commenting on the situation. A special meeting was requested by the membership to discuss the allegations and future plans. That meeting is scheduled for May 20.
- A small update to the Public Health Emergency Policy’s wording reflects the fact that some individuals may have side effects from the vaccine that could cause them to request time off.
- We will once again be visiting Larwill for summer reading. After speaking with Renee Sills, town clerk, we are going to try having outside sessions at the gazebo near Town Hall. The event will be held in late afternoon in hopes we will catch more children and also not conflict with dinner time or sports practice held later in the day.
- The Indiana State Library sent out a survey to directors recently about possible uses of funding through the American Rescue Plan Act 2021. ARPA funding will likely cover similar areas as did last year’s CARES Act. We were asked to choose 4 out of the 20 listed categories from which we might choose to apply for funds; my choices included upgraded lighting, outreach service improvement, specialized collection development and telehealth or virtual meeting pods.
- The new blinds for the west door of the auditorium, requested by Alan Fox, were installed today.
- I purchased a new kitchen refrigerator. There have been continued minor problems with the one we had and most recently the icemaker quit working. A replacement icemaker for the over 15- year- old appliance was going to be about \$100. The new appliance will be delivered tomorrow.
- I have contacted Hodges Property Management about helping with ongoing outdoor maintenance as well as the upcoming refurbishment of older landscaping.
- For our South Whitley stories project, we purchased two NAS (Network Attached Storage) units. This should ensure that none of the stories will be lost, as the two units are backups for each other. We have also had to purchase some adapters in order to use the headphones we have with the tablet that is currently where stories are recorded.
- HB1437 updates guidelines for electronic meetings and was signed into law on April 20th, to be effective immediately. A policy must be developed that incorporates the specifics from this bill.
- It came to our attention recently that some items in our Collection Development policy regarding Board privileges need to be revised. I will have an updated policy available at the June meeting.

Old Business**President, David Warner**

- Public Health Emergency Policy Revision
Approved with changes.
- Reminder about Director Evaluation

New Business**President, David Warner**

- Sunday Holidays
Decision: If paid holiday falls on a Sunday, the holiday will be paid for Monday.
- Electronic Meeting Policy
Approved as presented.

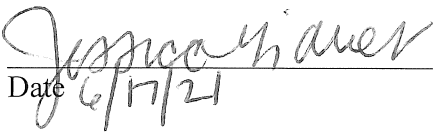
Miscellaneous & Public Comment**President, David Warner**

Still seeking a Board member replacement for K.J. Kessie.

Adjournment

- Meeting was adjourned at 6:57 p.m.

ATTEST:

 , Secretary
Date 6/17/21

South Whitley Community Public Library

Board Meeting Minutes

6/10/2021

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 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 Jessica Auer, 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: Dave Warner, Laura Hull, Matt Long, Kris Shoemaker	Absent: Alice Nicodemus, K.J. Kessie, Jessica Auer
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Approval of Minutes	President David Warner
The May meeting minutes were approved as presented.	

Meet a Staff Member: Taira Simmons spoke with the board.

Treasurer's report	Treasurer, Kris Shoemaker
The treasurer's report was approved as presented.	

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

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

- The Program Committee discussed many options for upcoming events at our meeting on May 19th. Some of these are already in process, including Family Bingo in the Park, and planning for another Food for Fines event.
- Brittney Schori, our new Purdue Extension Whitley County Educator, visited the library on May 24th.
- We are adding some additional passive programs to our repertoire, including themed day activities (e.g., Word Search Wednesdays) and busy bags for adults.
- To coincide with our next exhibit from the Indiana Historical Society, "Securing the Vote," Taira and Ruth will be doing a program on Marion Maston, a local legislator who introduced a bill promoting partial women's suffrage in 1917.
- Summer Reading begins this week and we continue to have children register as the news spreads.
- Claire Brandenburg began her staff member training with orientation earlier in June. She will be working at the Circulation Desk this summer, as well as in other areas of the library as needed.
- Circulation staff will be attending two upcoming training webinars on Circulation in Evergreen Indiana and Holds and Transits in Evergreen Indiana.
- The Friends of SWCPL met recently. We discussed upcoming programming, especially summer reading and the South Whitley Stories project.
- D-T Construction plans to begin our soffit and fascia work around August 15th. We will need to delay the landscaping upgrade due to this construction until spring of 2022.
- Our new access points from ENA, scheduled to be installed soon, may be delayed due to vendor and shipping issues.
- Per information shared in a webinar I attended last week about the state budget and property taxes, it is anticipated that the Maximum Levy Growth Quotient for 2022 could be in the range of 4.2 or 4.3%.
- Crowe LLC will be handling our 2017-2020 audit. They are doing a financial statement review for us, which is different than a typical audit conducted by the State Board of Accounts.
- I am working on finding a replacement for K.J. Kessie's seat on the Board. Her term ends July 3, 2021.

