

Boswell Public Library Board Meeting
January 17, 2023
6:30 pm

Present: George Doeden, Shirley Roth, Kathy Geswein, Vicki Goodwine, Marie Brown, Teresa Clawson

Absent: Deb Shepperd, Deb Orr

1. Call to Order
2. Public Forum
3. Approval of Minutes, Previous minutes, Additions & Corrections: 4c, AVC Technology advised that putting the waste disposal and water in 2 different funds when paying bill.
Motion: Shirley, Second, Vicki, Approved.
4. Approval of Vouchers & Treasurer's Report
 - a. Transfer funds within categories:
 - i. Course Work to Consulting Services, \$316.00
 - ii. Other Capital Projects to Dues, \$23.00
 - iii. **Motion: Kathy, Second, Teresa, Approved.**
 - b. Resolution to Encumber Funds from 2022 to pay for children's books (\$1,088.07)
i. Motion: Kathy, Second, Vicki, Approved.
 - c. Resolution to Transfer Funds from 2022 to a rainy day fund to pay towards the drainage project (\$5,200)
i. Motion: Shirley, Second, Teresa, Approved.
 - d. **Approve Vouchers & Treasurer's Report: Kathy, Second, Teresa, Approved.**
5. Director's Report
 - a. Statistics for December
 - i. Silly Safaris was well attended for the Christmas Open House
 - ii. Charcuterie Board was popular as well, 14 attended
 - iii. Circulation is up from a year ago
 - b. Indiana State Library issued Annual Report for 2021:
 - i. 21,824,299 ebooks available for patrons, increase of 22.57% from 2020
 - ii. 15,272,499 annual library visits, increase of 18.62% from 2020.
 - c. 2022 Annual Report for Indiana State Library complete, George sign Signature Page
 - i. More people attended programs at the library than in 2021, 467 vs 269
 - ii. More people came to the library than in 2021, 2,780 vs 2,114
 - d. President sign off on Marie's Work Hours
6. Unfinished Business
 - a. SIA Foundation Grant: Did not receive. Time to consider how to fund the Drainage Project. Use an additional appropriation? (from 7/19/22 meeting minutes)
 - b. Elevator tank heater, elevator not leveling every time, ADA compliance. May cause problems for patrons, ie, wheelchair bound child at Christmas Open House. October 2022 packet had the estimate per George.
 - i. Discussion: new synthetic oil? Change the oil? 20 year old oil. If we put in new oil and didn't do the tank heater, so new oil would help with the leveling.

1. Purge and replace the hydraulic oil, check with competitor for cost, not just Kone.
 2. Contact Otis and Kone to price out the purge & replace the oil to compare and report back to board.
- c. Memorial Fund, Stained Glass in old entrance
- i. \$2,116 estimate from Kaleidoscope Stained Glass, Inc.
 - ii. Vicki's friend isn't doing stained glass right now
 - iii. Elizabeth, staff, called Jennifer Weaver (Salla). She works with Robert Hall to make stained glass projects. She is working on an estimate for us.
 - iv. Kathy suggested to put the film stained glass on the windows from Amazon (Elizabeth, staff, suggested that the film would bubble and warp due to the heat in the entryway.)
 - v. Tabled until the end of the year, in case we need the funds elsewhere
7. New Business
- a. Giveaway grey 3-shelf cart in meeting room to another library or person, Teresa took it.
 - b. Resolution to Adopt Annual Salaries:
 - i. Director, \$37,100
 - ii. Assistant Librarian, \$28,850
 - iii. Library Clerk, \$16,050 maximum budgeted
 - iv. Janitor, \$3,364, maximum budgeted
 - v. **Motion: Kathy, Second, Vicki, Approved.**
 - c. Roof repair, wind damage, \$1,000 insurance deductible, \$2,000 for repair (\$500 emergency tarping, \$1,500 roofing replacement) Pay Steve Hanson, **Motion: Kathy, Second, Vicki, Approved.**
 - d. New website from Mile Up Marketing Solutions, \$300/year to host, \$1,800 to design using the template website, not a custom design. Custom design \$4,500. AT&T is no longer offering website hosting as of 2/28/23. Wordpress website hosting is also \$300/year, but Marie would have to design the website. It would be nice to have a refreshed website that Marie didn't have to design.
 - i. **Motion: Shirley, Second, Teresa, Approved.**
 - e. Update copy cost: from .15 to .10
 - i. Leave it alone for now, costs are going up.
 - f. Review: Disaster Recovery Plan, p 17, update needed, payroll and monthly ledger balances are prepared by the Director, 1st reading, **Motion: Kathy, Second, Teresa, Approved.**
8. Adjournment, **Motion: Shirley, Second, Vicki, Approved.**

Next meeting: Tuesday, February 21st at 6:30 pm.

Minutes taken by Marie Brown.