

## South Whitley Community Public Library Board Meeting Minutes

1/12/2023  
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 6:05 p.m. by President David Warner.

Thereafter, with President Warner presiding, and with these minutes being transcribed by or under the direction of Board Secretary 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, Laura Hull, Jessica Auer, Betsy Bowers	Absent: Alice Nicodemus, Matt Long
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<b>Finance Committee Meeting</b>	<b>President David Warner</b>
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Treasurer Kris Shoemaker presented an overview of the financial health of the library, stating it was good.

Media outlets *South Whitley Tribune*, *Warsaw Times-Union* and *Columbia City Post & Mail* will be notified for meetings.

<b>Election of Officers</b>	<b>President David Warner</b>
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An election of officers for 2023 was conducted with the same officeholders retaining their positions.

<b>Approval of Minutes</b>	<b>President David Warner</b>
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The minutes of the December 2022 meeting were presented and approved.

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
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Approved a transfer resolution from Operating Funds to Rainy Day.

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****Programs and Collections**

- Our winter reading program for adults -Read, Relax, Unwind - is designed to be easy for everyone to participate in. Those who register will receive a sheet where they will simply add stickers each day that they read for 30 minutes or more. The program lasts for 40 days.
- Eric Migdal will be offering another Zoom genealogy program on February 16<sup>th</sup>. The topic will be Building and Understanding Family Trees.
- February's Family History Lab will have new hours. On Friday, Feb. 3<sup>rd</sup>, it will be from noon to 4 and on Saturday, Feb. 4<sup>th</sup>, it will be from 9 a.m. to 1 p.m.
- February's trivia night will have a Valentine's Day theme.
- Brittney Schori, from Purdue Extension Whitley County, will offer a financial literacy class.
- AARP Income Tax Assistance will once again be offered at SWCPL. Three preparers will offer 45-minute appointments.
- A Celtic music concert will be presented by duo Emily and Ken Thompson.
- Our Art Gallery will feature a new artist beginning next week. Theodosia Goings will be sharing her paintings with us.
- Anna Richey, who has been teaching our yoga classes, will no longer be able to conduct these trainings after the end of this month. We are hoping to find a new yoga or fitness instructor so we can continue to offer this type program.
- *When Harry Met Sally* will be shown on Valentine's Day.
- Our adult Legos program will return on February 21<sup>st</sup> and April 11<sup>th</sup>.
- We have scheduled our first and second summer concerts and hope to have the last one scheduled by the end of the month.
- We plan to have a book sale during the week of March 13<sup>th</sup>.
- A maple syrup program will be offered on March 1<sup>st</sup>.
- Ryan Gable's Tech Tuesday Help with a Pro went well. We plan to offer this program on a semi-regular basis, if he agrees.
- Other "days of note" that we plan to do passive programming for this month are, Library Shelfie Day on the 25<sup>th</sup>, National Lego Day on the 28<sup>th</sup>, and National Puzzle Day on the 29<sup>th</sup>.

**Staff and Library Development**

- Work on the Annual Report for the Indiana State Library has started. Based on some beginning entries on the report, we may have to revise our non-resident fee.
- Initial plans for an all-day staff training day in March have begun. Some suggested topics include cybersecurity, communication, inventory overview, work on the most recent version of Evergreen, and explanation of the duties of the various full-time staff members.
- In order to clarify the reason that library cards are required for checkout of materials a brief revision was made to our Circulation Policy.
- Information on how the library will react to a Public Records Request was merged with our existing Confidentiality Policy. Staff will receive an explanation of this change at the January staff meeting.

- We have received our microfilm of Board of Trustees meeting minutes from April 1913 to December of 2021 from the Indiana Archives and Records Administration. A second copy is also now housed at IARA.
- Staff and patrons are gradually getting used to our new hours.
- The children's department staff will be completing the weeding project that they began last fall so those items can be included in our March book sale. They are also planning some changes/shifting of their shelving areas as they work to make items more accessible for patrons. I have reached out to Rob Mishler about designing a display unit for the children's room that will be similar to those he built for the adult stacks area.
- Taira Simmons is working on a complete list of SWCPL employees from 1913 to the present. This is something that we are expected to have – per the document retention schedule from the Indiana Archives and Records Administration – but an exhaustive and complete list had not been developed until now.
- I have reached out to the Cleveland Township Fire Department to see if they can provide a short program at an upcoming staff meeting on fire safety and the implementation of our fire extinguishers.
- Technology Coordinator Larry Michael, who has been off since before Thanksgiving, stopped in to visit. He is recovering well from his heart surgery, and if all goes as planned, he should be free of restrictions as of March 6<sup>th</sup>. He is hoping to return to work after that time.
- In order to offer a unit that would better suit the work needs of one of our employees, we did some switching of devices. Now that we have a managed IT provider, this requires the submission of a help desk request so all staff are matched with the machine they regularly and currently use.

### Outreach and Community Involvement

- For SWCPL's 110<sup>th</sup> anniversary, we will be developing several displays that showcase the history of the library, as well as of South Whitley, from 1913 to 2023. These will be arranged throughout the library so that people can enjoy them at their leisure during April when National Library Week occurs.
- February is Library Lovers Month. This year we will be offering passive activities and candy treats for our patrons.

### Building and Maintenance

- We received a \$6,000 grant from the Community Foundation of Whitley County to use for replacement of our fluorescent lights. Duke Energy has a delamping program that could offer significant rebates for our bulbs.  
We also applied for a grant from South Whitley Community Facilities, but did not receive the funding. We were notified that their focus for this funding year was on programming needs for teens and youth.
- After our hours changed, we discovered that our telephones were not ringing through to us in the period between 9 and 10 a.m. That was rectified by SOS Communications, who also deleted an odd message about dialing extensions that they were not aware had been activated.
- Our 2023 annual operating permit for the elevator has been purchased.
- There was a leak noticed recently in the storeroom off Meeting Room A. There appears to be a small hole in the northwest corner of the room's (underground) foundation wall. Mike Balser took a look at this and believes that once we complete the installation of the exterior bench on that side of the building (by adding soil and mulch) the drainage should be better and eliminate some of the cause of this.
- White's Flooring in Columbia City will be working on repairing the flooring in the two restrooms near the auditorium, as well as the women's restroom downstairs.