Old Business**President, David Warner**

- Dave will talk with Alice about director's evaluation.
- The Board will keep an exterior sign purchase in consideration.

New Business**President, David Warner**

- First Friday Movies in the pocket park were discussed.
- Festivals and special events were discussed – viability of remaining open during Fall Festival, etc.

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:48 p.m. 	

ATTEST:

Jessica Warner, Secretary

Date 7/15/21

South Whitley Community Public Library

Board Meeting Minutes

7/8/2021

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 6:01 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 Jessica Auer, 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: <u>In person</u> Alice Nicodemus, Laura Hull, David Warner, Betsy Bowers, Kris Shoemaker <u>Via Zoom</u> Jessica Auer	Absent: Matt Long
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Approval of Minutes	President David Warner
The June meeting minutes were approved as presented.	

Meet a Staff Member: Lisa Gawthrop spoke with the board.

Treasurer's report	Treasurer, Kris Shoemaker
The treasurer's report was approved as presented.	

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

Director's Report

Director, Vicki Builta

- We will be hosting a Red Cross blood drive on Wednesday, July 28th in the auditorium. We have not done a drive with them since 2018.
- We are planning a Harold Doran exhibit for September, with examples of his artwork to be displayed in the auditorium and auditorium lobby. We are hopeful that those who contribute to the exhibit will also record a story for the South Whitley Stories project.
- This September is the 20th anniversary of the 9/11 attacks. The 9/11 Memorial Museum is offering free poster downloads to public libraries. We will print these and display them in the breezeway area.
- The Fort Wayne PBS station has contacted us about a partnership event in September to tie in with a new Ken Burns documentary premiering at that time.
- New passive programs are: A-Maze-ing Mondays, Tuesday Newsday, Word Search Wednesday and Trivia Thursday.
- Once again, our book orders from jobber Baker and Taylor have stalled. I contacted our customer service and Automatically Yours representatives about the fact that we are not receiving new releases in a timely fashion.
- The After Dark Book Club took a hiatus during the pandemic. Anna Richey will be relaunching that in August.
- Brittney Schori from the Purdue Extension Office will be offering a program called Staying Scam Safe in late August.
- Staff will be offered the chance to go on brief field trips to other nearby libraries during their scheduled work time. Hopefully new ideas about collections, programming, or work environment improvements will develop from these visits.
- We received notification from the Indiana State Library that, at their late June meeting, the Indiana Library and Historical Board found SWCPL in compliance with the 2020 Public Library Standards.
- Several members of the circulation staff attended a 3 hour Evergreen training today and will do an additional two-hour training on July 12th.
- I have been appointed to a two-year term on the IPLA (Indiana Public Library Association) board.
- I tried to reach out to the principal of Pierceton Elementary School to discuss library cards for those students, but learned that she had recently resigned. I will try to contact the school again in late July or early August.
- SWCPL will be a collection site for the Salvation Army's Stuff the Bus (school supplies) campaign.
- The town of South Whitley contacted us about a World War I uniform that the LeBrun family donated when they gave land to the town for the pocket park on State Street. They asked if the library would like to have it. The genealogy department expressed interest in having it, but we do not currently have a good place to put it, so we are looking into the purchase of a small display case that could also be used for some other artifacts.
- We learned this week that SWES librarian and mentor teacher Hilary Stouder has resigned to take another position. Our outreach efforts with the school will probably have to start over since we had been working on library card efforts through Stouder and Lisa Gawthrop.
- Havel came to do our semi-annual maintenance check in mid-June.
- Full-time staff are now helping with exterior maintenance on an assigned weekly schedule, because it was becoming too difficult for just one or two of us to stay on top of this.
- Our Technology Coordinator has been consulted about our upcoming hardware needs. Per our budget, I'd prefer to purchase new computers this year (if they are available), rather than waiting until next year.
- The Indiana State Library released information about their ARPA (American Rescue Plan Act) grants today. Public libraries may apply for \$15,000 to \$100,000.
- Elizabeth Bowers has accepted the Board of Trustees position previously held by K. J. Kessie. She was appointed at the Whitko Community Board of School Trustees. Her 4-year term extends to 7/5/2025.

Old Business	President, David Warner

New Business	President, David Warner
<ul style="list-style-type: none"> Board members discussed 2022 budget considerations (note taker not present). 	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:51 p.m. 	

ATTEST:

Erica A. Dyer, Secretary

Date 8/12/21

South Whitley Community Public Library

Board Meeting Minutes

8/12/2021

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 library employee and note taker Maddie Shultz. The meeting was called to order at 6:02 p.m. by Vice President Alice Nicodemus.

