

South Whitley Community Public Library

Board Meeting Minutes

1/13/2022

6:00 p.m.

Annual Board of Finance Meeting

The Board of Finance Meeting was called to order at 6:00 p.m. by Board of Trustees President David Warner. Present at the meeting were Board members Alice Nicodemus, Jessica Auer, Kris Shoemaker, Matt Long, and Betsy Bowers.

- Information on Board meeting dates and official publications will be sent to these area newspapers: *Columbia City Post and Mail*, *South Whitley Tribune News*, and the *North Manchester News Journal*.
- The slate of officers was approved with a motion from Matt, seconded by Betsy.

The Board of Finance Meeting concluded at 6:04 p.m. and the regular meeting began.

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. 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, Alice Nicodemus, Jessica Auer, Kris Shoemaker, Matt Long, Betsy Bowers

Absent: Laura Hull

Approval of Minutes

President, David Warner

The minutes from the 12/9/2021 regular Board meeting and the 12/20/2021 special Board meeting were approved with a motion from Matt, seconded by Alice.

Treasurer's report

Treasurer, Kris Shoemaker

- The monthly treasurer's report was approved as presented, with a motion from Alice, seconded by Matt.
- Rainy Day Transfer Resolution — approved as signed.

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

Director's Report	Director, Vicki Buita
<ul style="list-style-type: none"> • Our adult winter reading program begins on Monday, January 17. Participants can pick up weekly bookmarks that provide suggestions for various reading genres or themes to explore. After completing just one suggested activity on the bookmark, they will receive an entry for a prize drawing. • On Tuesday, February 16, we will host a Zoom presentation of <i>Alice's Ordinary People</i>, a documentary about Alice Tregway's role as an activist in the civil rights movement. The presentation will be conducted by Craig Dudnick, the producer of the documentary. • Craig Berndt will be here on Thursday, February 24 to share his knowledge of the Eel River Railroad. • We are excited to once again offer free income tax assistance through AARP's TaxAide volunteer program. Three preparers will be here on two Saturdays, February 19 and March 5, to offer this help. • Claire Evans, who offered a Zoom British cooking program for us recently, will return (again via Zoom) in mid-March to do a presentation called "From Uptown Girls to Downton Abbey: How American Gilded-Age Heiresses Invaded the British Aristocracy" just in time for the release of the second <i>Downton Abbey</i> film on Friday, March 18. • Hungrytown, a musical duo from Vermont, will be here to do a concert on Wednesday, May 4. • Our South Whitley Stories project is stalled. Only one member of the group's Steering Committee attended our meeting this week, and many of the others have not been heard from in some time. We're going to try one last push to gather more stories but if that does not fuel continuing interest, we will have to eliminate a program that everyone seems to agree is a great idea. • Our weeding of the adult fiction section has been completed. To complete the project, staff checked the condition of materials to determine those that are in need of replacement. I am reordering some popular items that had to be discarded due to their condition. Unfortunately many cannot be reordered, because they are no longer in print. • Most of our patrons are comfortable with our recently reinstated mask requirement and offer no complaints. However, I had to meet privately with one patron who has used profanity liberally, has been verbally abusive to staff, and has generally been loud and uncooperative. This person was reminded of two things: if they don't want to wear a mask, they should not visit SWCPL while this requirement is in place; and, they must treat the staff nicely or they will be asked to leave. I also reviewed pertinent parts of our Patron Behavior Policy with the person. I am hopeful that this will take care of this issue. • A student submitted a Request for Reconsideration Form after reading a graphic novel from our children's department. I brought this to the attention of the Children's Librarian and we discussed the book's content. Today I met with the student to talk about her concerns. • Due to some legislation proposed during this short 2022 session, again titled Materials Harmful to Minors (SB 17 and HB 1097), staff and board members are asked to refresh their memory about our Collection Development Policy and Request for Reconsideration Form. • The Genealogy Department staff are working on scanning in SWCPL board minutes from 2000 to the present so that they can be sent to Indiana Archives and Record Administration for microfilming. We are starting with these most easily found records, but eventually are expected to send all board minutes created since the library's inception, because they are considered to be "permanent and critical records" under Indiana's County/Local government retention schedule. Our older records will be more of a challenge for us because many were handwritten into bound notebooks and often had items attached with staples and tape. They are also more fragile simply because of their age. • I have started work on the Indiana State Library's Annual Report for 2021. The financial expenditures, employment data, and general information (board members, service area, hours) have been completed. Much of the rest of the needed information is provided to us through the Evergreen consortium, and we have not yet received any of that. These would include number of registered users, PLAC and Evergreen transit information, electronic holdings downloaded, and in-house circulation and holdings data. 	

- Our Public Library Connect partnership with Whitko has been ready to launch since early December, but communication between all of the parties has been a bit difficult. This partnership will allow us to offer the Sora app through the newly formed OverDrive statewide e-book consortium to all Whitko students and staff. As soon as we have resolved these issues, a press release will be created by OverDrive for local dissemination.
- Brittney Schori, the Whitley County Purdue Extension's Health and Human Sciences Educator, asked me to become a member of their newly forming Advisory Board. I agreed to this and am looking forward to the first meeting in March.
- We have ordered some new marketing items to give to patrons next month. February is Library Lovers Month.
- A Havel service representative was here twice in late December to conduct their semiannual maintenance inspection of our furnaces. They discovered that two of our older units have capacitors that are working below expectations and recommended replacing some parts. I contacted them to see about expected costs (about \$500 for the parts) and told them to go ahead and schedule the work.
- Tod Kreider, who does our snow removal and mowing, asked if we could move one of our signs prohibiting smoking on the property so that it would be easier for his equipment to access the area near the newer book drop. Once the ground gets warmer, this change will be made.
A patron backed into one of our Smoke Free Property signs last week, knocking it down, but leaving a portion of the signpost still protruding from the ground. We have wrapped that with caution tape until it is warm enough to better deal with it, because it could be a hazard for both cars and pedestrians.
- Due to the high transmissibility of the Omicron variant of COVID-19, SWCPL returned to our policy of requiring masks for all visitors at the beginning of the year. We provide masks for those who do not have them when they visit.
- Our Public Health Policy states that staff need to notify me if they have been exposed to, or are exhibiting symptoms of, COVID-related illness. Because we had an occurrence of the virus in a staff member recently, they were asked to provide their signature on a document, verifying that they have read this policy.
- I submitted a request for reimbursement for the items we have already received—and paid for—per our ARPA (American Rescue Plan Act) grant request. We have received the StoryWalk equipment as well as the Chromebooks, for a total of \$6,914.88 out of the total \$12,035 grant.
- AVC Technology was here on Thursday, January 6 to work with Larry Michael to initiate their work as our managed IT service provider.
- Our accounting and payroll software, also through AVC Technology, was updated to the 2022 version on January 5. There were a few minor glitches because of things we do differently than other libraries, but those were fixed so that there were no disruptions in accounts payable or payroll.
- We are currently investigating an overcharge from ENA (Education Networks of America). They have billed us for the total amount of the 7/1/21-6/30/22 contract, as if we had already received our new access points. However, since those have not yet been received, our impression is that we should have continued to be billed at the previous, lower rate. They should be getting back with me soon with details.
- The final certification of our 2022 budget was released by the Department of Local Government Finance on December 28.
- The State Board of Account's 100R report, which requires a listing of all employees and their library earnings for the previous year, has been submitted.
- The Annual Financial Report, also for the State Board of Accounts, is almost 90% complete. This report is quite extensive, including several series of questions about our financial procedures, officers, risk assessment, grants received, debt, and transfers made.
- I am still waiting for our bill from Crowe, LLC for the financial statements review that they completed for the State Board of Accounts.

Old Business

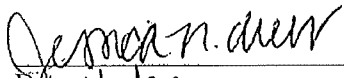
President, David Warner

- Board Committees – list circulated; positions chosen by members
- Revised Capital Assets Resolution – approved as signed.

New Business	President, David Warner
<ul style="list-style-type: none"> • Quarterly PLAC Report – as signed by Jessica Auer • Capital Assets Policy – approved as presented, with a motion from Kris, seconded by Betsy. • Public Comment Policy – Director Vicki Builta presented draft to the Board; will take to the attorney for input. 	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> • Meeting was adjourned at 6:28 p.m. 	

ATTEST:

 _____, Secretary
 Date 2/10/22

South Whitley Community Public Library

Board Meeting Minutes

2/10/2022

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, Betsy Bowers, Laura Hull, Jess Auer, Kris Shoemaker, Matt Long

Absent: Alice Nicodemus

Approval of Minutes

President David Warner

The minutes for the 1/13/2022 meeting were approved as presented with a motion from Matt, seconded by Laura.

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was approved as presented by Kris Shoemaker with a motion from Betsy, seconded by Laura.

Approval of Claims

President, David Warner

The register of claims was approved as signed.

Director's Report

Director, Vicki Builta

- The adult fiction section materials have been shifted since the weeding project. The music CDs have only circulated a total of 71 times in all of 2021, so those will be weeded from the collection soon. There are parts of the children's department that need to be weeded, but with the change in personnel in that area, we are going to hold off for a bit.
- The Program Committee met on January 17 to discuss upcoming ideas for events. At that time we finalized our plans for February, Library Lovers Month, to include a scavenger hunt, puzzles, a whiteboard for patrons to share what they love about SWCPL, giveaways (cups with the SWCPL logo, chocolate hearts, I Love My Library bookmark) and the available screening of a film about libraries on Kanopy.
- A program theme for March was also selected at the 1/17 meeting: March into Health. We are planning several program opportunities including blood pressure checks, fall risk assessment, kombucha, and the importance of sleep.
- The Fort Wayne Gem Society will be visiting us again soon for a program from Nick Smith and Jim Hayes about the Schultz Gem Collection.
- A partnership with Peabody Public Library, initiated in very early 2020, to bring Ohio author Margaret Peterson Haddix to the county, will finally be coming to fruition soon. She will do a program here at SWCPL on Wednesday, April 27 and one at PPL on Thursday, April 28.
- On March 23, Indiana author Liz Flaherty will be here to do a program. She used to meet here at SWCPL a number of years ago with a regional group of Romance Writers of America authors and is excited to return.
- Our Youth Services Librarian, Logan Brown, submitted his resignation in early January. His assistant, Jen Engle, will be taking over the department as of February 14. We are now looking for a part-time assistant to help her with programming, shelving, and other tasks.
- The statewide new OverDrive consortium, Indiana Digital Library (IDL), will launch on March 1. Over 150 libraries have joined the group so far, which is open to all Indiana libraries with a service population of under 150,000.
- Annual staff performance reviews were completed during the week of January 17.
- The Wild Wisconsin Winter Web Conference (virtual) was attended by a couple of staff members.
- Some of the newer staff members expressed interest in learning more about libraries and having access to free training. I've put together a message to them about the listservs and other publications available through the Indiana State Library, as well as a listing of various trainings available for the entire month of February.
- Genealogy Department staff has scanned in the SWCPL Board of Trustees minutes for 2010-2021 to send to IARA (Indiana Archives and Records Administration) and are now working on those from 2000-2009.
- Our Evergreen ILS (Integrated Library System) has experienced a number of hiccups over the last few weeks. Service has been disrupted for both staff and patrons as the Evergreen Indiana Coordinators worked through continuing server issues.
- We are still monitoring two bills in the Indiana General Assembly, HB 1134 and SB 17, because they could have ramifications for public libraries.
- Our partnership with Whitko Community School Corporation to bring OverDrive's Sora app to the schools has now gone live. A press release was developed by OverDrive, with input from both Whitko and SWCPL, which outlines what is available to Whitko students. This app is only available to students at Whitko, so I asked Jason Cline, Whitko Technology Director, to provide a login for SWCPL staff so that we are able to answer questions that we receive here.
- Our website changes are going live very soon. A few of us met with our designer at Gearhead earlier this week and will be doing a follow-up with him so that we can begin adding newer photos and up-to-date content to the site. We will also be removing the Contact Us form on the site. I receive many messages per month through this form, but 99% of these are spam. The site will still have a separate contact email for those who want to reach out.
- Havel repaired the furnace capacitors that they discovered were not working well during their late December maintenance check on January 17. The elevator inspection was completed on February 8.
- We are going to replace our security camera system. Our TruVision units were discontinued in 2019 but Cottage Watchman was able to purchase some of the company's extra inventory to sustain their clients who still had this system. That only works for so long, so now they are recommending replacing our recorders (we will not have to replace the cameras) with Spectrum by Digital Watchdog as a cost-effective option.
- We are still experiencing ice buildup around the front of the building. I contacted D-T Construction about this problem. We also have a leak in the small entry room at the east door. McGuff Roofing has been notified.