- Artwork for several wall areas are being sought. I have been working on this since last summer.
- The Genealogy Department is running out of space for their records. At least two new filing cabinets – one large and one just for microfilm – will be purchased.
- There are some small leaks in the soffit/fascia areas on the newest part of the building. I also noticed that a number of the nails are popping out in various sections as well. When spring arrives, those will need to be taken care of.
- One Eleven Design has received the replacement parts for the task chairs that had tears in the vinyl, so those will be repaired soon.
- Our maintenance contract with Kone Elevators will increase by about 5 % starting next month.

#### Technology

- AVC installed the 2023 software for our accounting and payroll.
- Completed asset inventories from the staff are due by January 20<sup>th</sup>. At that point, everything will be double-checked and then data entered into spreadsheets to use for items moving forward.
- Ryan Gable, of 9 GB Tech, will be offering some programs for Teen Tech Week, the first full week of March.
- Our fax line did not work as of yesterday. After some on-site investigation of the problem, I was told that the ATA box had “died.” Clearly has ordered a new one.
- Two of our smaller printers (from the staff workroom and the bookkeeper’s office) are quite old; this means that the ink/toner for them is getting more and more expensive. I am getting quotes for replacement models.

#### Financial

- We received the 2023 Budget Order. Our budget and tax rate remain the same as provided on the 1782 Notice.
- The bookkeeper has already started implementing electronic bill pay. She has set up payments for ENA (Educational Networks of America) and Ricoh.
- Work on the Annual Financial Report (AFR) for the State Board of Accounts has begun. The 100 R (also for the SBOA) has been completed and just needs to be double-checked by the bookkeeper.

#### Old Business

#### President, David Warner

Discussed electronic sign purchase and agreed to quote from Indiana Sign Works with total cost not to exceed \$40,000.

#### New Business

#### President, David Warner

Reviewed job description for Director search. Motion made and passed to post job description once an email address for applications has been secured.

Approved change to circulation policy to match Evergreen policy.

Tabled revision to Public Comment and Confidentiality policy for review by attorney.

Approved to pay part-time staff for all 10 holidays offered.

#### Miscellaneous & Public

#### President, David Warner

<b>Comment</b>
Joe Fox, children's librarian at Peabody Public Library, introduced himself to the board and expressed interest in the director position.
<b>Adjournment</b>
Meeting was adjourned at 6:52 p.m.

ATTEST:

*Jessica N. Auer*, Secretary  
Date 2/9/23

## **South Whitley Community Public Library Board Meeting Minutes**

**2/9/2022  
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 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:

<b>Present:</b> David Warner, Kris Shoemaker, Laura Hull, Jessica Auer, Betsy Bowers, Matt Long	<b>Absent:</b> Alice Nicodemus
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<b>Approval of Minutes</b>	<b>President David Warner</b>
The minutes of the January meeting were presented and approved.	

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
The treasurer's report was presented and approved.	

<b>Approval of Claims</b>	<b>President, David Warner</b>
The Claims Register was approved and signed.	

## Director's Report

Director, Vicki Builta

### Programs and Collections

- Because *When Harry Met Sally* is rated R, we changed our Valentine's Day romance movie presentation to *Pillow Talk*.
- Anna Richey has offered to continue teaching yoga at SWCPL on the first and third Saturdays of each month. Staff member Katie Shelby expressed interest in acquiring certification so she can teach yoga on the Saturdays when Anna is not available. We purchased access to a certification course for Katie; when she has completed the 200-hour program, she will be ready to begin leading some of the classes.
- We had to reschedule our Egypt travel movie because we were closed on the day it was to be shown.
- Eric Horvath, from Humana, will be here to offer a program about Medicare.
- Take-home kit themes have been decided for the remainder of the year and most supplies have been ordered or purchased.
- Due to the scheduled town-wide power outage set for February 18<sup>th</sup>, the AARP tax preparation assistance set for that date has been moved to February 25<sup>th</sup>. We are not yet sure if the next scheduled outage, set for March, will have an impact on the second tax assistance date, which is scheduled for March 4<sup>th</sup>.
- Peace and Quiet silent book club is changing its meeting date and time, beginning in March. They will meet the second Wednesday of each month at 2:15 p.m., to coincide with the Spark Preschool Craft program: children will work with members of the Children's Department in one area, while parents can enjoy some quiet reading time in an adjacent area.
- We had a good turnout for our trivia program earlier this week. The next trivia contest will be held on April 4<sup>th</sup> at 5:30; the theme will be libraries, reading and books due to the fact that National Library Week is in April.
- Ryan Gable of 9 GB Tech, will be offering a program on Using your Interactive TV. Those who attend the program will be entered into a drawing to receive the television as a prize.
- We heard from Alan Fox, via his fiancée Linda, in late January. He is enjoying some DVDs he has checked out from us so much that he requested that we buy replacement copies for the library so that he could retain those that he has. We are currently waiting for those replacement copies to arrive.

### Staff and Library Development

- The nonfiction section of the children's department has been weeded and books shifted to make better use of available space. We repurposed an existing shelving unit rather than have Rob Mishler build a new one for us; his estimate was higher than expected. The junior fiction has also been weeded and those items removed from the collection will be included in next month's book sale.
- Performance reviews were completed. All went well.
- Plans are coming together for our all-day Staff Development Day in late March.
- Our book sale has been scheduled for March 15, 16 and 17<sup>th</sup>, with the final day being a "fill the bag" for one price event.
- In preparation for the book sale, we will be doing a light weed in the adult fiction, nonfiction and movie sections.
- The library was closed on Wednesday, January 25<sup>th</sup> due to inclement weather.
- The job posting for SWCPL Director was posted to the Indiana State Library's Job Placement site. The information was also sent to two ISL listservs that day, as well as to the LSC and

ARSL listservs. A new page on the library's website was created to serve as a central access point for all questions that might arise.