Thereafter, with Vice President Alice Nicodemus presiding, and with these minutes being transcribed by or under the direction of Board Secretary Jessica Auer, 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 Alice Nicodemus Laura Hull
Matt Long Kris Shoemaker Betsy Bowers

Absent:

David Warner

Approval of Minutes

Vice President, Alice Nicodemus

The minutes of the July 2021 meeting were approved as presented.

Treasurer's Report

Treasurer, Kris Shoemaker

- The Treasurer's Report was presented and approved.

Approval of Claims

Vice President, Alice Nicodemus

The claims register was signed as presented.

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

- We have severed out ties to our former book jobber, Baker and Taylor, due to continuing poor service and delayed receipt of materials. We will now be ordering items from Ingram.
- Our annual inventory of materials will begin later this month.
- We are pressing for more involvement in our South Whitley Stories project.
- The blood drive we held on July 28th was very successful. The goal set for us was 16 units and we collected 22. We had two new donors.
- Anna Richey submitted her resignation in late July. For now, we are going to hold off on posting the position as we take a look at how best to adjust to this staffing change. Anna will continue to conduct her Thursday evening yoga classes and her After Dark book club on a volunteer basis.
- Narcan training for staff will be offered at our August staff meeting.
- Our new AFLAC representative met with most staff members during the first week of August to explain their offerings and sign up or re-enroll those who were interested.
- I attended OverDrive's Digipalooza '21, a virtual conference that was held for 3 afternoons. Many new ideas about promoting our digital collection were shared.
- Plans are being considered for visits to various local businesses during September, which is Library Card Sign-Up Month. We hope to connect with Shutterbug, Sugar Creek, and Stan's BBQ, if then open.
- The Friends of SWCPL met in late July. They offered some suggestions on the South Whitley Stories project and also agreed to rotate interested members onto our library's Program Committee to provide staff with some fresh ideas and input for events.
- We plan to keep the library open on Friday, September 10th, for the first day of Fall Festival, but will close on Saturday the 11th when events occurring on State Street would make it difficult for our patrons to get to the library easily.
- The ceiling in the Children's Room again shows signs of leaks from the roof. McGuff Roofing was called on July 14 about this and said they would send someone to take a look at it on July 15th. They found areas where caulking was in need of replacement and did that.
- After continuing concerns dealing with our 9 thermostats of 3 different types, Havel was consulted about the best remedy for this. On their recommendation, all thermostats were replaced in early August and now are the same.
- Duke Energy is currently offering rebates on LED lamps and fixtures. I spoke with Mike Grant who has handled our light fixture, ballast and bulb replacement for many years. He surveyed the building and found that we would need 779 LED lamps to complete the conversion of all existing lights.
- The annual carpet, upholstery, and mat cleaning will be done on Saturday and Sunday September 11th and 12th when the library is closed.
- The storms of August 11th knocked out the library's power and internet service for several hours, beginning at approximately 1:30 p.m. We touched base with the town about restoration and I drove around town to determine the affected area. About 3:00 p.m. the decision was made to close for the day, and power was not restored until about 10:30 p.m.
- With the COVID case numbers rising substantially in the last two weeks of July, the topic of possible future plans should any new mandates or health recommendations be announced was brought up at the July staff meeting.
- We are ordering 10 all-in-one PCs to replace our oldest ones – 4 at the Circulation Desk, 2 in the Genealogy Department, one for the Children's Department Assistant, and the others for the Bookkeeper, Technology Coordinator, and Community Relations Associate.

Old Business	Vice President, Alice Nicodemus
<ul style="list-style-type: none"> 2022 Budget Form 1 was approved as presented. Form 3 was approved as presented. 	
New Business	Vice President, Alice Nicodemus
<ul style="list-style-type: none"> E-rate resolution ISL consortium – continue membership Public health policy Approved as presented 	

Miscellaneous & Public Comment	Vice President, Alice Nicodemus
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:40 p.m. 	

ATTEST:

 , Secretary

Date 8/9/21

South Whitley Community Public Library
Public Hearing for 2022 Budget Minutes

9/9/2021

6:00 p.m.

The Public Hearing on the 2022 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 Jessica Auer, the following proceedings transpired.

Present:

Jessica Auer David Warner Alice Nicodemus
Laura Hull Kris Shoemaker

Absent:

Matt Long Betsy Bowers

Citizens in Attendance

N/A

Discussion/Question from Public

N/A

Adjournment

President David Warner

The public hearing for the 2022 budget was adjourned at 6:02 p.m.

ATTEST:

Jessica Auer, KOT, Secretary
Date

South Whitley Community Public Library

Board Meeting Minutes

9/9/2021

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 library employee and note taker Maddie Shultz. The meeting was called to order at 6:02 p.m.