- Our mask required policy has gone smoothly recently. However, we have discovered that we are having to purchase more and more masks, as patrons either take extras for later or for family members, or take a different one each time that they visit. N95 masks were purchased for those staff members who feel more comfortable wearing those.
- Unfortunately, COVID has struck another employee and their family, which has meant that we are not operating with full staff at this time.
- I met with our ENA representative, Broc Hennesy, to go over our annual planning worksheet. We will be continuing with our current 100 Mbps service, but have the option to raise that to 1 gig if we find it necessary.
- Our category 2 MIBS (managed Wi-Fi service) E-rate Form 471 has been filed with AdTec with USAC (Universal Service Administration Company), with a discount rate of 70 percent. This is for the 2022 funding year—July 1, 2022 through June 30, 2023.
- We experienced an internet outage this week, which fortunately was resolved before we opened to the public. However we were not notified of the outage, which led to staff not being sure what remedies to put in place; we had to call AVC, who manages our IT service, to learn of the outage. ENA was clearly notified of my concerns about their lack of communication.
- Due to the departure of Logan Brown, one of the library credit card accounts has been closed and the card destroyed. A new second card, for Vickie Fleischauer, has been requested.
- Our Department of Local Government Finance Field Representative has been changed. For 2022, George Helton will be replaced by Tina Market.
- Our library credit card was compromised again last weekend. Three charges to restaurants for a total of \$128.83 were reported as fraudulent and a new card was issued.
- We are required to annually affirm that information in the Debt Management report section of Gateway is correct. I am waiting on answers to my questions about how to respond to this, because the additional payment we paid on our loan makes the information there inaccurate, but there doesn't seem to be a way for me to remedy that without unique access.

Old Business

President, David Warner

The public comment policy was approved as presented by Vicki Builta with a motion from Kris, seconded by Matt.

New Business

President, David Warner

Buildings and Grounds Committee

Vicki to begin process of getting exterior signage for the library; will reach out to county planning commission.

Staff Development Day

Vicki to close the library for one day in March for staff development.

Eliminating Fines

Vicki presented information about library fines and the possibility of eliminating them at SWCPL.

Miscellaneous & Public Comment

President, David Warner

Adjournment

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

ATTEST:

Joseph H. Dyer, Secretary

Date 3/10/22

South Whitley Community Public Library

Board Meeting Minutes

3/10/2022

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, Betsy Bowers, Laura Hull, Jess Auer, Kris Shoemaker, Alice Nicodemus

Absent: Matt Long

Approval of Minutes

President, David Warner

The minutes for the 2/10/2022 meeting were approved as presented with a motion from Kris, seconded by Betsy.

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was approved as presented by Kris Shoemaker with a motion from Jess, seconded by Laura.

Approval of Claims

President, David Warner

The register of claims was approved as signed.

Director's Report

Director, Vicki Builta

- Our first 2022 summer concert will be on Thursday, June 2 and will feature the Farmland Jazz Band. On June 30, Coda will entertain us and on July 28 we will finish out the series with The Bulldogs.
- Anna Richey is now offering her yoga class once per week, on Saturdays at 10:30 a.m.
- We are developing plans to change the configuration of the Young Adult section. Jen Engle has rearranged the children's room to her preferences, now that she is the Children's Librarian.
- The starting date for this year's summer reading program has been set for June 6. Jen is still considering whether she wants to have a 6- or an 8-week program. The theme will be Read Beyond the Beaten Path. Jen has already planned a number of events for the program and is going to reach out to Larwill leaders to find a place to host SWCPL events there.
- Alan Fox had plans to host movie viewings on Tuesday afternoons beginning later this month. Titles he wanted to show include *African Queen*, *As Good As It Gets*, *South Pacific*, *Midway*, *Paint Your Wagon*, *Dr. Zhivago*, *Pale Rider*, *The Ghost and Mrs. Muir*, and *Cast Away*. An updated status on these plans will be shared once we know more about how his current health issues might impact this.
- National Library Week is scheduled for April 3-9. We are planning some special events to coincide with this year's theme: Connect with Your Library.
- We are going to try an Amazon Explore program in April. These offerings are virtual tours and are moderately priced for small groups. Our first trip will be to Old Jerusalem. If this is successful, we will plan on other trips. The only downside is scheduling, because these are happening in real time, so the time zone difference can be challenging.
- The Pie Lady will be providing refreshments for our celebration of Pi Day (3/14) next Monday.
- The Pierceton Elementary School librarian's artwork is currently featured in the Art Gallery near the library's fireplace.
- The transition from our eIndiana Digital Consortium to the statewide Indiana Digital Library has been fraught with problems. The merging of collections began on March 1 and is still not complete.
- We are adding Niche Academy to our repertoire of learning tools. It offers a variety of trainings for both staff and patrons and will be accessed from the front page of our website. The addition of this resource is representative of our Long Range Plan, Goal 2, Objective 2: Provide educational opportunities for residents to learn and practice technology skills.
- The Indiana State Library's Annual Report and Signature Page were submitted on Friday, February 18.
- The Social Committee created a Cheer Basket for Cara Kinney. Due to some family health concerns Cara has taken a leave and will return to work on March 21.
- We are finally going to be able to send staff on library field trips, something that had been discussed some time ago, but which had to be postponed due to ongoing COVID-19 concerns. This will begin in April, with two staff members (one full-time and one part-time) traveling together for short visits to other libraries that are relatively close to us, in order to get a feel for what services, programs, and materials other libraries offer their patrons.
- A revision to our Personnel Manual's Benefits section, specifically to the paid time off sub-section, would make it easier for staff and the bookkeeper to keep track of their available hours. Another improvement would offer some PTO to part-time staff.
- Plans have been developed for our Staff Development Day on March 24. We will begin the morning with training and refreshers on the Evergreen integrated library system and confidentiality. Staff will then go to three different stations for review on our Ricoh printer/scanner/copier, the arrangement of the children's department (since it has changed a bit recently), and the possible changes to the young adult section. After lunch we will first go over our hotspot policy and procedures, and then practice some uses of the topics covered in the morning through group work via Breakout Boxes. Later in the afternoon we will discuss our newer databases, NoveList and Niche Academy. Other topics that will be covered are library programs and upcoming field trips.
- SWCPL plans to be closed on Friday, April 29 for the South Whitley garage sale due to the large influx of people in town who mainly want to use our restrooms and the available parking spaces around and near the library.
- The two bills that we were monitoring during the 2022 Indiana General Assembly ultimately died, but not for lack of trying. HB 1134 drew lots of attention from the education community and the media. It was heavily amended in mid-February but still was controversial enough that it did not pass. SB 17, which included the language about "material harmful to minors" also died, but its sponsor found another bill in which to insert the language on the final day of the session.

- We have applied for a temporary Professional Assistant job classification certificate from the Indiana State Library for Jen Engle. After she has worked here for three years, she will be eligible for a regular five-year permit.
- Now that One Community has moved their weekly senior lunches to Tuesdays, we have decided to again offer afternoon movie matinees for those who are interested.
- A Post and Mail article about Craig Berndt's program about the Eel River Railroad was featured in the Indiana State Library's Wednesday Word publication. We were excited to be contacted by ISL about this, because we had always believed that since the Post and Mail did not create permanent links to their online content, any article that appeared there was not suitable for inclusion in this publication. We were told this is no longer the case.
- We learned recently that SWCPL will be included in the Indiana State Library's Passport Program. This program, announced last fall, is modeled after the Passport to Your National Parks program from the National Park Service. Libraries that have a special space to share were encouraged to volunteer to be included in this program; the spaces could be special collections, art, statues, etc.
- Ruth Stanley submitted our proposal to be included because of our unique Theodore Schultz Gem Collection. Initially we were notified in early January that we would not be included until next year due to the large number of libraries that wanted to participate.
- However, in late February, the ISL announced that they were forging ahead with the entire program this year due to adoption of a different funding stream. The plan is to launch this in the summer.
- Website revisions have taken longer than expected, because staff has had to complete much of it. Gearhead Design has been here in person once and has been on two Zoom meetings with us as well, as we try to get the updates completed to our satisfaction, rather than theirs.
- We are going to launch a patron survey regarding library hours soon. Over the last two years, library use has changed, as have many other things. In order to best serve community needs, a look at the hours we are currently open should be enlightening. In meetings with other public library directors, this is something that many are exploring so that they feel confident they are available when the majority of patrons want to use their services.
- To begin the process Taira Simmons and Maddie Shultz have compiled data on public libraries in Indiana that have service areas of 10,000 or less to see what their normal hours are in comparison to ours.
- Books and promotional materials about author Margaret Peterson Haddix's visit have been distributed to Whitko schools and to Pierceton Public Library.
- We have been discussing the possibility of applying for an AARP Community Challenge Grant with One Community. Lori Starkey has suggested we look into serving a small snack to seniors one day a week (in addition to the Lunch and Camaraderie lunches on Tuesdays) and pair that with games, movies, or other special events. At this point we are running tight on time to find possible food sources for this.
- Earlier this week I attended a Healthy and Human Sciences Advisory Meeting through the Purdue Extension office in Columbia City. The group was composed of about 25 individuals from a variety of county groups and agencies. Brittney Schori, the new Whitley County Educator, brought us together to discuss youth and adult needs in order to give her office ideas about planning programming to improve the lives of area citizens.
- We had a demonstration of the recommended new security camera software by Cottage Watchman on February 22nd. Staff were able to set up accounts later that week and try it out to see how they like it. I have notified Harper Apted that their proposal will work well for us, so that project is moving forward.
- On February 17th, when there had been a substantial amount of snow thawing, we discovered that the entry points to the basement from our outside condenser units were all leaking, some not just dripping, but actually flowing with water. D-T Construction was notified of this. They have found a better way to seal the area and Flow Tech will be completing this repair.
- I contacted the Whitley County Planning and Building Department regarding an exterior sign. To move forward with this project we would need to submit a site plan, a detailed drawing of the sign including dimensions, and then we would need to submit a permit request form.
- I reached out to SRKM Architecture about a site plan. They suggested we consider both an electronic and a non-electronic sign, because other clients they have were able to find grant funding to cover part of the larger cost of an electronic sign, which they have found is easier for regular use.
- The repairs to the east entry (roof leak) will be done this spring.