- Blue Sky Services requested a price increase in mid-January for their weekly cleaning, from \$325 to \$375. I talked this over with the bookkeeper and then worked with Blue Sky to delay this until April or so. By that time we will be working on the 2024 budget and can better factor this change into our expenses for this year and plans for next year.
- Some full-time staff job descriptions will need to be revised to reflect the change of a fifth staff member's position from part-time to full-time.
- Vickie Fleischauer and Taira Simmons renewed their certifications through the Indiana State Library.
- SWCPL's institutional membership to the Indiana Library Federation was renewed.
- Ruth Stanley, Vickie Fleischauer, Taira Simmons and I all renewed our personal memberships to ILF.
- Taira Simmons has developed an updated schedule for cleaning duties for staff. We have had a number of iterations of this over time as we pick up the tasks that Blue Sky Cleaning Services is not expected to do.
- Indiana Library Federation announced today that it is once again going to begin offering regional conferences. These were a very popular training option for staff and far less expensive for us to attend than their annual conference.
- Our non-resident fee for 2023 will need to be increased. Our total operating expenditures for 2022, divided by our population (which dropped by 46 with the 2020 census figures) equals \$127.58. Our current fee is \$125. To remain in compliance with standards, our rate should be raised to \$130.

### Outreach and Community Involvement

- We are making plans to work with both South Whitley and Pierceton elementary schools to ensure that all students have access to Sora. Our hope is that we can work with the school library and technology staff for both buildings, as well as the classroom teachers, so that all devices have the app readily available. Students and staff have had access to this for over a year but we are still not seeing monthly circulation numbers that are higher than 25 for the entire school corporation.
- Aaron Yang, a California resident who has previously participated in our reading programs, reached out recently about our 2023 winter reading event. He also inquired about any weeded audiobooks that we might have available, because he is considering a career in audiobook narration. We shipped him some of these items.
- Late last year we donated some items that no longer worked to Todd Geiger from Whitley County 4-H. The iPads and television set will be used for STEM programming.

### Building and Maintenance

- We received the replacement seats for three of our conference room chairs.
- Taira Simmons and I met with a representative from ABM about file and microfilm cabinets for the Genealogy Department. We will be purchasing 5 identical units to replace the 4 that currently house our vertical files; the older units will be repurposed for historic files that are housed in a storage closet.
- Mike Balser has been working on the oldest restrooms in the building. We will be getting new fans, light fixtures and a divider for the men's room.
- The town of South Whitley will be updating its electrical service on Saturday, February 18<sup>th</sup>. At this point, we're not sure how this will impact our open hours for that day.



- P. C. Lock and Key came yesterday to fix the auditorium's east door locking mechanism.

## Technology

- I have ordered a new printer for the bookkeeper's office. It is still on backorder. We are still looking for a new unit for the staff workroom.
- Our Technology Coordinator, Larry Michael, will be returning to work next week. He has started his rehabilitation but is ready to head back to SWCPL.
- The problem with our fax that I mentioned in last month's report took over a week to fix. This disruption served to remind us how many people use the library to send faxes.
- ENA (Educational Networks of America) will once again be handling our broadband services. They were recently awarded the Indiana State Library contract; I will be meeting with our Account Services Manager soon to go over any possible changes to our service.

## Financial

- The bookkeeper continues to add vendors to those we are now paying electronically. Most recently she has added NEC (telephone) and Clearfly (fax line).
- We are running quite a bit behind on the required annual financial reports. I was able to submit our Debt Affirmation today, which has a due date of February 28<sup>th</sup>, as do the other forms.

## Legislative

- The Indiana Library Federation and Taft Public Affairs Strategies Group have been monitoring several bills currently under consideration in the Indiana General Assembly. Both Senate Bill 12 and House Bill 1130 are very similar to last year's bills regarding "materials harmful to minors" - *Removes schools and certain public libraries from the list of entities eligible for a specified defense to criminal prosecutions alleging: (1) the dissemination of material harmful to minors; or (2) a performance harmful to minors. Adds colleges and universities to the list of entities eligible for a specified defense to criminal prosecutions alleging: (1) the dissemination of material harmful to minors; or (2) a performance harmful to minors.* House Bill 1522 goes a step farther by adding museums to the list: *Removes the defense to prosecution for dissemination of matter or conducting a performance harmful to minors that the matter was disseminated or displayed to or that the performance was performed before the recipient by a bona fide school, museum, or public library that qualifies for certain property tax exemptions, or by an employee of such a school, museum, or public library acting within the scope of the employee's employment.*
- At last week's advocacy Zoom meeting attendees we were told that it was unlikely that these bills would be heard in committee. However at last night's meeting the message was quite different. Next Tuesday's session should offer some clarification on these.
- Good news from the legislature includes SB340: *Establishes the Indiana imagination library. Provides that the state library shall administer the Indiana imagination library. Provides that the state library, in consultation with the department of education and the family and social services administration, shall either establish a statewide nonprofit organization or enter into an agreement with a statewide nonprofit organization to carry out the responsibilities related to statewide partnerships and programs.*  
Dolly Parton's Imagination Library is a book-gifting program that mails free, high-quality books to children from birth to age five, regardless of their family's financial situation. The program began in 1995 and went state-wide in Tennessee in 2004. It has been growing in the United States and around the world since that time.

Board members asked for information on the term "harmful to minors" in relation to Senate Bill 12 and the motivation behind the bill, then were briefed on the library's reconsideration policy and the Freedom to Read policy.

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

Reviewed and passed an updated Confidentiality and Public Access policy.

Heard that Indiana Sign Company was going out of business and Graycraft Sign will be honoring the quote for the electronic sign. Agreed to the change and will seek a variance from the Plan Commission.

Discussed the lighting project and asked for at least three quotes for the work.

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

The Personnel and Policy committee reported that 2 applications had been received for the director position. The Committee will meet to make a decision on the timeframe and next steps.

Agreed to increase the non-resident fee to \$130.

Reviewed and passed language to the personnel manual that allows for scheduled staff to be paid for their hours in the event of a closure due to weather or other factors.

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

Meeting was adjourned at 6:56 p.m.

ATTEST:

*Gerran M. Allen RNT*, Secretary  
Date 3/9/23

**South Whitley Community Public Library**  
**Board Meeting Minutes**

3/9/2023  
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 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:

<b>Present:</b> David Warner, Kris Shoemaker, Laura Hull, Jessica Auer, Betsy Bowers	<b>Absent:</b> Matt Long, Alice Nicodemus
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<b>Approval of Minutes</b>	<b>President David Warner</b>
The minutes of the February 2023 meeting were presented and approved.	

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
The treasurer's report was presented and approved.	