Thereafter, with President David Warner presiding, and with these minutes being transcribed by or under the direction of Board Secretary Jessica Auer, 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 Alice Nicodemus Laura Hull Kris Shoemaker David Warner	Absent: Matt Long Betsy Bowers
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Approval of Minutes	President, David Warner
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The minutes of the August 2021 meeting were approved as presented.

Meet a Staff Member: Vickie Fleischauer spoke with the board.

Treasurer's Report	Treasurer, Kris Shoemaker
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- The Treasurer's Report was presented and approved.
- The board discussed the ongoing audit and approved the correction of a January 2020 discrepancy.
- The board voted to rescind the 8/12/2021 Fox Fund Resolution, pending an updated Resolution to be presented at the October meeting.

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

Director's Report	Director, Vicki Bulta
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- Our annual inventory went very well and was completed within a week.
- For National Family History Month in October we will be offering Family History Lab on Oct. 2, a program on DNA results, and an introductory children's program about genealogy. In November (Family Stories Month), we will offer a program about obituaries.
- Our early October partnership author event with Peabody Public Library, featuring Margaret Peterson Haddix, has been postponed once again. Ms. Haddix felt that holding off until spring of 2022 would be best, due to the continuing COVID-19 case counts and positivity rates in the area.
- Maddie Shultz will host a Treats and Trivia program in October, complete with fondue for refreshment.
- Gregg Hockemeyer provided us with an updated release/hold harmless agreement to use with our events that involve physical activity.
- Alan Fox will show three videos about George Washington on three successive Tuesdays, beginning Oct. 19.
- I am considering making some changes to our monthly staff meetings, perhaps beginning in 2022. I'm looking at a plan for shorter meetings for all of us, hour-long meetings for smaller groups, or some other version of the two.
- Our September and October staff meetings will be dedicated to teaching all staff how to create the final South Whitley Stories' project files for our upcoming website.
- At our August staff meeting, all employees who were present learned about the use of Narcan for opioid overdoses. This was timely, because we also learned that South Whitley and Churubusco are the areas of Whitley County where the Whitley County Health Department has seen the most opioid abuse cases.
- Taira Simmons has worked individually with the circulation staff recently about department changes and updates since the resignation of Anna Richey.
- Ally Mosher submitted her resignation in mid-August.
- The Indiana Archives and Records Administration, via the Indiana State Library, recently "reminded" public libraries that their board meeting minutes are considered permanent and critical for retention purposes. As such it is expected that all minutes be retained on microfilm, with one microfilm copy retained on site and the original microfilm forwarded to the Indiana Archives.
- A revision has been developed for Board consideration on the Benefits policy since details on sick, personal and vacation time are not completely explained in our current handbook. Going forward, moving to a paid time off (PTO) model is something I think we need to explore, because it offers staff more flexibility and can be easier to track for payroll purposes.
- Our Request for Reconsideration Form, a part of our Collection Development policy, currently only references concerns that patrons might have with circulating materials. I would like to add displays and programs to the form, so that we have a process in place should any issues develop regarding these.
- We are reaching out to area businesses for Library Card Sign-Up Month and offering various visits and information to spread the word about library cards in the community.
- We are interested in offering the Sora app through Public Library Connect (OverDrive) to Whitko students which allows access to our digital resources—e-books and e-audiobooks.
- Direct mailers went out this week to our entire service area. This edition is focused on SWCPL card availability to Whitko students and staff, in honor of Library Card Sign-Up Month.
- The soffit and fascia project is still ongoing. Some of the roof decking boards were found to be damaged and were replaced. When the rubber roofing was pulled back to look for damage, it left part of the roof area open and water damage was incurred after rain. Approximately 100 books were lost, not all of which will be replaced. D-T Construction asked for a list of the items and their depreciated cost for their insurance company. The ruined ceiling tiles should be replaced early next week.
- After the August 11 storm, Havel sent a technician to check our emergency lighting, because some of it did not work after the power went out. Most of the units had low batteries, so we are adding checking those to our list of

monthly maintenance chores.