- The bulkhead near the fire door requires repair and D-T Construction plans to do that work later this spring.
- Dennis McKee is ordering a water bottle filling station to add to the water fountain near our front door.
- Ruth Stanley and I met this week with Pam and Dick Koch, the Master Gardeners who developed a landscaping plan for us last year, about next steps on this project. We need to work toward getting all of the landscape rocks removed and distributed to those who want them first, as well as contact nursery owners about the availability of the plants that we want to incorporate in the work.
- As of February 17th, masks were no longer required in the library.
- Now that Whitley County is in the blue category for case counts and positivity rates on the IDOH's COVID-19 dashboard, we have removed all signage and requirements about masking.
- Our Story Walk, funded through an ARPA grant, is set to be installed this spring. We are reaching out to the Boy Scouts to confirm their interest in assisting with that installation.
- The last remaining part of our ARPA grant to be received will be two exterior benches. I checked with the provider this week and the ship date on those is still expected to be late May.
- Seven of our older computers have been removed from our inventory and recycled. Most units have about a 5 year life expectancy and are replaced accordingly, also per Goal 2, Objective 1 of our Long Range plan: Remain a Technology Resource for the Community; Provide access, share resources and offer help with current and future technologies.
- We had some problems with our email recently. People were reporting that emails they sent to us were bouncing back to them in some cases. It's hard to know for sure, but it seems that this mostly was incoming messages from individuals; we all continued to receive a steady stream of bulk and list serv messages. We reported the problem to AVC and they looked into the issue but could not decisively determine the issue or the cause unfortunately.
- A business review meeting is scheduled at the end of the month with the owners of AVC Brian and Lisa Johnson. Larry Michael and I will attend.
- Our new WiFi access points, which have been on order for close to a year, have now been received by ENA. Installation will occur during the week of April 4th.
- The State Board of Account's Annual Financial Report was submitted by Treasurer Kris Shoemaker on February 17th.
- Our 2021 Cash Fund Statement was published in the South Whitley Tribune-News and the Columbia City Post and Mail, as required.
- The Debt Management information in Gateway was updated, per instructions from the Department of Local Government Finance Field Representative, to reflect the fact that our loan is actually a line of credit, not a fixed principal debt. Also included was the information that the payment is based on LIT revenue received and available in the Operating Fund to cover the outstanding principal.
- Hoosier S.T.A.R.T., our deferred compensation program for full time employees, has transitioned from Empower to Nationwide. The bookkeeper and I now have access to the Nationwide portal for account registrations, updates and payroll processing.

Old Business

President, David Warner

Updated Circulation Policy / Fine Free

The decision to eliminate most overdue fines for SWCPL materials (not including WiFi hotspots) was approved with a motion from Alice, seconded by Laura.

New Business	President, David Warner
<p>Paid Time Off This discussion will continue at April's regular board meeting.</p> <p>Salary Schedule Amendment Resolution Approved as signed.</p> <p>Library Cell Phone / Device The Board discussed the possibility of getting a cell phone or other wireless device to send text alerts to patrons.</p>	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 7:08 p.m. 	

ATTEST:

Jessica N. Duer, Secretary
Date 4/14/22

South Whitley Community Public Library

Board Meeting Minutes

4/14/2022

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.

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Present: Dave Warner, Alice Nicodemus, Jess Auer,
Kris Shoemaker, Matt Long, Laura Hull

Absent: Betsy Bowers

Approval of Minutes

President, David Warner

The minutes for the 3/10/2022 meeting were approved as presented with a motion from Alice, seconded by Laura.

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was approved as presented by Kris Shoemaker with a motion from Laura, seconded by Jess.

Approval of Claims

President, David Warner

The register of claims was approved as signed.

Director's Report

Director, Vicki Builfa

- Our adult nonfiction collection has grown so large that the shelves are packed very tightly. We will be doing a weeding project in that collection soon to alleviate this problem.
- Our container garden program was rescheduled from April to May 25, due to availability of the required plants. We will be hosting a houseplant care program on June 8.
- The Children's Department offered several special movie programs during Whitko's spring break April 4-8. We also had a visit from some bunnies that week, in celebration of the upcoming Easter holiday. Attendance and interest was very strong for these events; we were excited that many families brought their children to watch movies in the auditorium.
- For National Library Week, we held a Connect with Your Library celebration on Wednesday, April 6. Patrons were encouraged to decorate a large puzzle piece, to be combined with others received to reflect their "connection" to the library, play a game with other visitors, or do a library-themed crossword puzzle. Refreshments included cupcakes decorated with puzzle pieces (created by Jen Engle) and attendees also received an SWCPL keychain to put their library card on.
- In celebration of World Password Day, new local business owner Ryan Gable of 9GB Tech Repair will offer a program to discuss password security and answer other technology questions. Until he has his South Whitley storefront in place, Gable will take tech-related questions by phone or do onsite home visits.
- The adult audiobook shelves have been consolidated so that we can proceed with the shelf changes we are implementing for the Young Adult collection. We also moved magazines and newspapers to the shelves adjacent to the café area to make room for this transition.
- Our physical copies of the *Tribune News* for 2020 and 2021 were recently sent to Advantage Archives to be microfilmed for the Genealogy Department.
- The music CDs have been removed from the collection due to very low circulation numbers. We have at least one patron who is not happy with our decision.
- The Young Adult/Teen book collection was weeded of low circulating items, but was also checked for items in poor condition. We removed more items due to their condition than for their popularity, so the next step is to order replacements for the items in the section that circulated well but had to be removed.
- We are now using a Google Sheet for staff to submit their purchase suggestions. The sheet includes columns for all required information (some of these items were being overlooked when using the previous form) so that I can spend less time locating the items desired on our Ingram iPage portal.
- The Amazon Explore virtual tour of Old Jerusalem, held yesterday, was very popular. Unfortunately our connection was lost and the program ended prematurely, but we plan to reschedule. Several of the attendees suggested that we do this kind of program regularly. Now that we know they are of interest, we will look into that.
- We interviewed and hired two applicants recently. Andrea Pinuela will be working as the Children's Department Assistant for Jen Engle. Katie Shelby will be working part time as a Circulation Clerk and also as a Cataloger. Katie comes to us from North Webster Public Library. It will be very helpful to have another experienced cataloger on staff, because Taira Simmons has been our only cataloger since the Youth Services Librarian left earlier this year.
- Our Staff Development Day on March 24 went well. We were able to cover a number of different topics that staff had asked for clarification and updates on. We were also able to participate in some fun team-building activities. Staff appreciated this special opportunity.
- At the April meeting of LSC (Libraries Serving Communities) directors, information on how to use Niche Academy's staff academy option to offer on-demand training and refreshers was shared. I shared the topics that Noble County Public Library and Eckhart Public Library use with their staff with the SWCPL staff who handle ongoing staff training so that we can develop similar modules.
- There have been some First Amendment Audits in the area recently. To help better prepare staff for this possibility at SWCPL, I provided them with a recent article from *American Libraries* magazine about the topic. We will also be exploring this further at our April staff meeting.
- We may have had a First Amendment Audit on Monday, April 4, but I'm not convinced. A gentleman came in filming with his phone and wearing a body camera, so it seemed like that was what he was doing. He spoke very highly of SWCPL and said he was aware that other libraries were being filmed. None of the staff who were working at the time recognized this person, and he only stayed for a few minutes.
- We are working on revising the Policy and Personnel manuals at this time. There have been quite a number of additional

policies added over the last two years, as well as a few that had to be updated (Circulation and Collection Development), so rereading for errors was overdue. We will also be writing job descriptions for two of our current positions that were not listed in the manual previously.

- I have found a way that the library can have a cell phone for various kinds of communication. Through our government pricing plan for hotspots through T-Mobile, we can pay \$24.36 per month for unlimited minutes, unlimited messages, unlimited data, and 11GB high-speed hotspot data. This plan also includes a free smartphone. There is no early termination fee should things not go as planned. T-Mobile has been working with public libraries for about a year providing this service for the reasons why I was looking into this—two-step authentication use, sending messages to patrons about programs, etc.
- Our library field trip visits kicked off on April 8, when Ruth Stanley and Wanda Morford visited Wells County Public Library, Warren Public Library, and Huntington City-Township Public Library. Later this month Vickie Fleischauer and Rose Lawson will travel to North Webster Public Library, Syracuse Public Library and Warsaw Public Library, and Taira Simmons and Cara Kinney will visit Noble County Public Library, Kendallville Public Library and Ligonier Public Library. The rest of the staff visits are coming up in May.
- The Friends of SWCPL are going through the boxes of material that we have removed from the collection recently in preparation for a possible book sale during the town's garage sale weekend.
- Once again, the Whitley County Treasurer sent us a bill for the \$53 Solid Waste User fee, which is assessed for each dwelling. They have been contacted about this before and assured us that it will be removed. However, we end up contacting them every year to request a revised bill to correct this error.
- Amy McVay Abbott recently donated \$500 to the Genealogy Department to use as we wish. She and I spoke last week and she, along with her brother Andy, are also planning to give SWCPL \$1,000 per year, beginning in 2023, to support an annual event named after her grandmother, LeNore Hoard Enz. Their preference is that the funds be spent for a speaker who will focus on 19th and 20th-century history that interests our patrons. In addition, Amy is looking for a repository for her grandmother's papers (one box) and these other artifacts: 1947 seal from the Indiana Historical Society to designate the family farm as a Centennial Farm, Washington Long's 1928 loving cup received for being the Oldest Continuous Resident of Whitley County, and a Victrola.
- We are planning for our next direct mailer to be delivered in early May. There are a number of things that we would like to promote in this issue: our status as a fine-free library, the addition of Niche Academy and NoveList to our database offerings, the change to the statewide Indiana Digital Library consortium for electronic resources, the launch of the Sora app for Whitko students and staff. Hopefully our Story Walk will be installed soon so that it can be mentioned as well.
- Our Front Street landscaping project is soon to begin. The landscape rock will begin to be shoveled for removal on April 26, weather permitting, with assistance from Whitley County Community Corrections. The town of South Whitley will be taking the rock for use at the base of the airplane in the town park and have graciously offered the use of their staff and equipment to help us make that move.
- SWCPL will be represented at the community Easter egg hunt at Esterline Farms on Saturday. Jen will offer a children's craft project at a table for the event.
- Summit Painting will be here to do some work on the main and lower levels soon.
- Since we have a plan for the removal of the unwanted landscape rock on Front Street and around the older parking lot to town property, we will soon be ready to begin new plantings with the help of the Master Gardeners.
- Mike Balser is replacing the very old junction box near the front door. It is not up to code, so this work is long overdue. He will also be replacing the fans and the light switches in the oldest bathrooms.
- I spoke with Rob Mishler about some possible changes to the shelving units in the Young Adult section. We have a piece of material that was removed from another shelf that he can use to make a lower shelf top piece for us.
- D-T Construction assures me they will get all of our small repair jobs finished soon: roof leak at east door (McGuff Roofing), sidewalk repair at east door, bulkhead repair at fire door, leaks in the newest basement areas where air conditioning condenser lines attach (Flow-Tech), readjustment of light sensors in the Fox Room, my office, and the staff workroom. A smoke detector in the auditorium was chirping for a replacement battery earlier today but since it is on the ceiling, we may need some assistance with that, too.
- The very long and involved spring cleaning project has ended. We dug very deep this time and went through every closet, cabinet, and lots of files and boxes. The sheer duplication of paperwork was pretty outstanding, so hopefully we have greatly improved our access to materials.
- The new Wi-Fi access points that have been on order for a year were installed on Friday, April 8.

- We finally have all of the new computers we purchased late last fall in place. Several older models have been taken out of service, and this month six more monitors and eight more PCs were removed and taken to a recycling facility.
- The new security camera recorder, switches and licenses were installed by Cottage Watchman. They had problems with accessing some of our network ports so this became another project that spanned a few weeks before AVC and Cottage Watchman finally realized that ENA's filtering was blocking some access. Once ENA was contacted, they verified with me that AVC could have access and the camera system was back in service.
- Larry Michael and I attended a Business Review meeting with AVC Technology, our managed IT service provider. They gave us a number of things to consider as we make plans for hardware replacement and how that will fit into our 2023 budget.
- Our deferred compensation program, Hoosier S.T.A.R.T., moved from Empower Retirement to Nationwide recently. Both the bookkeeper and I attended a webinar regarding the changes this will mean for our payroll system.
- The Community Foundation of Whitley County was contacted about some recent missing statements for both of our accounts with them. We now have everything we need. In the transition to a new system our two accounts were not linked as both belonging to SWCPL, so that has now been rectified.

Old Business

President, David Warner

PTO (Paid Time Off)

The Board approved paid time off for part- and full-time staff, to begin July 1 pending policy approval.