<b>Approval of Claims</b>	<b>President, David Warner</b>
The Claims Register was approved and signed.	

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

- Our third summer concert has been scheduled and features Mason-Dixon Line.
- We had to cancel the financial literacy program that Brittney Schori of the Purdue Extension office planned to offer here because we had no registrants.
- We received 54 entries for our winter reading program. Prizes – gift certificates to local businesses – were awarded to 6 winners.
- David Taylor of Blue Pearl Antiques will be here to do his special Hoosier Antiques Roadshow presentation.
- We are planning to show two fairly new movies soon, one in April and one in May. We have shown several new children's movies here over the last few years and several older adult movies, but we haven't really tried new, adult options to see if this is something our patrons would enjoy.
- Some additional passive programming will be starting soon.

**Staff and Library Development**

- Due to the changes made by Duke Energy to the scheduled power outage dates, the AARP Tax Assistance appointments were a challenge, but great flexibility by the volunteers made them a reality.
- The library is closing on both of the scheduled town power outage dates – Feb. 25th and March 25th. The uncertainty of timing and the difficulty of getting computer systems re-booted correctly and in a timely fashion made this inevitable.
- The Indiana State Library's Annual Report was submitted, along with the accompanying signature page.
- Our spring weeding project was completed. We removed 1,566 books from the adult fiction and nonfiction sections, 178 DVDs, 208 audiobooks and 24 Playaways. Earlier this year and late last year, the Children's Department did a comprehensive weeding of their department, too.
- The new filing cabinets for the Genealogy Department were delivered. The units they replaced are now in use in the storage closet where our historical financial and circulation records are housed. We will be ordering a cabinet to house our microfilm from ABM soon.
- The Indiana Library Federation is once again offering regional conferences. The closest one to South Whitley will be at St. Joseph County Public Library. Staff have been advised that if they would like to go that will be accommodated as long as adequate staff will still be available to keep the library open.
- The new director at Peabody Public Library, Michael Ashby, has reached out about the possibility of having a joint staff training day with all three Whitley County libraries. This option has not been offered to us for a while, so I let him know that SWCPL is definitely interested.
- The main topics that will be covered at the Staff Development Day have been determined. These include budgeting, what duties each full-time staff member is charged with doing, Evergreen updates, tips on using the auditorium equipment, a Keep/Start/Stop activity for long-range planning, internal communication, and the TALK (Talk and Learn for Kindergarten) program. We will also include some chances for staff to do some group problem solving.

**Outreach and Community Involvement**

- Lisa Gawthrop helped us make the contacts we needed to finally set dates for working with

both South Whitley Elementary School and Pierceton Elementary School for their students to have access to Sora. There is interest in pursuing this with Whitko Junior-Senior High School, too. Since our visit to SWE, we have had 63 Whitko users check out 142 items.

- We looked into options for our e-newsletter distribution. We have been using MailChimp for our 1,300+ recipients of this newsletter, and this had been free to us. However, MailChimp has now instituted a pay schedule. After looking at Get Response, Aweber, Constant Contact, and Smores, we think that we will continue with MailChimp, at a cost of \$22.37/month.
- Jen Engle will represent SWPCL on the 4H Growing Youth committee, an advisory committee for Todd Geiger in his role as 4-H Youth Development Educator in Whitley County.

#### Building and Maintenance

- I contacted all four electrical companies suggested by the Board regarding itemized quotes for our project to replace fluorescent lighting with LED lighting. Because Mike Grant and Mike Balser are already familiar with the building, they agreed to work on getting this updated and to me. I then met with Cory Schipper for a walk-through and explanation and then with Chuck from M and D Electric.
- Mike Balser was able to work on the roof area above the Children's Department where we seem to have ongoing leakage issues. He used a silicon product to recover all seams that appeared they might be part of the problem. After the rain in late February, another small leak area developed and then the larger section once again showed water damage. It's time to consider having some major work done on that section of the roof before further damage is done.
- I spoke to Jeff Kumfer (SRKM Architecture) and a town employee about the library's north parking lot. No one is happy with the current configuration, due to the inability to access the dropbox easily if following the traffic flow arrow as well as the distance of the designated handicapped parking place from the library door. Both offered their thoughts on the issue, which offered little new information. Because we need to sealcoat and re-stripe the lot this spring, I also reached out to Vanam Seal and Stripe; their quote for this is almost \$4000, which includes moving the handicapped space where it needs to be. We are still looking at options for moving the dropbox; Rose Lawson, who has some drafting experience, is working on a sketch for the Whitley County Plan Commission so we can verify code compliance before changes are made.
- Auburn Door inspected our fire door. It passed.
- Our elevator passed its annual inspection; there is a part that will soon be due for replacement. We have tentatively scheduled that for August.
- A representative from Shambaugh inspected all of our fire extinguishers, as well as the exit and emergency lighting.

#### Technology

- The printer that I ordered for the bookkeeper was on backorder through Staples longer than expected. I was able to cancel that order and order a similar item from CDW.
- Larry Michael ordered and installed a new printer in the staff workroom.
- Larry and I met with our ENA Account Representative, Broc Hennessy, via Zoom. We were delighted to learn that we can receive 1G service, rather than the 100 Mbps we had previously, and at a lower cost. We had been billed \$1,970 (pre federal discount) monthly and now will be billed \$1,880 (pre federal discount) monthly.
- Larry and I also met with ENA representatives about the poor wifi coverage we have on the lower level. Service in the Genealogy Department is not very good for Family History Lab attendees, and with meetings and programs scheduled in both Room A and Room B, people need better signals on their devices. As a follow-up to that meeting, Leandro Diaz, who handles heatmapping for ENA, was able to check some things. For now, he has increased the data rate

between the access point and the server to see if that offers improvement. Should we need to add additional access points, we would need to seek additional funding.

- Larry Michael and I have a meeting scheduled with Brian Johnson of AVC later this month to go over their work for us over the last year and to discuss any needed changes.
- A few staff members will be attending a meeting with Jack Flick of Gearhead Design next week as we work on some changes to the library's website. At that time we hope to learn more about how best to make the obituary database accessible from the site.

#### Financial

- The State Board of Accounts AFR (Annual Financial Report) was submitted.
- The Cash Fund Statements reported in the AFR must also be published in local newspapers. Those items were sent to The Post and Mail, Tribune News, and Times-Union.