- Kelsy Presl checked the audio-visual items in the auditorium after the storm in case there had been damage. He found everything to be in good working order.
- The 10 LED fixtures that were lost from the 8/11 storm were replaced by Danny French on Tuesday, Aug. 17.
- Flow-Tech was able to rectify the air conditioner condenser connection issue on Tuesday, Aug. 17.
- The floor air return vent near the Circulation Desk will have to be replaced. The floor is weak there and is a danger to patrons and staff. D-T requested input from Jeff Kumfer at SRKM Architecture because the contractor feels this is a design flaw.
- Due to the increase in COVID case counts in Indiana and the high viral transmission rate in Whitley County, staff are now required to wear a mask when in public areas. Patrons are strongly encouraged to wear masks when visiting and free masks are provided for those who might need them.
- We learned today that the American Rescue Plan Act (ARPA) grant that we submitted to the Indiana State Library will be fully funded, for \$12,035. We requested funds to add a StoryWalk and some additional exterior seating, as well as to purchase 3 Chromebooks. Ruth Stanley's hard work and expertise in putting together the grant application certainly paid off.
- We are waiting for CDW to supply us with missing stands for the 10 new staff computers that were ordered.
- Crowe LLC, the independent firm that is handling our 4-year audit, found a sizeable discrepancy in our records for 2020 and reached out for further information. With the help of bookkeeper Jennifer Dorman the problem was found. We contacted our software provider, AVC Technology, and they offered suggestions for correcting this, but ultimately told us to confirm their suggestion with the State Board of Accounts (SBoA).
The SBoA's recommendation was to provide the information we gathered to Crowe and have them answer our questions. Their final recommendation was to correct the problem in our 2020 financial records, which has to be done by AVC, our payroll and accounting software provider.
Lisa Johnson, of AVC, worked with the bookkeeper and me yesterday to make the necessary changes so that our financial reports reflect our situation. After that was completed, all new monthly financial reports were run off for 2020 and the previous months of 2021; those were uploaded to Gateway.
- The Workers Compensation Policy was updated to reflect the most recent payroll figures.
- The estimated LIT (Local Income Tax) monthly amount we will receive in 2022 is \$23,271, as provided to us by the Department of Local Government Finance in early August. Our monthly allotment in 2021 is \$23,643. This \$372 monthly difference will result in only about \$4,500 less income for us in calendar year 2022.

Old Business	President, David Warner
New Business	President, David Warner
<ul style="list-style-type: none">• Updated Benefits policy Approved as presented• Updated Request for Reconsideration Form as part of the Collection Development policy Approved as presented	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:43 p.m. 	

ATTEST:

James A. Smith, Jr., Secretary
Date

South Whitley Community Public Library

Board Meeting Minutes

10/14/2021

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 library employee and note taker Maddie Shultz. The meeting was called to order at 6:01 p.m.

Thereafter, with President David Warner presiding, and with these minutes being transcribed by or under the direction of Board Secretary Jessica Auer, 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 Kris Shoemaker Matt Long Betsy Bowers Jessica Auer Laura Hull	Absent: Alice Nicodemus
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Approval of Minutes	President, David Warner
The minutes of the September public hearing for the 2022 budget and the minutes of the regular September 2021 meeting were approved as presented.	

Meet a Staff Member: Jen Engle spoke with the board.

Treasurer's Report	Treasurer, Kris Shoemaker
<ul style="list-style-type: none">• The Treasurer's Report was presented and approved.• The board approved an updated Fox Fund Resolution as signed.	

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

Director's Report	Director, Vicki Bulta
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- Our 9/11 20th anniversary program was well attended. Audience members shared their memories and had questions for former SWCPL employee Anna Richey, who lived in Manhattan at the time of the attack.
- We have scheduled a virtual program in mid-November called the Great British Baking Tour. In early November we will host a screening of a documentary film called *Vital Passage: a Holocaust Rescue Story* that shares the story of a secret discovered when a lockbox was found in the basement of a former dry goods store in Goshen, Indiana.
- The Indiana State Library's Virtual Reality Kit was enjoyed by 19 patrons while it was here in September.
- For those who pursue New Year's resolutions, we are hosting a Spark Joy program in early January. The principles of Marie Kondo's KonMari method will be explained. This event will involve a 60-minute presentation which can then be accessed for up to 48 hours after the initial airing.
- We will have a program called Christmas Stories with Hans Christian Andersen in late November.
- We are waiting to hear further details about One Community's Home for the Holidays event, scheduled for either December 10 or 11.
- Slowly but surely the South Whitley Stories project is getting noticed. We received an email from a former resident who had heard about the project and wanted to know how he could be involved. Ruth Stanley reached out to him.
- Alan Fox has canceled his programs for the rest of the year due to illness and will resume again in 2022.
- We are now subscribing to NoveList Plus and NoveList Plus K-8. These are both databases that help readers find the books they want to read. It offers a variety of ways for people to search for reading material: by genre, theme, or appeal.
- SWCPL hosted the bimonthly meeting of LSC (Libraries Serving Communities) on October 1. Most of these directors had not been here since our recent expansion and were very complimentary of our changes, the auditorium, and the staff's enthusiasm for the library.
- We are currently a member of a consortium of about 100 Indiana libraries who share the cost and use of Overdrive's electronic resources, including ebooks, audiobooks and magazines. There are also other Hoosier consortia, although their membership is smaller in number. The Indiana State Library is now in discussion with Overdrive about the possible merging of these groups in order to offer more materials to our patrons as well as to shorten wait times for items. An initial informational meeting is being scheduled for later this month so that interested libraries can share their thoughts.
- We had five applicants for our Circulation Clerk position. I interviewed two and decided to offer positions to both – each working less hours than had originally been posted - in the hope that both might consider this option so that we would have more staff in order to give relief to current staff who have been working more often and for longer hours since the resignations of two employees. Both interviewed individuals accepted the job offer.
- Even after further information from the Indiana Archives and Records Administration was shared in an Indiana State Library directors' update, there is still confusion about the requirements to have all board minutes (as well as agendas and supporting documents) microfilmed, with one copy to remain here and the original microfilm housed at the Indiana Archives. We were told that it doesn't all have to be done at once, but that we needed to at least begin the process.
- Staff was only able to do some brief work on learning how to put the South Whitley Stories slides together with the audio narration at the September staff meeting, due to some technology issues and time spent on other topics.
- Maddie Shultz and I attended a meeting on Tuesday for 4-H's Growing Youth Committee. The goal for the group is to discuss and make suggestions for youth programming in the county that 4-H could assist with.