New Business

President, David Warner

Director Evaluation

Evaluations are due to Dave Warner by next month's meeting.

Quarterly PLAC (Public Library Access Card) Report

Approved as signed by Jess.

Library Cell Phone / Device Policy

The Board approved the policy with a motion from Matt, seconded by Jess.

Miscellaneous & Public Comment

President, David Warner

Adjournment

- Meeting was adjourned at 6:59 p.m.

ATTEST:

Jessica M. Deer, Secretary
Date 5/12/22

South Whitley Community Public Library

Board Meeting Minutes

5/12/2021

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 Builta and library employee and note taker Ruth Stanley. The meeting was called to order at 6:03 p.m. by Vice President Alice Nicodemus. President David Warner conducted the meeting after his arrival.

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:	Absent:
David Warner, Alice Nicodemus, Kris Shoemaker, Laura Hull, Jessica Auer	Betsy Bowers, Matt Long

Approval of Minutes	President David Warner
The minutes of the April 2022 meeting were presented and approved.	

Meet a Staff Member	President, David Warner
The board chatted briefly with Wanda Morford, SWCPL staff member, who attended the meeting to talk about her duties and responsibilities 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 approved and signed.	

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

- The young adult area has been completely changed. The tall shelf of fiction was changed to be a shorter shelf, in order to match the other units in that section.
- The Program Committee met in mid-April to develop ideas for upcoming programming in addition to our summer concert series.
- Author Margaret Peterson Haddix was here on April 27th. Sadly, only one student from the Whitko schools attended. I'm not sure whether or not hosting another author visit is a good idea due to the lack of interest and support from the local schools.
- The rescheduled virtual visit to Old Jerusalem was very popular earlier this week. There is definitely interest in doing more of this type of program.
- I weeded the adult non-fiction section this week.
- Plans for summer reading are in place.
- We are giving serious consideration to removing the cases that our movies are in. Most area libraries no longer use these for security reasons.
- Maddie Shultz submitted her resignation on Monday, April 18th.
- Staff have seemed to enjoy their field trips to other area libraries.
- At our May staff meeting, a representative from the Indiana State Police will be here to discuss opioid use in the area.
- I attended a virtual one-on-one meeting with our Indiana State Library's Northeast Indiana Regional Coordinator, Paula Newcom, on April 18th.
- Taira Simmons, our Adult Services Manager, will celebrate her 30th anniversary as an employee of SWCPL in June.
- With the departure of a full-time staff member, realignment of duties is necessary. The remaining full timers and I met in late April to discuss ways that we can cover all necessary functions in the near term. I met with part-time staff this week to discuss additional ways they can be involved in our efforts.
- Because the outdoor benches that we purchased via an ARPA grant may not be shipped until late June at latest estimate, I contacted the Indiana State Library and was granted a two-month extension on the completion of the entire project.
- The Indiana State Library launches the Indiana Library Passport, a mobile-exclusive, gamified passport that allows visitors, locals, and others to check in to local libraries, at the beginning of June. South Whitley Community Public Library is included in the passport.
- Cara Kinney continues to work on scanning in SWCPL board documents so that they can be sent to IARA (Indiana Archives and Records Administration) for microfilming.
- Joe Fox, the Youth Services Librarian at Peabody Public Library, stopped in for a tour and visit.
- Taira Simmons attended a meeting of the Northeast Indiana cataloging consortium this morning and returned with updates to share with staff.
- A direct mailer targeted to summer library activities was mailed earlier this week.
- Our meeting rooms, conference rooms and auditorium have been very popular lately.
- The Friends of SWCPL hosted a book/audiobook sale on Friday, April 29th, during the town's garage sale. They did very well and comments showed that there was interest in having it for more than one day.
- Carlee LaRue, who is on the board of Camp Whitley, contacted me to see if we would lend the group a hotspot for June and July. I agreed.
- The latest website updates from Gearhead Design have been completed, but not without issues. Company representative, Jack Flick, finally admitted that they had not held up their end of the bargain and did not charge us for work that we had mostly completed ourselves.
- Our Panasonic phones will not be supported by the company past the end of this year. I now have a quote for a new phone system and have learned that, with this new system, we will be able to completely end our service with Century Link and only keep a \$25 monthly fax charge with Clearfly. The initial outlay with the new system would be about \$1000 for licenses, phones and porting fees. Our monthly cost will be about \$300, compared to \$231 with Clearfly and Century Link.
- A crew from the Whitley County Community Corrections program began clearing the landscape rocks from the Front Street side of the building on Tuesday, April 26th. They continued working and all rocks from the Front

Street are cleared.

- Our interior painting project began April 26th and was completed on May 4.
- The small monitor that was hanging above the information desk area was removed. The monitor is no longer used as staff can access the security camera feeds from their computers.
- D-T Construction repaired the damage at the east entrance and the bulkhead in mid-April. McGuff Roofing came on May 5th to repair the leaks at the east entrance, in the staff workroom and in the Children's Department.
- The hand dryer in the newest men's restroom has started to run on its own. D-T Construction ordered and plans to install a new circuit board, which is supposed to correct the problem.
- There has still not been a resolution for the perpetual leak in the newest part of the basement.
- The town of South Whitley installed a new water meter here recently.
- I have ordered new task chairs for the patron computer area and two comfortable reading chairs for the Young Adult department.
- Pius Werner and the Boy Scouts will be doing our StoryWalk installation.
- The plant stakes for the Red Maple and Blue Spruce trees on the north side of the building were removed. Staff received help from a friendly neighbor who saw them struggling to get those out of the soil.
- We had an internet outage on May 2nd, but as usual ENA never notified us of the situation. Luckily, I was able to reach out to AVC for information.
- One of our hotspots has never been returned, so we ordered a new one from T-Mobile so that we still have the same number available for patron checkout.
- We purchased two new barcode scanners and one new computer. One of the scanners is for the Genealogy department and the other is for our new cataloger. The new computer is also for our new cataloger; Maddie's former machine is now in use as the catalog station on the main floor.
- Our new DLGF (Department of Local Government Finance) representative, Tina Market, and I had a virtual meeting. Budget workshops are set to begin in mid-July and continue through August. From what she shared, we will be able to schedule our own workshop date and time instead of having that assigned to us.
- The DLGF released circuit breaker estimates today for the 2023 budget. Ours was listed as \$13,402.16. For 2022's budget the estimate was \$11,847.48.
- The DLGF notified us that we would be receiving a supplemental LIT (Local Income Tax) distribution of \$23,953 by June 1st.

Old Business

President, David Warner

A Personnel Committee meeting will be scheduled to go over Director evaluations.

Crossroad Bank loan will be renewed.

New Business

President, David Warner

Paid Time Off policy draft reviewed, with more discussion and review to occur at the next meeting.

Exterior signage options discussed. Input from others with signs was requested.

Laura Hull reported on board training session she attended with other area library board members.

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none">• Meeting was adjourned at 7:26 p.m.	

ATTEST:

Jessica Hauer, Secretary
Date 6/16/22

South Whitley Community Public Library

Board Meeting Minutes

6/9/2022

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 Ruth Stanley. 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, Alice Nicodemus, Matt Long, Laura Hull

Absent: Betsy Bowers, Jessica Auer

Miscellaneous & Public Comment

President David Warner

Heard from Richland Township resident Mike Weigold regarding tax rate.

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

Approval of Minutes

President David Warner

The minutes of the May 2022 meeting were presented and approved.

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was presented and approved.

Approval of Claims

President, David Warner

The Claims Register was approved and signed.

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

- After consulting the staff, I decided to remove the DVD collection from their security cases for future circulation. Checkouts of these items are declining because of streaming services.
- We are continuing the Kit of the Month subscription program until September. In September we will transition back to regular take-home kits that will be available on a first-come, first-served basis.
- The Program Committee met earlier this week to decide on presentations for August, September, and October. We also looked forward to possible Art Gallery participants and Christmas concert providers.
- It has become clear that some of our patrons do not understand what it means that we are now a fine-free library or they aren't concerned that they are hoarding materials. We are sending out more late and final notices than we have in the past. This was certainly an unexpected result of the fine-free initiative and not one that other libraries have seemed to experience.
- As a result of the heavy weeding projects we have done over the last few months, we have a large number of boxes of books in storage that we have deleted from our collection. To lessen that amount, we will host a Book Sale during the week of July 11th, with the proceeds to go to the Friends of SWCPL.
- Claire Brandenburg, our Library Page, who worked here for the school year with Whitko's work study program, completed her assignment on Thursday, May 26th.
- Two officers from the Indiana State Police gave a brief presentation at our May staff meeting about the prevalence and dangers of opioid use in the area.
- I attended the Indiana State Library's all-day webinar on the 2023 budget. Much of the morning discussion, presented by the Department of Local Government Finance, revolved around the need to adhere to their calendar for submissions and the possibility of binding control of budgets for those units who meet the threshold set by IC 6-1.1-17-20.4.
- I did a walk-through of the entire building with all of the part-time staff members. I realized that there were many parts of the building that some had never visited, nor did they know what was found there.
- Part-time staff are now helping with monthly book displays, the main display case, light exterior maintenance, checking/reviewing the website regularly, and some inventory work.
- As work on next year's budget begins, the bookkeeper and I met with Taira Simmons, our Adult Services Manager, to help determine the expected number of hours each of the part-time staff might be working in 2023.
I discovered at that time that as Taira has scheduled staff work hours, she was using information supplied to her by a previous bookkeeper regarding what constitutes full vs. part-time hours; after double-checking with the Indiana State Library's attorney, we confirmed that her information was not correct and part-time hours can be expanded if needed.
- At our June staff meeting we will discuss HEA 1296, set to go into effect July 1st, that removes the requirement for firearm owners to have a license for the weapon. I have assigned the staff to watch a short webinar about library security prior to our meeting.
- Our direct mailer that went out in early May generated a number of calls about the summer reading program, which was our goal. Next time around we'll know that including more details would be helpful for both recipients and staff.
- Boy Scout Troop 85 did an incredible job on the installation of our StoryWalk.
- Through the website, I have received several messages from a gentleman from Arkansas who had read about the Schultz Gem Collection in a newsletter from the Midwest Federation of Mineralogical and Geological Societies. His interest led me to add a new page to the website that features photos of most of the stones.
Mr. Alcott was so excited to get a glimpse of the stones that he has offered to construct a "how-

to" display on stone polishing for us. I have put Nick Smith and Jim Hayes in touch with Alcott so they can continue the conversation.

- The new chairs ordered for the public computer stations and the teen area will be delivered in about two weeks. The large table in the teen area has been relocated to the Genealogy Department; the desk that had been used in that area did not hold up well and has been discarded.
- The sump pump installed in 2017 by Flow Tech was exhibiting some problems. Those were remedied in mid-May, at least for the time being. At that time we discovered the water heater for the lower level (in the same mechanical room) was no longer functioning. A new one was purchased and installed the same week.
- A piece of soffit on the south side of the building was discovered to be loose on May 23rd. A worker from D-T Construction fixed this the next week.
- The remainder of the landscape rocks on the south and east sides of the building were removed by individuals in Whitley County Community Corrections program. After that was completed, Master Gardeners Pam and Dick Koch met with me about next steps. A few of the original plans (from last year) had to be adjusted due to the increase in the cost of and availability of certain plants.

Once that was sorted out, the Kochs purchased the plants for us from Sand Point Nursery in Fort Wayne. The original cost was expected to be about \$ 615, the actual cost would have been \$ 713, but the Kochs received a 30 % discount, so the cost was slightly under \$ 500.