#### Legislative

- This has been a very busy legislative session with almost 1200 bills filed. 73% of the bills initiated in the House have died; 66% of those filed in the Senate also died.
- SB 12 Material Harmful to Minors was heard in the Senate Judiciary committee. Testimony from both those for and those against the bill went on for hours. A number of amendments and changes were offered which substantially changed the focus of the bill as far as public libraries are concerned. After the changes there was a lot of confusion about the specifics of the bill, but it did successfully pass from the Senate to the House and was assigned to the House Education Committee. The Education Committee meets on Wednesdays, so more details on the future of the bill may be available next week.

#### Board Development

- Alice Nicodemus's appointment to a third term has been sent to the Whitley County Council for action at their April meeting.
- Matt Long's current term ends in June. He has agreed to serve another term. His re-appointment paperwork will be sent to the Whitko Community Board of School Trustees in May.

#### Old Business

#### President, David Warner

Electronic Sign: County Plan Commission will have a public hearing on a variance; upon approval Graycraft will order the sign.

Interior Lighting Project: Four bids were received and taken under advisement.

Director Search: Application deadline of March 31 was approved; job posting will also be placed on AISLE website.

#### New Business

#### President, David Warner

Changes to the Internal Controls Policy were approved.

ISL Annual Report was reviewed.

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

ATTEST:

Jenison Allen, ROT, Secretary  
Date 4/13/23

**South Whitley Community Public Library**

**Board Meeting Minutes**

**4/13/2023**

**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, Kris Shoemaker,  
Laura Hull, Jessica Auer, Matt Long

**Absent:**

Betsy Bowers

**Approval of Minutes**

**President David Warner**

The minutes of the March 2023 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

### Programs and Collections

- We are celebrating SWCPL's 110<sup>th</sup> anniversary throughout the month of April, with special events occurring on Saturday, April 22<sup>nd</sup>. A movie will be shown, refreshments will be available and attendees will receive a small gift. We also have displays created by the Genealogy Department set up around the building so visitors can see how the library has been an integral part of the community throughout its history.
- We had to reschedule Ryan Gable's Smart TV presentation; it will now take place on April 25<sup>th</sup> at 5:30 p.m.
- We will be hosting an American Red Cross blood drive on Wednesday, July 26<sup>th</sup> from 1 to 6 p.m.
- Some new programs have been scheduled for May: Marvelous Mothers - a pre-recorded program about mothers and daughters; a visit from northeast Indiana author Holly Ramer (*Her Story, My Voice*); movie showing of *A Man Called Otto* and a presentation on author James Herriot from Claire Evans on May 31<sup>st</sup>.
- Our summer reading program will be called Adventure Awaits. The kickoff will be Saturday, June 10<sup>th</sup>, with programming to begin on Tuesday, June 13<sup>th</sup>. The program will end July 27<sup>th</sup>, with a wrap-up week to follow so that participants can collect their prizes.
- Free Comic Book Day is Saturday, May 6<sup>th</sup>. We are once again partnering with B and E Comics from Columbia City on this.
- Taira Simmons is on the lookout for a speaker/presenter on family history research so that the Genealogy Department can host them.
- The endcap signage on adult fiction has been revised so that we now showcase current offerings in three different genres: romance, historical fiction and mystery/suspense.

### Staff and Library Development

- Our staff development day went pretty well. Staff received updated information on the recent Evergreen upgrade, reviewed training on the use of the auditorium equipment and telephones, and learned more about SWCPL's budget and the process for its development. We also went over the duties of the various full-time staff members, did some team-building exercises, and participated in a sample library program. The bulk of the time was spent looking forward to the end of this long range plan's term to see how we have met the goals that were established and to discuss what we would change.
- A new filing cabinet was purchased to house the microfilm in the Genealogy Department.
- Our Tech Coordinator, Larry Michael, is sharing his beautiful photography in our library Art Gallery exhibit. His work is outstanding.

### Outreach and Community Involvement

- We had to cancel our visit to Pierceton Elementary to help their students get Sora up and running on their school devices. Some staff were off due to illness and appointments so we're hoping that we can get something scheduled now that Spring Break is over.
- Our book/movie sale went very well. In just three days, we sold a total of 1,924 items. We gave away jigsaw puzzles and music CDs as well. Our biggest sellers were adult fiction (601 items), juvenile fiction and nonfiction (347) and picture books (346). The teen items did not sell well and these have been offered in two sales now, so those will be donated to another group. The large print items also did not sell well, so we are going to pass those along to the Senior Center in Columbia City and Peabody Retirement Community in North Manchester.
- Our next direct mailer will feature upcoming summer events - children's summer reading program, concerts - as well as other useful information such as our new hours, services, collections.
- 85 area residents made a craft with Jen Engle at the Easter Egg Hunt Eggstravaganza last

Saturday.

- Jen Engle is doing story times and crafts with all five of the South Whitley Elementary School kindergarten and first grade classes.
- A Whitko student who is interested in studying library science in college is volunteering in the Children's Department two afternoons a week.

#### Building and Maintenance

- Repair work on the flooring in both of the restrooms adjacent to the auditorium as well as in the women's restroom in the basement was done. Things look so much better; there was quite a bit of work that had to be done to correct the mistakes made by the original flooring company.
- Our electronic sign was approved by the Whitley County Plan Commission. The Building and Grounds committee then met to go over the various proposals to make sure that we completely understood what we are receiving for this price. After a discussion with Scott Gray, of Graycraft Signs, it was determined the invoice included the cost of the sign as well as the excavation and concrete work. The library will be responsible for funding the electrical and brickwork parts of the project. We have also received the building permit from the Whitley County Planning and Building Department.
- Cottage Watchman installed two new cameras – on the southwest corner of the building so we can see the new electronic sign and on the north side of the building, where we had no cameras at all.
- We are still considering our options for the north parking lot's location of a handicapped parking space.
- The exterior benches on the east side of the building need to be affixed to the ground in some way. We would like to be able to finish that project up soon and spread mulch underneath them.
- We have noticed a sharp increase in the amount of dog excrement on library property. This has also been brought to our attention by patrons who are not happy that they have to dodge it when visiting SWCPL. We do not have staff consensus on how best to tackle the problem, but I have reached out to other area directors for their ideas.
- I met with Tod Kreider earlier this week to discuss our exterior lawn maintenance needs. He is going to take over the spring and fall clean-up work for the library and the food pantry. This will be a huge help to us, because otherwise staff have to do these chores in addition to all of the other tasks they do.
- Our recycling service has been poor. We have far more recycling than trash so this is a problem. GFL has been contacted, but service has not improved. We will probably have to start putting our recycling on Front Street, because that street does not get missed, but Columbia seems to get overlooked. Unfortunately, it is easier for us to put the trash and recycling on Columbia Street.