- I reached out to Whitko's Technology Director, Jason Cline, last week to discuss the Sora app offered by OverDrive. Lisa Gawthrop and I are still working to schedule a meeting with the SWES and PES librarians.
- The air return floor vent in the Circulation Desk area is going to be moved to an area that does not involve people walking over it. D-T Construction will be starting the work soon.
- Two of the exterior security cameras no longer worked when they were reinstalled at the completion of the soffit/fascia project. Cottage Watchman came to re-aim the cameras and discovered this problem. Those cameras have now been replaced at no cost, as they were still under warranty.
- Because D-T Construction was unable to find the exterior door key that we loaned them during the recent project, the exterior doors were re-keyed by G and E Locksmith last week.
- Two full-time staff members were exposed to COVID and had to quarantine during the week of October 4.
- We received the contract with the Indiana State Library for our ARPA grant last week. It has now been signed by all interested parties and is considered executed so we are able to begin making expenditures.
- The new computers we ordered recently all have their stands and are being installed as time allows by the Technology Coordinator.
- Edge IT, the company we have been using for computer support this year through an agreement with NICCL (Northern Indiana Computer Consortium for Libraries), has decided to terminate their contract with the group due to lower than expected workload and income. We will soon be looking at other options, possibly through AVC Technology, the company we use for our accounting and payroll software.
- The 2022 budget documents are all ready to submit in Gateway after approval.
- We have had no further contact from Crowe LLC regarding the status of our Financial Statement Review for years 2017-2020.

Old Business	President, David Warner
New Business	President, David Warner
<ul style="list-style-type: none"> • 2022 Budget Adoption Approved as presented • Contract Signature Resolution Approved as presented 	

Miscellaneous & Public Comment	President, David Warner
Adjournment	

- Meeting was adjourned at 6:29 p.m.

ATTEST:

Jessica H. Allen, AS, Secretary
Date 11/11/21

South Whitley Community Public Library

Board Meeting Minutes

11/11/2021

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 library employee and note taker Maddie Shultz. The meeting was called to order at 6:04 p.m.

Thereafter, with President David Warner presiding, and with these minutes being transcribed by or under the direction of Board Secretary Jessica Auer, 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 (in person): David Warner Matt Long Alice Nicodemus Laura Hull Jessica Auer Present (via Zoom): Betsy Bowers	Absent: Kris Shoemaker
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Approval of Minutes	President, David Warner
The minutes of the October 2021 regular meeting were approved as presented.	

Meet a Staff Member: Logan Brown spoke with the board.

Treasurer's Report	Director, Vicki Bulta
<ul style="list-style-type: none">The treasurer's report was approved as presented.Financial Statement Review Packet from exit conference with Crowe LLC was presented.	