- To continue with the landscaping work, we purchased topsoil (the rocks were so deep that there was not sufficient soil to put the new plants in) and mulch from JB Landscape and Nursery, which was delivered on June 6th. On Wednesday, June 8th a majority of the plants were planted and topsoil and some mulch added. The Kochs did much of the work with help from Ruth Stanley and Vickie Fleischauer. In the later afternoon a few Community Corrections participants were able to help with soil and mulch until the weather made further work impossible. The Kochs hope to come back next week to finish the butterfly garden area.
- Cottage Watchman will be moving one of our security cameras so that staff have better visibility on the east side of the main floor.
- A piece of fascia on the east side of the building fell off. D-T Construction has been called to fix this problem.
- I learned today that availability and pricing of some commercial paper products (toilet paper, paper towels) may be a concern for the next few months. During the worst of the pandemic, a number of paper mills converted to the production of cardboard for the increased online shopping/shipping demands and have chosen to no longer make the other items. The cleaning company has assured me that they plan to order sufficient quantities to stay ahead of any low inventory or higher pricing that comes.
- The new phone system is moving closer to installation. There were some delays as we worked out a payment option that would work for us; the company initially only offered credit card or direct debit, and we prefer paying by check.
- Our 6-year-old poster printer quit working and the repair would have run a few hundred dollars. We purchased a new one instead, which was received on May 26th.
- Our budget workshop meeting with our new DLGF (Department of Local Government Finance) field representative is scheduled for July 13th.
- The bookkeeper and I have spent some time working on the 2023 budget; the figures we have used so far reflect a growth quotient of 4 %. However, discussion at a recent LSC meeting suggests that it will be closer to 4.5%. A tentative budget will be shared with the Finance Committee as soon as possible after the announcement of the actual MLGQ (Maximum Levy Growth Quotient).

- Our spring tax distribution came this week. We also received license excise tax collection funds and financial institution tax distribution. We also were debited for the cost of our financial document/audit review of last year.

Old Business**President, David Warner**

A revised Paid Time Off Policy was reviewed and approved.

Changes to the Collection Development Policy were reviewed and approved.

Updates to the Policy Manual were reviewed and approved.

Discussion regarding the exterior sign location and style ensued. Director is to investigate community regulations on location.

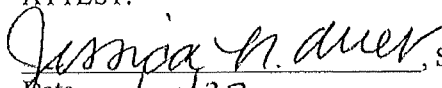
New Business**President, David Warner**

None

Adjournment

Meeting was adjourned at 7:10 p.m.

ATTEST:

 Secretary
Date 7/14/22

South Whitley Community Public Library Board Meeting Minutes

7/14/2022

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 Ruth Stanley. 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, Alice Nicodemus, Matt Long, Laura Hull, Betsy Bowers, Jessica Auer

Absent:

Approval of Minutes

President David Warner

The minutes of the June 2022 meeting were presented and unanimously approved.

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

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was presented and unanimously approved.

Approval of Claims

President, David Warner

The Claims Register was approved and signed.

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

- Our second summer concert – set for June 30th – had to be canceled due to a medical emergency situation with the band's vocalist. We have rescheduled their performance.
- Katie Shelby, our newest hire, has agreed to lead Page Turners book club.
- Preparing for the Book Sale was quite a task, because we had accumulated so many books. They were sorted several times – by audience and genre – so that it would be easy for shoppers to find the items they were looking for. We also marked all of the books so that we would not have to go through all of these steps again, because we know we will have items that remain for the next sale.
- Our attendance for summer reading events has been wonderful! The enthusiasm of the Children's Department staff, as well as the fact that programs are offered 3 days a week and at two different times each of those days, has shown how many families can be impacted by this annual endeavor.
- Our Art Gallery is getting more attention as time goes on. We have already arranged for works from two artists that will take us through the end of the year, and we have another person interested in participating after that.
- A representative from the ACRES Trust contacted me about partnering with them for an event. Andrews Public Library had a story time/craft event at one of the trust's properties last spring, so I will be speaking with them about the possibility of doing something similar.
- We have heard lots of nice comments about the Story Walk.
- The magazine subscription service that we've been using to handle our print serials is ceasing operation. I have decided to go with a company that was recommended to me, WT Cox, and I have a service proposal in hand.
- At our June staff meeting, we discussed the newly approved Paid Time Off policy and answered pertinent questions.
- Staff were assigned two tutorials to complete prior to the June meeting. One was on library security and safety and led to an interesting discussion on the limited number of choices we have here at SWCPL for the recommended options of run, hide, fight should there be a safety issue here. I have reached out to Whitley County Emergency Management to see if they could do a program/training for an upcoming meeting.
- The second tutorial was about NoveList, a fairly new digital resource for staff and patrons. Hopefully, now that staff have used this product a bit more deeply they will be more likely to share it with our visitors and use it for readers' advisory questions they receive.
- Due to the taxpayer questions that arose at last month's board meeting, information about property taxes, assessment, budgeting, annual growth quotient and the percentage of library funding received from various sources was a major topic at the June staff meeting as well.
- Some front desk staff attended a Circulation in Evergreen session recently. A second group will have the training at a later date.
- We received notification from the Indiana State Library that SWCPL was found to be in compliance of Public Library Standards (590 IAC 6) for 2021 by the Indiana Library and Historical Board.
- The staff were asked to complete an anonymous survey about a possible change of hours of operation. There was some consensus for opening hours, but not really for when to close.
- A Niche Academy tutorial on the library's website has been assigned to staff to complete prior to our July meeting. There is a lot of information on the site that many are unaware of, and the hope is this could help them with patron questions, especially those that come up via phone calls.
- We were contacted by the Fort Wayne Philharmonic's Community Engagement Coordinator about working with them as a part of their Family Concert Series in the upcoming season.
- The Friends of SWCPL group is languishing due to few members. Since the group started some of the members have lost interest and others are no longer able to attend. The group plans to personally invite some of the library's regular patrons to their next meeting, set for September 15th. I have spoken with some of the volunteers who helped with our Book Sale about the group as well.
- I am working on scheduling a screening of *The US and the Holocaust*, a Ken Burns production, with PBS 39 in Fort Wayne. They would like to do this in September, along with a discussion post-screening, led by a member of one of their community partners.
- It won't be long until Whitko schools will be starting again. We hope to participate in the Back-To-School Night and also their staff breakfast.
- The Indiana Library Passport finally launched this week. Our most recent take-home kit offers information on this and we will also be doing in-house promotion of the program.
- The Salvation Army brought their school supply donation box to the library on Tuesday. Supplies received will be distributed to local students in need.

- The Center's After School Central reached out to us about being involved again this year. I have put Jen Engle in touch with Shawna Balsiger, so they can discuss this opportunity.
- Luckily the worst of the June 13th storm missed the town of South Whitley, but it did not miss staff members' homes. Those who had power got to work as best they could to cover for those who did not have power. Everything went as usual, except for one day that we had to close early, at 5 p.m. instead of 8, because we had no more personnel available to come in for the later shift.
- Cottage Watchman relocated one of our security cameras. This was done to offer staff a clearer view of the movie section, now that we have removed those items from their security cases.
- The piece of fascia that fell off the east side of the building on May 23rd was replaced on June 16th.
- The plants for the butterfly garden section of landscaping were planted and mulched, and the ornamental grass was transplanted to the north side of the building. Extra mulch was also put around the Story Walk posts.
- The extremely dry conditions prior to the 4th of July proved to be a challenge for our new landscaping. Staff watered daily and then even twice daily as the temperatures continued to rise.
- Mike Balser and crew removed the rocks from around the parking lot and then applied mulch so that landscaping looks more consistent around the entire building.
- Our new task chairs for the public computer stations and the two reading chairs for the young adult section were delivered.
- The transition strip between the tile and carpet near the front desk was replaced.
- The excessive rain we received right after July 4th led to leaks again. The roof in the children's department, which was supposedly patched on a number of other occasions, was still a problem, as was the basement area where the air conditioning condenser lines come in through the wall. We found another spot that leaked, in the storage room off Room A; I suspect that spot was impacted by the overflow of the drain near the alley on the east side of the building.
- We continue to wait for Ron's Flooring to work on the floor drains in the auditorium area restrooms. We now also have tile in the downstairs women's bathroom that needs to be re-glued by them.
- The two exterior benches that we were to receive through ARPA (American Rescue Plan Act) funding are elusive. The company we ordered from moved from Silver Lake, Indiana, to Monett, Missouri, during the worst of the pandemic. They ran into workforce, COVID-19, and supply chain issues and things have not gotten much better recently. Even though we received an extension of two months to the grant period, we may not receive these in time. We were offered the chance to pre-pay for the items, but after checking with the Indiana State Library we learned that they cannot reimburse us for items that have not been received.
At this point, we plan to wait until the August "build" list is published to see our options for next steps.
- Our new telephone system has posed some challenges, especially with the transferring of calls, but things are getting better. The billing for our first month was different than expected so we had to go through the process of applying for sales tax exemption to get the bill corrected.
- Our account with Century Link has now been closed. The company thought we still had their modem and expected it to be shipped back; I explained that they took that item a few years ago.
- In light of work on the 2023 budget, the need for purchasing replacements for the iPads that get heavy use in the Children's Department has been discussed. We are considering whether less expensive options might work just as well for this type of use.
- AVC, our managed IT service, includes staff training on cyber security with their service. There are two components of this. One part involves receiving a link to a short video in an email and then taking a brief quiz on it. The second offering is actually a series of cyber security courses, which I will assign to the staff. Again, they will receive information via their email, along with login information. Completing the entire courses is not mandatory, but some interaction with the information will be expected.
- The loan from Crossroads Bank was renewed and paperwork signed.
- The Department of Local Government Finance announced the 2023 AVGQ (assessed value growth quotient) as 5.0 %. The bookkeeper and I met to revise the figures that we had been using (which were about 4.3 %).
- The bookkeeper and I met with the Finance Committee to go over the tentative 2023 budget that we had developed, in advance of the meeting with our Department of Local Government Finance field representative.
- Tina Market, our DLGF Field Representative, met with the bookkeeper and me. Things went smoothly but it was a very different budget workshop than we've had in the past. The bookkeeper and I were surprised at how quickly and succinctly things were covered. Some of that was advance preparation on the part of the DLGF and from us; some seemed to be the use of a very different approach.

Old Business	President, David Warner
Discussed the placement and the requirement of a site plan for an exterior sign.	

New Business	President, David Warner
<p>Due to a planned absence of the Director, the August meeting date was moved to Aug. 4.</p> <p>Reviewed outcome of staff survey on potential change to operating hours.</p> <p>Discussed 2023 budget.</p> <p>Received revised personnel manual for review.</p> <p>Signed the annual E-rate resolution.</p> <p>Heard an update on Public Library Access Card.</p>	

Miscellaneous & Public Comment	President, David Warner
Adjournment	
<ul style="list-style-type: none"> Meeting was adjourned at 6:53 p.m. 	

ATTEST:

James M. Allen, Secretary
Date 9/1/22

South Whitley Community Public Library

Board Meeting Minutes

8/4/2022

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 Ruth Stanley. 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, Alice Nicodemus, Matt Long, Laura Hull, Betsy Bowers

Absent: Jessica Auer

Approval of Minutes

President David Warner

The minutes of the July 2022 meeting were presented and unanimously approved.

The board chatted briefly with Andrea Pinuela, SWCPL staff member, who attended the meeting to talk about her duties and responsibilities at the library, and Jen Engle, who reported on the Summer Reading program.

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was presented and unanimously approved.

Approval of Claims

President, David Warner

The Claims Register was approved and signed.