#### Technology

- Larry Michael and I had a lengthy meeting with AVC Technology. Brian Johnson (owner of AVC) went through all aspects of our technology equipment, services and use. We learned that things are in pretty good shape; we do need to replace our older server (purchased in 2016) soon, so they will be sending us some suggestions on that. We also have four public computers that are close to aging out, so we will look into our options for those as well. AVC is changing our security software from Threat Locker to Bit Defender soon; they have discovered that it does a better job balancing security with usability. A license renewal for our firewall will be due later this year.
- In the meeting with AVC, we agreed that they would serve as the primary login to our website, rather than having Larry Michael do that. In addition, they will now be backing up all of the

staff's Google-related documents, which they had not been doing previously.

- A few staff met with our website designer Jack Flick recently. He clarified some issues we were having with the site's calendar and will make some adjustments to it as well. Flick was very impressed with the obituary database that Larry Michael created and has been working on integrating it with our website. We were hopeful that we would be able to launch this part of our site during April, as part of our 110<sup>th</sup> SWCPL anniversary celebration. However, I received a quote for this work of almost \$6,000 from Gearhead, which is far more than we expected, considering we had already created the database. I reached out to Gearhead to tell them we could not afford that price; they then lowered the price to \$3,000, which I gladly accepted.

#### Financial

- The library bookkeeper and I spoke this week about beginning work on the 2024 budget. Because of my scheduled time off in May, we plan to start looking at figures later this month, so that we can stay on schedule to get a tentative budget to the Finance Committee for the June Board meeting. The DLGF (Department of Local Government Finance) is not required to provide the maximum levy growth quotient until July 1<sup>st</sup>, so our initial work will be subject to change.

#### Legislative

- When SB12 moved from the Senate to the House in the Indiana General Assembly and was assigned to the Education Committee, the wording about Material Harmful to Minors became a part of SB 380 Education Matters. This bill now has an amendment (#21) which includes much of the previous language, as well as some notable changes. As of now, ILF (Indiana Library Federation) supports the language in the amendment that creates a process for reconsideration of materials. ILF does not support the language in the amendment that removes the education and scope-of-employment defense or the charging of librarians and teachers with felonies as an appropriate response to the issue of challenging books. Because the legislative session is winding now, the Advocacy Committee is carefully watching for any new amendments or language that could be added to other bills at the last minute. This could happen between now and next Monday.

#### Board Development

- Alice Nicodemus' board reappointment was approved by the Whitley County Council. Her appointment paperwork has been submitted to the Circuit Court Clerk.

#### Old Business

#### President, David Warner

President Warner reported that the permits were all approved for the electronic sign and payment was made. Installation should be completed in 5-8 weeks.

The board reviewed and discussed the scope and bids for the lighting project. They requested an updated bid from CS Electric.

President Warner reported that there are 3 candidates for the Director position. Staff member Taira Simmons was added to the search committee and a meeting was set to discuss the applications.

<b>New Business</b>	<b>President, David Warner</b>
<p>After discussion of the handicapped parking spaces, the board decided to not utilize the handicapped parking space in the north lot.</p> <p>Due to the vacation of Director Builta, the May board meeting was rescheduled for May 4.</p>	

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

ATTEST:

David Warner, RNT, Secretary  
Date 5/4/23

## South Whitley Community Public Library

### Executive Session Meeting Minutes

05/04/2023

5:45 P.M.

A called Executive Session 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. The meeting was called to order at 5:45 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.

Board Members Present: David Warner Kris Shoemaker Alice Nicodemus Laura Hull Jessica Auer Matt Long	Absent: Betsy Bowers
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#### Purpose / Discussion

The Executive Session meeting was called per IC 5-14-1.5-6.1(b)(2)(H)(5); To receive information about and interview prospective employees.

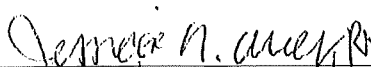
The discussion was specifically discussing the results of interviews with prospective Directors.

No subject matter was discussed other than that specified in the public notice.

#### Adjournment

The Executive Session meeting was adjourned at 6:00 p.m. by President David Warner.

ATTEST:

 Secretary

Date 6/8/23

# **South Whitley Community Public Library**

## **Board Meeting Minutes**

**5/4/2023**  
**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 6:08 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:

<b>Present:</b> David Warner, Alice Nicodemus, Kris Shoemaker, Laura Hull, Jessica Auer, Matt Long	<b>Absent:</b> Betsy Bowers
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<b>Approval of Minutes</b>	<b>President David Warner</b>
The minutes of the April 2023 meeting were presented and approved.	

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
The treasurer's report was presented and approved.	

<b>Approval of Claims</b>	<b>President, David Warner</b>
The Claims Register was approved and signed.	

## Director's Report

Director, Vicki Builta

### Programs and Collections

- Genealogy experts Caron Brennan and Sarah Kirby have been contacted to schedule programs for September, October and November.
- The children's department has been busy preparing for summer reading. Program supplies have been ordered, as have books for prizes. Jen Engle is now designing a graphic to have printed on T-shirts for staff.
- The Mystery Theme passive program has returned. We also have a new sticker puzzle out for patrons to work on, as well as our regular jigsaw puzzle.
- I am speaking with Erin Bean, Director of Community Engagement with the Fort Wayne Philharmonic. Hopefully we can settle on a good time for their Stories in Music program to visit SWCPL. One Community and Fox Products have also been contacted, so hopefully a partnership opportunity can be realized.
- Jack Lawson will be here to share his collections of handguns and swords on June 6th.
- We will be showing the movie *E.T.: The Extra Terrestrial* on June 7th in honor of the 41st anniversary of its release.
- Our print magazine collection continues to dwindle. I received the renewal paperwork for our account and learned that four magazines we currently receive have ceased print publication: *Country*, *Country Woman*, *Do It Yourself Magazine* and *Reminisce*. Many of our patrons enjoy print magazines, but the cost of printing and a dwindling subscription base has made many either discontinue publication or go to an all-digital format.