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

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

- At our late October Program Committee meeting we discussed the changing habits of our patrons as they relate to attending our events. We are considering repeating adult programs if they are led by staff members to get a better idea of what times and days seem to work better for attendees.
- We are also experimenting with making personal contact with regular visitors to remind them of programs that we think they might be interested in. Sometimes it seems as if a gentle reminder and some encouragement generates activity.
- We are hopeful that by spring of 2022 we can work on developing programs specifically mentioned in our current long-range plan, such as off-site programming and pop-up programs at local events.
- At our October staff meeting we discussed the steady decline in circulation of our music CDs. As people access their music in different ways over time, this format has become less popular.
- The theme for our 2022 winter reading program will be Open Books Open Minds. The program dates will be January 17 – March 12.
- Staff is working toward spending more time and energy promoting our collections, instead of just programming.
- Soon the weeding of adult fiction and audiobooks will begin. Now that we have more storage space, and an active Friends of the Library group who can assist with it, we are considering initiating a book sale. We have regular questions about offering our discarded items for sale, so there is some interest in this.
- Alan Fox has now rescheduled his 3-part program series on George Washington to begin on January 25th.
- We had a nice turnout for our screening of *Vital Passage: a Holocaust Rescue Story* on November 3rd.
- Craig Berndt is scheduled to present his program about the Eel River Railroad on February 24, 2022.
- Our two new employees began training the first week of November and seem to be acclimating well.
- Staff were able to continue learning about the creation of our South Whitley Stories audio files at the October staff meeting with staff members Vickie Fleischauer and Maddie Shultz.
- I attended the all-day Indiana State Library webinar about their Annual Report earlier this week. The State Board of Accounts also does a substantial presentation at this event. The ARSL (Association for Rural and Small Libraries) conference was held in late October. I attended many presentations virtually and found many items to share with staff.
- I would like to begin work on scanning Board minutes to send to the IARA (Indiana Archives and Records Administration) for future microfilming, as discussed in previous meetings.
- We purchased a cabinet for the Genealogy Department for the display of artifacts in a safe environment that is relatively free of dust. Taira Simmons put the Don LeBrun memorabilia that was donated to us in the cabinet today, in honor of Veteran's Day.
- Lisa Gawthrop and I met earlier this week with the South Whitley Elementary and Pierceton Elementary School librarians about generating interest in WCPL cards for staff and students. Jason Cline, Whitko's Technology Director, has received onboarding information from OverDrive about offering the Sora app to Whitko students.
- Our Food for Fines program in October generated 135 items for the South Whitley Food Pantry; over \$31 in fines were forgiven.
- We are working on an update to our website with the help of Jack Flick of Gearhead Media Group. The staff who have administrative access to our website met with Jack last week about these changes.
- We are currently a collection site for Toys for Tots until December 10th.
- We will be participating in One Community's Home for the Holidays on Friday, December 10th.

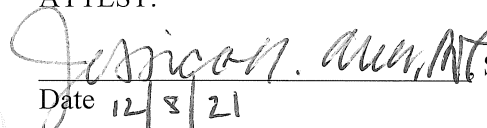
- D-T Construction repaired the problem with the floor near the Information Desk on October 19th. We also have a couple of areas where the vinyl flooring requires attention, so the flooring company will take care of those.
- Our boiler, which heats the vestibule and the two oldest restrooms, is due for its biennial inspection. The inspector plans to be here tomorrow to take care of this.
- We have received the four Chromebooks from Staples that are funded through our ARPA (American Rescue Plan Act) grant. These have not been set up yet, due to the illness of the Technology Coordinator.
- A down payment has been made on our new Story Walk, also funded through the ARPA grant.
- There is still confusion regarding EdgeIT's contract status with NICCL (Northern Indiana Computer Consortium for Libraries). We are looking for another source of assistance with our technology needs.
- I had an initial virtual meeting with Brian Johnson from AVC Technologies on November 4th and then had a follow-up meeting on Monday, November 8th. His company currently handles our Accounting and Payroll software. They also do managed IT services for libraries. I am interested in heading this direction so that we have regular checks of our online security, know when best to replace various kinds of equipment before they achieve end-of-life status, and have help with the development of a reasonable plan for future needs.
- I had an annual Erate planning meeting with our AdTec representative recently. AdTec completes and files our federally required funding forms. At this meeting I was provided with a copy of CIPA (Children's Internet Protection Act) Document Retention Guidelines.
- The new access points from ENA are still on backorder. These were ordered in May.
- A check for the remainder of the money in the Fox Fund was prepared and submitted to Crossroads Bank for payment on the principal of our loan.
- We are almost finished with our Financial Statement Review (audit) by Crowe, LLC. Their preliminary report was sent to their national office for review and was approved. In order to get to this point, we had to resubmit our 2020 AFR (Annual Financial Report) for the State Board of Accounts in Gateway. Since the discovery of the error regarding the elimination of the separate Fox Restricted bank account, we have received conflicting information about whether or not changing this report was necessary. Now, it seems, it is necessary, so Kris Shoemaker was able to un-submit the previous report so that I could edit it. Then Kris resubmitted it earlier this week.
- Dave Warner and I participated in the Exit Review with Crowe this afternoon. Kevin McGill explained the completion of the process, asked some questions, and went through the draft report with us. After the meeting he provided a final report as well as a Management Rep letter that both Kris Shoemaker and I are to sign and return to them.

Old Business	President, David Warner

New Business	President, David Warner
<ul style="list-style-type: none"> • ARP Fund Resolution – Resolution to Establish an American Rescue Plan Act (ARPA) Grant Fund Approved as signed • Managed IT service Board discussed a possible contract with AVC Technologies. 	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> • Meeting was adjourned at 6:40 p.m. 	

ATTEST:

 Secretary

Date 12/8/21

South Whitley Community Public Library

Board Meeting Minutes

12/9/2021

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 library employee and note taker Maddie Shultz. The meeting was called to order at 6:00 p.m.