Director's Report

Director, Vicki Builta

- The number of items sold in the Book Sale was about 1765. The remaining items are re-boxed and stored in the basement for any future sales that the Friends of SWCPL chooses to initiate. We had very few children's department items for the sale, because the new staff in that department did not have a chance to do weeding there prior to our sale dates. Now that summer reading is over, more attention will be given to this process.
- We are now enjoying the photography of Andrea Baldwin in our Art Gallery.
- We've noticed recently that people are searching for a geocache that is on library property. I reached out to a friend who has enjoyed this hobby for many years. With some additional input from her we were able to locate it and have replaced the log sheet and put it in a waterproof plastic bag. It has been on the property for over 9 years and has been found over 125 times.
- Our second summer concert, by the Bulldogs, was a big success. We counted over 200 in attendance and had requests to bring them back again next year.
- Our hike/story time partnership event with ACRES Trust will be at Wildwood Nature Preserve.
- I have reached out to three musical groups for possible holiday concerts.
- As of August 1st, the Children's Department has transitioned to a new program schedule.
- The circulation figures for audiobooks on CD are showing signs of decline. I still order some of these periodically, but will continue to monitor the usage numbers.
- At our July staff meeting, a short quiz on front desk duties was presented and discussed.
- We continue to try to get to the bottom of the ongoing issues we are having with materials not being correctly checked in and out at the circulation desk. This does not seem to be a hardware problem, but an "attention to detail" problem on the part of staff.
- Our AFLAC representative will be here in late August to meet with each employee about their available plans.
- At the August staff meeting, Mikel VanDevender of the South Whitley Police Department will be on hand to offer his thoughts on the "run, hide, fight" suggested emergency options in our building.
- Staff consensus is that library hours would better serve the community if they were adjusted to 9 a.m. to 7 p.m. Monday through Thursday. The opening time for Fridays and Saturday will also change to 9:00 but the closing time is still being considered. Because the Monday – Thursday hours equal 40 hours and our total budgeted weekly hours is 50, the remaining 10 hours need to be divided evenly/fairly between those other two days.
- The children's department will represent SWCPL at the Whitko Back to School Breakfast and Benefits Fair, as well as the Back to School Night at South Whitley Elementary School.
- I have reached out to Tiffany Lyon, who worked in the library at Piercetown Elementary School last year, to see if she is returning to that position and might be able to offer some SWCPL information to parents at their Open House.
- Our usage figures for Niche Academy are not as high as we would expect, so staff will be encouraged to promote this resource more to patrons.
- We reached to Midstates Recreation about our exterior benches that we are hoping to fund through the ARPA grant, but our representative is at a sales meeting this week and unable to respond to our query.
- The rain on Saturday, July 23rd, led to the usual leaks in the basement and children's room.
- The air conditioner that cools the adult fiction area stopped working. Havel made repairs.
- The locks on the exterior auditorium doors have not been locking securely. G and E Locksmith was here about this. The locksmith was also able to work on the auditorium doors which have never shut correctly.
- The wall door stop for the lower level women's restroom was removed by a young visitor. Mike Balser was able to fix that.
- We are still watering our new landscaping plants daily because of the sporadic natural rainfall and high temperatures/humidity we've had. Our water bill reflects this increased use.
- In addition to keeping the exterior of the library looking nice, staff have been trying to spray weeds and pick up trash at the Food Pantry site. However, we don't really have time or manpower to do this. I would like some input on expectations for our assistance with maintenance of this property.
- Front desk staff is still having trouble using our new phone system. Temporarily, calls that come in go first to the Tech Services telephone to be answered. If neither of the staff who work in Tech Services are available, the call will roll back to the front desk.
- The cyber security training available through our AVC contract is now available to staff and several have completed the courses.
- An obituary database has been in development since before I came to SWCPL. Larry Michael has been working on this for a number of years and has plans for it to exist on its own website, which can then link to ours. Now

that the physical obituary file (Genealogy Department) has been caught up as much as is possible, we'd like to begin offering this online option.

- Our Ricoh copier/scanner/fax is nearing the end of its 3-year lease. I am meeting with our representative to discuss next steps. I'm hopeful that purchasing the machine outright is an option so that we can get a new unit, use the one we are currently using near the front desk as the public machine and then move the current public machine to the Genealogy Department since the Sharp model that is in use there is now quite old.
- The bookkeeper and I amended the 2023 budget to include some additional funds; the total is now within \$4 of the total allowed.
- All 2023 budget forms are now complete in Gateway and the error prevention report has been run without detecting any areas of concern. The Form 3, which announces the date and time of our Public Hearing, will be submitted tomorrow, after the tentative budget is approved at this meeting.
- The DLGF released their report with estimated 2023 LIT figures. However, SWCPL is listed on the report twice, so I have no idea which figure is correct. Our DLGF representative will be reaching out to their central office to get clarification for me.

Old Business**President, David Warner**

Approved the updated personnel manual.

Approved the 2023 budget.

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

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

ATTEST:

Carmon H. Davis, Secretary

Date 9/8/22

South Whitley Community Public Library

Board Meeting Minutes

9/8/2022

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 Ruth Stanley. 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: David Warner, Kris Shoemaker, Alice Nicodemus, Betsy Bowers, Laura Hull, Jessica Auer

Absent: Matt Long

Approval of Minutes

President David Warner

The minutes of the August 2022 meeting were presented and unanimously approved.

Treasurer's report

Treasurer, Kris Shoemaker

The treasurer's report was presented and unanimously approved.

Approval of Claims

President, David Warner

The Claims Register was approved and signed.

Director's Report

Director, Vicki Builta

Programming

Supplies for our Tiny Art Show became available to patrons on September 1st.

Everything needed is available in the café area so that interested artists can complete their project here. We hope to be able to display the finished projects in our Art Gallery area near the fireplace.

The September take-home kit is a paper craft cat or pumpkin card. These will be available on a first-come first-served basis as of September 15th.

Our screening of Ken Burns' *The US and the Holocaust*, in cooperation with PBS 29 Fort Wayne, will be Thursday, September 22nd at 6 p.m.

I have scheduled the second of our three Christmas concerts – Pat Murphy on December 6th.

Carlene Staller, the Pie Lady on 5, will be here on October 12th for a presentation called "My Pie Journey."

Kayleen Reusser will be here on November 1st, along with Vietnam veteran Lanny Idle. Reusser tells Idle's story in her newest book *Voices From Vietnam*.

Claire Evans will be offering her Zoom presentation called "Happy Christmas at Home, Celebrating the Holiday UK Style" December 1st at 2 p.m.

A seasonal trivia event will be held Tuesday, October 18th at 6 p.m.

Jen Engle is working with Whitko's library staff at both elementary schools as well as the junior/senior high school to promote getting a library card during September, which is Library Card Sign-Up Month.

Local community members have been participating in recent story times as guest readers.

An explanation of how our virtual programs work was given at our August staff meeting. Comments from patrons made us realize that their understanding of Zoom, Amazon Explore and other "online" options is not always accurate.

A genealogy program via Zoom will be offered in early November. The topic will be "Finding Records to Aid In Your Research."

A representative from the DAR will be putting up a display early next week celebrating Constitution Week, September 17 – 23.

November is International Games Month, so we will be offering a variety of gaming activities during the month. As a lead-in to that, we are considering some Lego-focused programming in October. Legos are 90 years old in 2022.

Staff and Library Development

Our AFLAC representative offered new dental and vision options to our staff during his August visits.

Staff field trips to local libraries will resume in October.

A public library service area spreadsheet with 2020 census-updated populations was provided by the Indiana State Library recently. Our service population dropped a bit, as did many others in our area.

LSC is offering an all-day professional development opportunity on Friday,

November 4th. Due to already-scheduled programming, some staff members will not be able to attend this training and the library will remain open.

To better assist patrons who need extensive help with technology questions, we have developed an appointment system for one hour sessions on either Tuesday or Thursday afternoon.

When South Whitley Marshal Mikel VanDevender spoke about library security during our recent staff meeting he referenced what he has learned about active shooter events. One thing that he feels would make it unlikely for us to be a target is our proximity to the police station. He had some suggestions for us. If we only used one entrance, that would be easier to mitigate damage/harm. He suggested that staff look for possible exits or hiding places, should they ever be needed. Staff could use items on hand as weapons to help neutralize an offender.

VanDevender asked about our emergency plans and where staff was to meet if there were an event where people had to leave the building. He said that reuniting staff and patrons (especially children) after an emergency can be challenging unless a plan is in place. Another suggestion he had was to consider an exterior lock box that would allow for police access.

I recently purchased access to the Calm platform for interested staff. This offers access to meditation, music, sleep stories, and mindfulness practice. I realize people may not think people who work in libraries experience work-related stress but there are a number of recent things that have led to increased tension for those who meet the public each and every day: building security, First Amendment audits, Indiana's open carry law, book challenges, COVID-19's Omicron variant spread, monkey pox, and general public unhappiness.

We will be using Kahoot! for our trivia programs.

We have had some unusual requests for meeting room/auditorium use recently. Staff have been reminded to make themselves familiar with our policy so that our message is clear on their use. Staff are choosing the SWCPL clothing item of their choice, as we do annually about this time of year. Our Christmas gathering for 2022 will be a visit to The Barns at Nappanee to see White Christmas.

Outreach and Community Involvement

Breanna Baldwin, Harm Reduction Manager at Overdose Lifeline, reached out at a library directors' Zoom meeting recently to see if any would be interested in offering a NaloBox at their site. These would make opioid overdose treatments accessible to anyone, 24 hours a day, at an exterior location. We discussed this at our August staff meeting. We realize that this is a needed service in our area, but are not sure how patrons would react to seeing something like this hanging right outside the library.

The Libraries Serving Communities (LSC) group is putting together a short video to share with Indiana legislators at their December meeting. Each library in the consortium is encouraged to contribute a few pictures of unique services, programs, collections, etc. that they offer so they can be included in this promotional endeavor.

The Post and Mail had a nice article in it recently about SWCPL's inclusion in the Indiana Library Passport program. The Indiana State Library has now changed that program so that any library – not just those with unique or special services/programs/collections – in Indiana can join the program. Initially slated to run through mid-2023, Indiana State Librarian Jake Speer expects it to continue after that date due to committed funding from the Indiana State Library Foundation.

Randy Cokl contacted me yesterday about the possibility of SWCPL hosting an art show here during the Friday and Saturday of the upcoming Fall Festival. We are unable to do this on such short notice because we have already scheduled our carpet/upholstery cleaning for that Saturday and will be preparing for that on Friday. Cokl gave me the dates for the 2023 and 2024 Festivals so that perhaps we could take on this role at one of those events.

Building and Maintenance

Our annual carpet and upholstery cleaning will be done on Saturday, October 1st.

The majority of our landscaping has managed to survive during the fairly hot, dry time since planting. There are a couple of plants in the butterfly garden area that we thought might not survive, but when the Kochs came by recently they said those may come back out next spring, as they expect the ornamental grasses to do as well. We purchased a stick handheld vacuum for Blue Sky to use on chairs and the seats in the auditorium.

It is looking less and less likely that we will receive the two exterior benches that we ordered last October in time for them to qualify for ARPA grant reimbursement.

One of our StoryWalk posts was backed into by a motorist on August 10th. The section that holds the book pages is fine and we have an additional wooden post. The driver was asked to supply funds for the concrete mix, which they did. We are now waiting for the Boy Scouts to have time to re-set this post.

Technology

We will be receiving a new printer/scanner/fax. I signed a new 3-year lease and bought the current machine to use as a public copier. Due to supply chain issues, it could be several months before our new unit arrives.

The ViewScan Microfilm Viewer/Scanner in the Genealogy department is now about 12 years old and is in need of replacement. The ViewScan 4 (we have version 1) now also comes with a Micro PC with the software pre-loaded. The monitor for this setup is also about the same age, so we are also looking into replacing that, but are hopeful that this can be put off until 2023. The cost just for the ViewScan/PC will be over \$10,000.

Larry Michael is now looking into finding replacements for the iPads in the Children's Department. All of these are aging out and we hope to find tablets that are less expensive.

The obituary database could be used by onsite visitors at this time, but needs to be reviewed for repetitive records. In order to use this tool online, or to link it to our website, would require quite a bit of additional coding and preparation work. AVC was contacted to see if they could recommend a company or product that would help with this process; they are still looking into this for us.

Financial

One of the State Board of Accounts' employees who works with libraries is resigning as of the end of this month, to take a position in the private sector. A replacement is in place, so I don't expect much disruption.

Our DLGF Field Representative sent recent reminders on the upcoming 2023 budget adoption steps in order to

hopefully avoid any problems.