### Staff and Library Development

- To assist with better internal communication, we are using Slack. This app is available on all of the staff computers and can be accessed via login by those with a permanent work station; we are hoping to set up shared work computers so the app appears upon booting up. So far the use of this tool is working well. With the free account we are also able to create channels to direct messages to groups such as Children's Department, Genealogy, Programming, etc.
- We have plans to make the Genealogy Department a focus in an upcoming newsletter. Along with information on the two databases we offer for family history research (Ancestry and Fold 3), we will promote our Family History Lab and Family History Marathon, our local history resources, upcoming scheduled genealogy programming and the new searchable obituary database.

### Outreach and Community Involvement

- We had lots of visitors to the library on Garage Sale weekend, most of them to use our restrooms. To help with staff workload, the north end of the building was closed to non-employees and only the restrooms near the front door were used by these visitors. We did have a very small number of patrons who visited us on those days; other rummagers (who were not here to use the restrooms) primarily wanted to know if we were having a book sale. This might be a future option, as long as adequate staff and/or volunteers are available to work.
- The next direct mailer will be going out later this month. The focus will be summer reading and concerts. Additional information will include our new hours and a reminder that we are a fine-free library with automatic renewals.
- SWCPL will be part of South Whitley Elementary School's Kindergarten Walking Tour (which also includes the fire station, police station and post office). They will be here for about 30 to 40 minutes, during which they will take a look around and then visit the auditorium to do a quick craft project.
- SWCPL will be participating in the Kids Connect summer lunch program again this year. We will provide a weekly project/craft for the attendees.
- It looks like a visit to Pierceton Elementary School to acquaint students and staff with Sora will have to wait until next school year. Despite our best efforts, scheduling became an insurmountable problem.

### Building and Maintenance

- Blue Sky will continue to do our interior and exterior window cleaning twice a year. We have always had an arrangement with them to handle this, but since the expansion, we have not always had a complete cleaning in spring and fall. Our spring window cleaning for 2023 was done yesterday!
- Shambaugh's Fire Protection Division reached out with some "deficiencies" from their inspection visit. When I

contacted them for details on the problems and asked for a breakdown of the \$2,877 cost, I was assured they would get right back with me. That has not yet happened; I called and left another message.

- Most of the new plants we added to our landscaping are coming out nicely. Two of the older boxwoods (which were transplanted on a particularly hot day last summer) are not looking very good, so we may have to remove those. The Kochs, Master Gardeners who advised us on the project, told us to continue to be patient as some plants do not really get started in the spring until mid- to late-May.
- We are interested in installing a small plaque/marker near the two spruce trees that Ag Plus donated in memory of Tommy Shupe. Until today I hadn't had any luck finding a company that responds to my query about this. But I spoke with Johnson Engraving in North Manchester this afternoon and found out they have a company that they order these from, so I will be taking a look at our options for those soon.
- Graycraft ran into a problem when installing the electronic sign's foundation. Even though 811 had marked the area as "clear" to dig, they found a line (fiber optic, we think) about one foot below the surface. Therefore, the sign will now be located about a foot farther west than originally planned.

### Technology

- We reached out to AVC about a replacement for our older server. They have assured us that they will prioritize getting information to us about this.
- The obituary database work for our website was completed by Gearhead recently and the site is now accessible online. There are still some glitches to work out and some edits and additions to be made, but this will always be a work in progress. Taira Simmons wants to do some additional work on it before we launch any promotion of it.

### Financial

- The bookkeeper has put together a framework for the 2024 budget. At this point, that is all we have had time to do. I have seen speculation that the growth quotient may be close to what it was for this year, 5%.
- I received a message from our DLGF Field Representative today regarding the recently released Circuit Breaker Report. Upon checking that figure on the report, \$12,010.60, I looked at the property tax impact on our Form 1782 and found that we are in good shape. Our 2023 budget was figured with an estimated impact of \$16,080, higher than the actual \$12,010.
- On this same Circuit Breaker Report, it lists an estimated property tax revenue for 2023 of \$519,604. For comparison, our income from property taxes for 2022 was \$490,239.

### Legislative

- HEA 1447 passed the legislature; this is the bill that the "material harmful to minors" language was moved to in the last days of the session. The language does not include public libraries, only school libraries, who must publicly post lists of books in their collection and create a formal grievance process for parents and community members who live in the district and object to certain materials in circulation. As part of that process, school boards must review those challenges at their next public meeting. An appeals process must also be established if officials don't agree with the request. This bill also removes "educational purposes" as a reason that schools or district board members could claim legal protection for sharing "harmful material" with underage students. The charge is a felony. The bill only applies to public and charter schools, not private schools.
- Another bill of note became HEA 1167, and is about live streaming and archiving meetings of government oversight bodies, such as the library board. At this time, it looks like the effective date of this will be July 1, 2025. It will require live broadcast of board meetings as well as retention of archived copies for 90 days on a publically accessible platform. This may require that SWCPL invest in a different account level for Zoom as our current account allows for only 5G of cloud storage.

### Board Development

- Matt Long's reappointment paperwork has been submitted to the Whitko Community Board of School Trustees Members for action at their May 15th meeting.
- The LSC directors have reached out to the Indiana State Library about possible board trainings, either on the topics of "The PL Trustee and PL Director: Governance and Management" or "The PL Trustee and Policies". They are looking at a weekday afternoon this summer. It is not known yet whether this will be an in-person training or a Zoom presentation. I think this would be a valuable thing for interested board members to attend.



### Succession

- In preparation for my retirement I have been doing a lot of clean-up and preparation. A few weeks ago I went through the paper files in both my office and the bookkeeper's office and purged duplicates; after that I went through my electronic files and weeded as needed. The next step is working out a plan for saving necessary emails. After having contacted the Northeast Coordinator for the Indiana State Library and the Indiana Archives and Records Administration, I now have guidelines for the retention of emails but it is going to be a long process to get through all of those. We plan to set up a separate general inbox for my saved emails to be forwarded to the new director.
- I am also slowly but surely changing email contact information from my personal email to one of our generic mailboxes so that communication from partners and vendors will not be impacted in the transition.
- I have more than 25 how-to documents prepared, with detailed instructions on how to do things such as prepare book orders for our jobber, maintain paperwork for board appointments and initiate work on a new long-range plan.