Thereafter, with President David Warner presiding, and with these minutes being transcribed by or under the direction of Board Secretary Jessica Auer, 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, Kris Shoemaker, Betsy Bowers, Jessica Auer	Absent: Matt Long, Alice Nicodemus, Laura Hull
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Approval of Minutes	President, David Warner
The minutes of the November 2021 regular meeting were approved as presented.	

Meet a Staff Member: Claire Brandenburg spoke with the board.

Treasurer's Report	Treasurer, Kris Shoemaker
<ul style="list-style-type: none">The treasurer's report was approved as presented.Operating Fund Transfer Resolution – approved as signed.Transfer and Closing CARES Grant Fund Resolution – approved as signed.Transfer and Closing Note and Interest Redemption Fund Resolution – approved as signed.Closing PERF Fund Resolution – approved as signed.Closing Early Literacy Fund Resolution – approved as signed.Closing Gift Reserved Fox Fund Resolution – approved as signed.Capital Assets Resolution – approved as signed.Salary Schedule Resolution – approved as signed (note taker not present).Staff Bonuses – as discussed (note taker not present).	

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

Director's Report	Director, Vicki Bulta
<ul style="list-style-type: none"> • We have weeded the audiobook collection and are now working on the adult fiction section. All items are being boxed as we look into the possibility of hosting a sale next year. • The establishment of a statewide OverDrive consortium (to replace the several smaller consortia currently in place) is moving forward. I submitted SWCPL's participation agreement paperwork earlier this week. • The children's department has revised their programming schedule for 2022. They will offer a new program called Full Steam Ahead on Mondays at 4:15 and Tuesdays at 6:15. Story times will continue to be held on Tuesdays, now at 5:30, and Thursdays at 10:30. Kids Create will now be held on Wednesdays at 4:15 and Thursdays at 6:15. Homeschool Hangout will be offered weekly on Thursdays at 1:00. • I revised the annual performance review forms for both full- and part-time staff. Our appointments to discuss efforts in 2021 will be held during the week of January 17, 2022. • Our staff holiday party was scheduled for next week. We had planned on going to dinner and a concert together in Fort Wayne, with the library closing early for everyone to attend. However, due to the increase in COVID cases and positivity rates, many staff have decided not to attend. Some of us will be going and some will not, so the library will remain open regular hours on December 16. • Website updates are coming to swcplib.com. A photo shoot in late November resulted in a collection of over 160 photos, about 15 of which were of the exterior and taken by camera drone. • Jen Engle decorated our entry in the Home for the Holidays' Walk of Trees, with the book <i>If You Give a Mouse a Cookie</i> as its theme. She and Taira Simmons will be working at the SWCPL table during the event, from which we will be giving away holiday- and winter-themed books to attendees. • Our Story Walk was received yesterday. This project is funded through reimbursement from the ARPA (American Rescue Plan Act) grant we received earlier this year. • With the rising COVID transmission and positivity rates in Whitley County, our signage has been changed to reflect the urgency of the situation. Our foot traffic is relatively low at this time of year so our recommendation for masks has not yet been upgraded to a requirement, but that is a possibility after the first of the year if things do not improve. • Our next technology purchases will focus on the children's department to replace older iPads and the two AWE computers. • I reached back out to AVC Technology with the board's concerns about their proposal for Managed IT service for the library. • I contacted ENA once again about the status of our Wi-Fi access points, since they were ordered months ago and I have not received an update since early October. They still do not have a ship date on these items. • This week the State Board of Accounts provided us with the official 2017-2020 Financial Report, as completed by Crowe, LLC. • A special two-hour webinar on Capital Assets and Depreciation was provided by the SBOA, because requirements for their Annual Financial Report (AFR) will include asset schedules for non-depreciable and depreciable assets as well as accumulated depreciation. It became clear at this training that we need to develop a formal capitalization policy that includes a current capitalization threshold, estimated useful lives of our assets, and our intended method(s) of depreciation. 	

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

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:32 p.m. 	

ATTEST:

Jessica M. Meier, Secretary
Date 1/13/22

South Whitley Community Public Library Board Special Meeting Minutes

12/20/2021

4:00 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 Bulta and library employee and note taker Maddie Shultz. The meeting was called to order at 4:00 p.m.

Thereafter, with President David Warner presiding, and with these minutes being transcribed by or under the direction of Board Secretary Jessica Auer, 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, Kris Shoemaker, Betsy Bowers, Laura Hull, Matt Long, Alice Nicodemus	Absent: Jessica Auer
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New Business	President, David Warner
<ul style="list-style-type: none">Transfer Resolution – approved as signed	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none">Meeting was adjourned at 4:06 p.m.	

ATTEST:

Jessica Auer, Secretary
Date 1/13/22