Old Business

President, David Warner

Noted that the landscaping around the Food Bank had been cleaned up so no further action is needed.

New Business

President, David Warner

None

Miscellaneous & Public Comment

President, David Warner

President Warner remarked on the recent Civil War weapons program, noting it was very interesting and well attended. He also mentioned that he will be starting a Dominoes group in January and will have a dominoes day at the library in November during International Game Month.

Adjournment

- Meeting was adjourned at 6:34 p.m.

ATTEST:

Jessica L. Dyer, Secretary
Date 10/13/22

South Whitley Community Public Library
Board Meeting Minutes

10/13/2021
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 Builta and library employee and note taker Ruth Stanley. 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, Alice Nicodemus, Laura Hull, Jessica Auer, Betsy Bowers, Matt Long

Absent:

Kris Shoemaker

Approval of Minutes

President David Warner

The minutes of the September 2022 meeting were presented and approved.

Treasurer's report

Treasurer, Kris Shoemaker

In the absence of Treasurer Kris Shoemaker, the treasurer's report was presented by Director Vicki Builta and approved.

Approval of Claims

President, David Warner

The Claims Register was approved and signed.

Director's Report**Director, Vicki Builta****Programs and Collections**

- For the months of October and November, we are asking people who attend our programs to bring a donation for either the Food Pantry or Toys for Tots. This is a suggestion, not a requirement.
- For Family Stories Month in November, staff will be providing a baby picture of themselves for patrons to try and identify.
- Ruth Stanley and I met with Ryan Gable of 9GB Tech on September 20th to discuss his ideas on further technology programs. He would like to cover the topics that are most requested by our patrons on Tech Tuesdays, but that is quite a variety. We are going to try and put together a simple survey to gather input for this project, which he hopes to begin in the spring.
- Many patrons who have attended our Amazon Explore programs seemed to enjoy those, but there aren't a large amount to choose from. I've looked into offerings on Kanopy and we plan to try one or two of their travel episodes to see if those are of interest.
- We are launching two new silent book clubs this month – one in the early afternoon and the other in the early evening.
- We are pulling together a variety of gaming opportunities for November, which is International Games Month.
- A new disc cleaner was purchased to use on our DVD collection. We were able to trade in our old unit in order to receive a discount on the newest model.
- To celebrate the release of *Hocus Pocus 2*, the children's department sponsored an interactive showing of the original *Hocus Pocus*.
- A Fall Family Fun Night will be held on Thursday, October 27th from 4:30 to 6:30 p.m.
- We are hoping to generate some interest in a Dungeons and Dragons group. Some teens came in a few weeks ago and asked about using a Meeting Room to play, so there is interest.
- Nick Smith and Jim Hayes will be doing a presentation about the Schultz Gem Collection on Saturday, November 12th at 1 p.m.
- We are still working on scheduling our third holiday concert.
- Our screening of PBS' U.S. and the Holocaust was enlightening and enjoyable.
- 40 people attended our program from Soarin' Hawk Rescue and Rehabilitation last week.
- The purchase of some items from Overdrive for the Indiana Digital Library was done earlier this week. Materials that were requested by our SWCPL patrons were ordered, as well as some items that have a large number of holds on them.

Staff and Library Development

- Our fall staff field trips are now scheduled. The twelve of us will be visiting about 20 different libraries.
- A reminder about the need to be discreet was discussed at our September staff meeting. It seems that some employees had been discussing a rearrangement of library spaces and were overheard by patrons who assumed that these changes were a foregone conclusion.
- During Banned Books Week, the Indiana Public Library Association Advisory Board sponsored a webinar conducted by Lance Werner, director of the Kent District Library in the Grand Rapids, Michigan area. All staff were encouraged to attend this session in person or to watch the recording of it, because the number of library challenges to books, programs and displays has been growing at alarming rates. 2021 had a dramatic uptick in these and 2022 is on track to surpass the numbers of last year. As Mr. Werner noted, this may be the "most important issue" we deal with in our library careers.
- Staff began evaluating SWCPL's success with the goals of our current (2020-2024) long range plan as we move ever closer to launching work on our next plan. This work will continue at October's staff meeting and findings will be compiled so that ideas and suggestions can begin to be gathered for the next version of a long range plan.
- The delivery of our new Ricoh copier/scanner/fax machine has been scheduled for next Thursday, October 20th.
- The agenda for our September staff meeting was quite extensive, so we had to postpone discussion of possible hour changes until this month. All seem to be in agreement about the Monday through Thursday hours; further discussion is necessary for the best ways to serve the community on Fridays and Saturdays.

- Our annual collection inventory has been completed. Items that came up missing were searched for before they were determined to be a loss. The number of items that have disappeared is not large; because we also did a large weeding project this year it is probable that some of the things that showed up as available but were not on the shelf may have been removed during weeding and simply missed being deleted from the collection. The most popular of the missing/lost items will be reordered.

Outreach and Community Involvement

- The final ARPA (American Rescue Plan Act) grant report and financial report were submitted on September 26th, prior to the 9/30 deadline. In the report we explained that we were not able to use all grant funds awarded to us because the exterior benches did not arrive in time to pay for them prior to the deadline. As a matter of fact, the benches were delivered on October 5th and would have possibly been delivered just a little bit earlier (but not early enough to meet the grant deadline) but we advised that bringing them to SWCPL on the Friday of Fall Festival weekend would be problematic.
- Jen Engle worked with After School Central staff and students to learn about the Sora app and plans to also remind Whitko staff about this useful resource. For the month of September only 2 items were checked out by Whitko students/staff, so further information or clarification is clearly called for.

Building and Maintenance

- White's Flooring, from Columbia City, will be working on the flooring on the two restrooms near the auditorium, as well as re-adhering some of it in the downstairs' women's restroom. We have reached out several times, unsuccessfully, to Ron's Carpet, who installed this flooring.
- All of our thermostats that are easily accessible by patrons now have locked covers on them. There have been occasions when people use a Meeting Room and adjust the thermostat to their liking.
- The light switch in the Genealogy Department was replaced by Mike Grant.
- Kreider Snow Removal and Lawn Care provided an estimate for this year's snow removal expenses.
- Havel sent technicians to SWCPL on September 28th to change filters. When I questioned them about this, since our semi-annual visit had just occurred in July, they explained that their manager told them to come. After some investigation, they agreed that a mistake had been made and that we would not be charged for this trip.
- We are hoping to have our new exterior benches installed before it becomes too cold to do so. The town of South Whitley has agreed to dig out the grass areas so that we can then anchor the units. The soil will then be covered with mulch to match the remainder of our landscaping.

Technology

- The new ViewScan 4 for the Genealogy Department was ordered and will be installed Friday, October 14.
- Samsung tablets have been purchased for the Children's Department to replace the aging iPads.
- AVC may have some options for adding the Obituary Database to our website, and Jack Flick of Gearhead Design is also available to offer suggestions in this regard.

Financial

- With the cost of postage set to rise again the bookkeeper and I began discussing ways to avoid spending so much money on stamps. That led to questions about the possibility of paying bills electronically, rather than by paper check. After perusing the State Board of Accounts website, as well as the Internal Controls Checklist, we still did not have useful information on whether or not this was allowed. I checked with a veteran LSC director who was also interested in the answer to the same questions, but had no answer. I contacted the new SBOA contact for libraries, Mike Crowley. This option is actually referenced in their Library Manual's section on Financial Record Keeping Procedures. If we want to begin using electronic transfers to pay claims, a board resolution to do so will be required. The bookkeeper and I will have more information about this option at the next board meeting.
- I spoke with a library director in the area whose library experienced a ransomware attack last week. Even though their data was backed up onsite and in the cloud, their information was corrupted. They ended up paying the hackers to regain access to their own network and were down for several days. I am hopeful that the extra backups

that AVC does and that our IT Coordinator Larry Michael does via an external hard drive would help us avoid a similar situation. This director's advice was to make sure that we backed up to an external hard drive at least once per week, which is what we are doing.

Board Development

- Kris Shoemaker's annual Uniform Conflict of Interest Disclosure Statement was signed by the Whitko Community Board of School Trustees at their September meeting.
- The Whitley County Council approved Dave Warner's reappointment to the South Whitley Community Public Library's Board of Trustees at their October meeting. This will be Warner's third term on the Board.

Old Business

President, David Warner

Board agreed to hear from the sign company, who will bring a sample of possible outdoor signage with them to the Nov. 10 meeting.

New Business

President, David Warner

Discussed the possibility of a one-time alcohol permit to conduct an adult Lego program in conjunction with E Brewing Co. The proposal failed for lack of a motion.

Miscellaneous & Public Comment

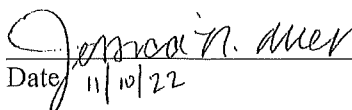
President, David Warner

Vicki Bulita submitted a letter to the board stating her intention to retire as Director in October, 2023.

Adjournment

- Meeting was adjourned at 6:43 p.m.

ATTEST:

 , Secretary
Date 11/10/22

South Whitley Community Public Library

Board Meeting Minutes

11/10/2022

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 Ruth Stanley. The meeting was called to order at 6:07 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, Alice Nicodemus, Kris Shoemaker, Jessica Auer, Betsy Bowers, Matt Long	Absent: Laura Hull
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Approval of Minutes	President David Warner
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The minutes of the October 2022 meeting were presented and approved.

Presentation	President David Warner
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Bill Pynchon of Graycraft Signs provided information on the design, cost and options for outdoor signage.

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

Approval of Claims	President, David Warner
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The Claims Register was approved and signed.

Director's Report**Director, Vicki Builta****Programs and Collections**

- The Amazon Explore program that offered live tours with guides around the world has been discontinued by the company. As mentioned previously, we will be looking to use Kanopy to offer travel or holiday viewings in December.
- We had a great turnout for our Fall Family Fun event.
- Dominoes with Dave launched last Thursday and euchre was played on Tuesday.
- Other offerings for this month, which is International Games Month, include Mahjong lessons on the 14th (provided by an employee of Syracuse Public Library), Adult Lego Night on the 15th and Game Night on the 17th. The children's department has a "Sweetland" game set up in their area for November.
- Our fall trivia in October went well. We will be offering another round of Kahoot! fun in December, themed to the holiday season.
- Our patrons' creative efforts are on view in our Tiny Art Show. After that exhibit is over, teaching artist Carl Mosher, who provides our Creative Canvas lessons, will have some of his work on display for us.
- The children's department is offering a Charlie Brown Thanksgiving meal, per the television show A Charlie Brown Thanksgiving.
- The Whitko choir students will be kicking off our Carols by the Fire series.
- We plan to offer a winter reading program for adults. Planning is just getting started on that.
- Jen and Andrea are already thinking about Summer Reading 2023. They are going to choose their own theme for the program, rather than electing to participate in those promoted by either the CSLP (Collaborative Summer Library Program) or the iRead group.
- Kayleen Reusser's program about her new book, Voices from Vietnam, was well attended. She sent a lovely note afterward, praising staff and the wonderful facility/space we offer.
- Patrons who attended Eric Migdal's Zoom program about finding records for genealogical research are interested in other presentations of his so we will try to schedule another one for 2023.
- We have the name of a lady who does an outstanding program about Gene Stratton Porter, recommended by the Butler Public Library, that we are hoping to schedule for a visit.
- Dave Taylor, of Blue Pearl Antiques in Pierceton, also mentioned to me that he'd be interested in doing a program here soon.