### Old Business

President, David Warner

Reviewed revised quotes from CS Electric for lighting project. After discussion, the board voted on Option 4 in the quote and to move forward with the project.

### New Business

President, David Warner

Reviewed and approved revised job descriptions for full-time staff members.

### Miscellaneous & Public Comment

President, David Warner

### Adjournment

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

ATTEST:

James M. Duckert, Secretary  
Date 6/8/23

**South Whitley Community Public Library**  
**Board Meeting Minutes**

6/8/2023  
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 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:

<b>Present:</b> David Warner, Alice Nicodemus, Kris Shoemaker, Laura Hull, Jessica Auer, Betsy Bowers	<b>Absent:</b> Matt Long
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<b>Approval of Minutes</b>	<b>President David Warner</b>
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The minutes of the May meeting were presented and approved.

<b>Treasurer's report</b>	<b>Treasurer, Kris Shoemaker</b>
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The treasurer's report was presented and approved.

<b>Approval of Claims</b>	<b>President, David Warner</b>
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The Claims Register was approved and signed.

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

- The binding review process and what triggers the process was discussed.

**Programs and Collections**

- Our summer reading kick-off will be this Saturday, with programs to begin June 13<sup>th</sup>. With the theme Adventure Awaits, participants will learn about a different continent each week; June 13-15: Africa, June 20-22: Antarctica, June 27-29: Asia, July 5-6: North America, July 11-13: Australia, July 18-20: Europe, and July 25-27: South America.

**Staff and Library Development**

- The asset inventory project, which began in December, is finally winding down. I am hopeful that everything in the building has finally been tagged in one way or another and valued/included in this listing for possible reference per the SBOA's suggested Capital Assets Policy.
- We will be discussing retention of electronic files and email at our June staff meeting, as well as scheduled field trip locations for August.
- Our Info Express deliveries will increase from twice to three times per week as of July 1st, based on the number of transits that Evergreen says we were involved with over the last year. The number that ISL provided for the 2022 annual report does not match this increase but questions about this did not lead to any change.

**Outreach and Community Involvement**

- The obituary database is on our website, but staff continues to remove the bugs. In transferring all of the information that Larry Michael put into the database, some things seem to have been lost/misplaced and other mistakes became apparent. Staff will be asked to help with some simple checks of the entries prior to our making a concerted effort to promote this tool. People have already noticed it on the website, though, because we have received questions and requests about the content.
- Our benches on the east side of the building have finally been attached to concrete pads. Eric Horvath, from Humana, spread the mulch under the benches for us. We will add more mulch soon to cover the concrete pads that the benches are sitting on.

**Building and Maintenance**

- The electronic sign was installed on May 19<sup>th</sup>, with a short training provided by a representative from Watchfire. Four staff members received a more involved training on May 31<sup>st</sup>.
- The cracked conduit casing (damage which occurred when the foundation was started for the exterior sign) was repaired by Mediacom on May 25<sup>th</sup>. An inspection was done by Whitley County Building Department on May 26<sup>th</sup>.
- The front staircase was repainted and handrail refinished earlier this week. We are now trying to find someone who will cut plexiglass to size so we can add that to the stairs for increased safety and security.
- Having finally received a financial breakdown of the updates/repairs needed to correct deficiencies during their inspection earlier this year, I notified Shambaugh's Fire Protection Division to order the needed materials. They will schedule us for the work as soon as possible.
- Our front landscaping has received some attention lately. Three of the boxwoods that were transplanted in the extreme heat last summer had to be removed; the town disposed of those for us. An ornamental grass was transplanted to fill in where there was a noticeable gap in the plantings.
- Our semi-annual HVAC maintenance check revealed that one of our older units (from the 2006-07 expansion) is leaking a small amount of refrigerant. An estimate for the work to repair this was over \$3,000 so I reached out to Havel with some questions. I am waiting for a Project Manager to get back with me.
- Matt Long took a look at the roof area over the Children's Department that continues to leak. He suggested that we have someone from WPC Roofing from Fort Wayne take a look at it. They will call to schedule a meeting when they are finished with their current job.

### Technology

- ENA has notified me that our fiber optic upgrade project is progressing nicely. We are moving to 1G service, rather than the 100 Mbps we'd had previously. They hope to have the work completed by the middle of the month.
- We are still waiting for a quote from AVC about their recommendation for a new server to replace our older one that was purchased in 2016.
- Our scanner in the Genealogy Department needs to be replaced. We couldn't find what we're looking for through our normal source (CDW), so we are currently waiting to hear from our Staples representative regarding pricing.
- I received information from the Whitley County Council and the Whitley County Economic Development Partnership about a newly created Whitley County Broadband Task Force, which will include representatives from business groups and community organizations, as well as elected officials. I have asked Vickie Fleischauer to attend their initial meeting on June 26<sup>th</sup> as our representative.

### Financial

- The bookkeeper and I worked extensively on the 2024 budget, specifically checking account numbers that are showing higher expenses than we anticipated for this year's budget. We are also looking into possible increases in staff scheduling for next year.
- The board's Finance Committee will meet on June 19<sup>th</sup>, to go over the preliminary figures for the 2024 budget. Once the actual MLGQ (maximum levy growth quotient) is announced, we can adjust our figures for presentation at the July board meeting.

### Succession

- A new email address - [director@swcplib.com](mailto:director@swcplib.com) - will be created for ease of forwarding pertinent emails that have been received and sent by me so they can be accessed by my successor.

### Old Business

#### President, David Warner

A meeting of the Personnel and Policy committee was scheduled for 1 p.m. on June 28 to discuss the hiring of a new director. President Warner also said that all candidates had passed their background checks.

### New Business

#### President, David Warner

Established Sept. 7 at 6 p.m. as the public hearing date for the 2024 budget, and rescheduled the monthly board of trustees meeting from Sept. 14 to Sept. 7.

### Miscellaneous & Public Comment

#### President, David Warner

### Adjournment

- Meeting was adjourned at 6:28 p.m.

ATTEST:

Jamain. over, Secretary

Date 7/20/23