Staff and Library Development

- We have completed our second round of field trips to area libraries.
- Eight SWCPL employees attended the LSC (Libraries Serving Communities) staff development training. Topics covered included the recent Indiana open carry law and active shooter training, dealing with angry or unhappy patrons, and preparing for the possibility of a First Amendment audit.
- Our newest Ricoh copier/printer/scanner was delivered. There were a number of glitches getting it set up, but those were eventually figured out. The machine it replaced is now the public printer and the former public printer is now serving the Genealogy Department.
- We agreed on possible changes to our hours of operation at the October staff meeting. Their decision: Monday – Thursday 9 a.m. – 7 p.m., Friday 11 a.m. – 4 p.m., Saturday 9 a.m. – 2 p.m.
- I attended the Indiana State Library's Annual Report and Bookkeeping workshop. The afternoon session included updates and recommendations from the State Board of Accounts.
- All SWCPL board minutes that we have from 1913 – 2021 have been sent to the IARA (Indiana Archives and Records Administration) for microfilming. After extensive searching the minutes from 1989-1994 were never located and are presumed lost.
- The Public Library Association is conducting an extensive 2022 Public Library Services for Strong Communities Survey in order to determine trends in libraries across the nation. I completed and submitted this earlier this week and found it interesting the variety of questions that were given. Their plan is to do a follow-up survey in 2025, asking the same questions and seeing how things have evolved around the United States.
- Evergreen will have a system upgrade from November 18 through 20th. In the past these endeavors have not always ended as soon as planned or gone as well as hoped. We have received a number of cautionary messages about the use of Overdrive and hoopla over this time period, as well as suggestions to export templates that might be needed before things get back to normal.

Outreach and Community Involvement

- Leadership Whitley County met in our auditorium. I provided a short library overview PowerPoint presentation, followed by a building tour.
- Fox Products is using our auditorium for a recital, provided by some of their woodwind musicians, on Saturday, November 19th.
- We will be participating in Home for the Holidays again this year. Jen Engle will decorate a tree for the walk on December 1st and 2nd. We will give away books for both adult and child attendees.
- Rex Eiler, of the Larwill Lions Club, was notified that our collection box of eyeglasses was pretty full. He will collect the 31 pairs of glasses soon.

Building and Maintenance

- The exterior auditorium lobby door lock has been a problem since the expansion. I contacted a different locksmith in late October and it seems to finally be fixed.
- The town of South Whitley used their equipment to dig out the grass in the area where we would like to install our new benches. We then purchased patio blocks to attach the benches to, which will then be bolted into the ground. We are hoping to purchase more mulch yet this season.
- We have received the estimate from White's Flooring to repair the vinyl in 3 of our restrooms. I also reached out to Aumsbaugh Flooring and they took a look; they are busy right now and asked me to reach back out to them when we know more about the possibility of having the original company fix these problems.
- Mike Balser switched out a ceiling tile in the Children's Department for us again last week. The roof in that area continues to leak and he has some ideas about dealing with that issue. I gave him copies of some drone photos that show the area that is a problem so he has a better idea of the exact location of the need.
- Kone Elevator was here today for a routine maintenance check on ours.

Technology

- The new View-Scan has been installed in the Genealogy Department.
- Samsung tablets are now available in the children's department for visitors who would like to play games on them.
- We have discovered that our various technology inventories do not all match. Later this year we will be starting anew in an effort to have a better grasp of our assets.
- Larry Michael is putting the finishing touches on the Obituary database that he has been working on for quite some time. Now we need to determine how best to integrate this with our website for people to access easily.
- Ryan Gable of 9 GB Tech has put together a tutorial for us on installing the Libby app on an Android device. We are now considering whether trainings he develops should be on our Niche Academy offerings or on our YouTube channel, or both.

Board Development

- I received an email from a local resident who has interest in serving on the SWCPL Board of Trustees should there be any vacancies. I sent him information about board service and details about the duties and requirements for appointment.

Financial

- All 2023 budget forms in Gateway were submitted on Friday, October 15th.

Old Business**President, David Warner**

Board members discussed the sign presentation, including potential locations, possible funding and design.

New Business**President, David Warner**

In light of the rising costs of stamps, the board discussed the possibility of utilizing online bill pay options, and asked Jennifer to research the feasibility of paying bills through the bank.

Voted to approve new library operating hours beginning in January, 2023.

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

The board was notified that the Personnel Committee will meet in January to begin the search for a new director. The board also received information from a former director offering advice and information for the director search.

Adjournment

- Meeting was adjourned at 7:31 p.m.

ATTEST:

Jennifer H. Allen, Secretary
Date 12/10/22

<p style="text-align: center;">South Whitley Community Public Library Board Meeting Minutes 12/8/2022 6:00 p.m.</p>

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 Ruth Stanley. 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, Alice Nicodemus, Kris Shoemaker, Laura Hull, Jessica Auer, Matt Long	Absent: Betsy Bowers

Approval of Minutes	President David Warner
The minutes of the November meeting were presented and approved.	

Treasurer's report	Treasurer, Kris Shoemaker
The treasurer's report was presented and approved. Approved operating fund transfer via resolution.	

Approval of Claims	President, David Warner
The Claims Register was approved and signed.	

Director's Report**Director, Vicki Builta****Programs and Collections**

- Our adult winter reading program will be called Read, Relax, Unwind. It will run from January 16th through February 24th.
- We had a good turnout for the Schultz Gem Collection program in mid-November.
- We plan to continue the Card Sharks and Dominoes with Dave programs monthly.
- Also in January, we are hoping to schedule a day when patrons can come in and meet privately with Ryan Gable for 15-minute appointments to have their technology questions answered and problems solved.
- In February we will host another Adult Lego Night and another Trivia Night. We hope to also offer a program about maple syrup in late February or early March.
- SWCPL has registered for a new program called TALK: Text and Learn for Kindergarten, currently free through MCLS (Midwest Collaborative for Library Services) funding received from the Institute of Museum and Library Services. Parents or caregivers who register with TALK will receive two text messages per week with activity suggestions based on their child's birth date. In addition, the library can send two messages per month to promote our services and programs. Funding for this will end mid-2023, but other funding is being sought and it appears that the cost after that time will be very affordable, and based on our service area size.
- The Program Committee met briefly. A couple of things that we need to consider as far as our new hours are concerned will be offering more programs on Mondays (we will be open later) and how to handle the scheduling of evening programs that will need to end prior to 7:00.
- Other ideas we are pursuing include a program on spring planting provided by Pam and Dick Koch, a presentation about Gene Stratton Porter by Barb Morrow and programs on financial literacy, wills, mushroom hunting and genealogy.
- Taking advantage of our various movie licensing options, we plan to show a film in January about a warm, sunny travel destination, a romance from the '80s in February, and two short historical programs about Ireland in March.

Staff and Library Development

- This must be the season for surveys. *Library Journal* sent one about budgets. The bookkeeper completed a survey regarding retirement plan providers. The U.S. Department of Commerce asked for detailed information in their Census of Governments, Survey of Local Government Finances. We had previously submitted the same group's Survey of Public Employment and Payroll.
- There was an arrest in the library. No one was in any danger that we know of; a town council member was in the library at the time and recognized that one of our visitors had an outstanding arrest warrant and notified the authorities.
- Things have been unsettled for the last few weeks as two of our staff members have been unable to work.
- Rose Lawson accepted our offer to become a full-time employee beginning in 2023.
- SWCPL will celebrate its 110th anniversary in 2023. We are considering a small event to commemorate this milestone, as well as the development of a small SWCPL history pamphlet.
- Indiana State Library notified us that the current contract for internet for our consortium expires in June of 2023, so bids will be reviewed early next year. The courier service for Info Express will also be re-bid soon.
- The PLAC (Public Library Access Fee) cost is expected to remain \$65 for 2023.
- Staff who were able to attend enjoyed our Christmas outing to the Barns at Nappanee for a

buffet lunch and production of *White Christmas*.

- Our new hours go into effect in January. We have signage out to reflect this change, the vinyl signs at both doors will be updated by Hinen Printing between Christmas and New Year's and we have purchased bookmarks for patrons with the most current information.
- Due to our new hours, our staff meetings will be changed from the 4th Wednesdays at 8:30 a.m. to the 3rd Fridays at 9:30 a.m.
- We continue to receive questions about our "next" book sale, so this is something being considered for spring – but not during the town-wide garage sale.
- State Senator Sue Glick attended an LSC meeting last week to answer questions and share insights about the upcoming legislative session. She offered positive thoughts regarding a bill that was introduced in the 2022 session – SB 17. Although she has learned that the senator who introduced the bill earlier this year will do so again in 2023, she does not think it will have the traction that it received before. This is the bill that was called Material Harmful to Minors; it specifically named schools and public libraries as entities that could be eligible for criminal prosecution if found in violation of it.

Outreach and Community Involvement

- Shannon Fortman called to compliment Jen Engle and the library. Shannon's son Andrew was in for a visit with his counselor and was made to feel very comfortable and welcome by Jen. Shannon was also glad to hear that we are changing our hours to open earlier, too, because that could mean that Andrew and the counselor can visit more.
- A new direct mailer will be going out to all residents in our service area. The primary things we wanted to make people aware of are our new hours and the variety of digital resources that we offer.
- Jen Engle represented the library at South Whitley's Home for the Holidays. She decorated a tree with a Pete the Cat theme and also gave away free books to visitors on Friday evening. 113 books were distributed that day, thanks to SWCPL!
- Our drives for the Food Pantry and Toys for Tots have been successful. Area residents are quite generous whenever we sponsor collections for local groups.
- The Genealogy Department has received a number of compliments on our weekly "A Moment in Time" feature on Facebook.
- I requested that staff watch a short YouTube video made by Angela Hursh, a library marketing consultant. In the presentation, Hursh suggests asking visitors where they heard about the library. Even though we realize that most of our visitors are regulars, I'm hoping that conversation is generated and memories shared. From Hursh's perspective doing this offers insight into the most successful marketing outlets to use. I agree with that and also think it can offer assistance with long-range planning.

Building and Maintenance

- Early November brought the time to turn on our boiler. However, it was not working. Mike Balser checked it for us and, along with Bolinger Tin shop, diagnosed the problem. A part to correct the problem was ordered and a new boiler gas valve was installed.
- The roof in the children's room continues to leak, but until things are warm enough to apply the remedy that Mike Balser has, we will just play wait and see.
- Cottage Watchman did a security camera software upgrade. There was no charge for this.
- Two grants were submitted recently that could help with the cost of replacing our fluorescent lights.
- Havel did their semi-annual check of our HVAC units.
- We are going to replace some of the light switches in the older part of the building next week. Two of them have sparked when staff used them; the cleaning crew has noticed that others

smell as if they are getting hot.

- The task chairs that are in the Fox and conference rooms are definitely not holding up. We have replaced three so far and now three others also have tears in the vinyl. I reached out to One Eleven Design, the company that we purchased these from in 2020 earlier today and hope to have replacement information soon.

Technology

- We have started the process of updating our asset inventories. All staff have been working with a partner on an assigned area of the building, making sure that we have all pertinent information about regular and capital assets. When this process is completed, items that were not tagged but need to be can be added to the lists. We also need to remove items from the current inventory that have been discarded or recycled.

Financial

- We received our 1782 Notice from the Department of Local Government Finance. These notices include the final budget recommendations from the DLGF. The amounts we submitted for both the Rainy Day and General funds were approved. The only difference between the information on the Form 4 signed by the board at the November meeting and this final notice is the tax rate, which was lowered from 0.2634 to 0.1855 due to an increase in assessed valuation.
- As of the first of 2023, we will have to use a new state form for tax-exempt purchases, per the Indiana Department of Revenue. Each not-for-profit will be issued a specific exemption certificate, Form NP-1, through the INTIME portal.

Old Business	President, David Warner
The board received more information regarding electronic bill pay and approved the use of electronic bill pay for the library.	
Reviewed materials and a quote from Indiana Signworks for an outdoor electronic sign.	

New Business	President, David Warner
Verified that all board members and staff members have received Internal Controls Policy training.	
Discussed upcoming search for a new director, including plans for the personnel committee to meet prior to Jan. 1 and adding Laura Hull to the personnel committee.	

Miscellaneous & Public Comment	President, David Warner

Adjournment
Meeting was adjourned at 7:05 p.m.

ATTEST:

Jessica M. Merri, KVP, Secretary
Date 1/12/23