

**Boswell Public Library Board Meeting**  
**Minutes**  
**June 20, 2023**  
**6:30 pm**

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

Absent:

1. Call to Order
2. Public Forum, no one came.
3. Approval of Minutes, May 23, 2023 and June 13, 2023 Executive Session: **Motion, Kathy, Second, Vicki, Approved.**
4. Approval of Vouchers & Treasurer's Report
  - a. On June Financials, we received the town's June disbursement for Excise Tax, \$11,706.86 and Property Tax, \$166,365.49, total \$178,072.35. Marie wrote a check to the county to get the money out of the library account. Audrey Freeland, county auditor, made sure that the money will be disbursed to the town after the county received the check from the library.
  - b. Different dates on the reports due to Marie finding Silly Safaris check was disbursed from the wrong fund on the Financial Report. She corrected it and reran the reports impacted, Financial Report and Register of Claims.
  - c. Marie checked the Insurance, 3.41 account, as of 6/1/23, we should have all the insurance for the year spent out, unless the Workman's Comp is off, as seems to be the case most years, usually it's off less than \$50. Total Insurance for 2023 as of 6/1, \$4,832.00.
    - d. **Motion, Shirley, Second, Deb S., Teresa, Approved.**
5. Director's Report
  - a. Statistics for May
    - i. Larry McIntyre's book talk had 30 attendees. He sold out of all the copies of "Boswell: And the early history of Benton County" that he had with him.
    - ii. Our usage number continue to rise. We had 302 people visit the library in May, up from 160 in May 2022. Our Wi-Fi also is seeing a rise in usage, 1619 this year, 597 in 2022.
  - b. Marie thanked the board for her evaluation.
  - c. Training: Librarian's Guide to Homelessness, Indiana Public Library Association Zoom meeting discussing Board/Director duties.
  - d. Attend ILF Budget Workshop on July 7, all day, \$50.00 registration, \$133.62 mileage, \$183.62 TOTAL
  - e. Attend ILF Annual Conference, November 13 & 14, all day, \$156.78 hotel, \$260.00 registration, \$131.00 mileage, \$102.00 meals, \$649.78 TOTAL
  - f. Marie attend budget workshop, ILF Annual: **Motion, Kathy, Second, Deb S., Approved.**

- g. President sign off on Marie's Work Hours
- 6. Unfinished Business
  - a. Drainage Project. Tabled for now.
  - b. Elevator tank heater, elevator not leveling every time, ADA compliance. Eric visited on 5/25/23, he and George talked. Eric will bring a tank heater next time he comes, normal trip, not have to pay for transportation. Last email approx. \$1,000 for tank heater. Estimate \$1,400 from earlier than email. Put tank heater in, **Motion: Deb O., Second, Vicki, Approved.**
  - c. Online Bill Pay
- 7. New Business
  - a. Bad Debt forgiveness, \$201.25 total. **Motion, Vicki, Second, Deb O., Approved.**
  - b. Kone Elevator maintenance contract going up 4.95% this year.
  - c. Depreciation policy update: no depreciation the first year. **Motion, Shirley, Second, Deb O., Approved.** 1<sup>st</sup> reading.
  - d. Metal Roof:
    - i. Estimates, Knox Services, \$34,877.13, Interstate Builders, LLC, \$22,055.00, FBI Building gave a verbal estimate of \$60,000 but Marie did not receive a written estimate.
    - ii. Knox Services, can save a bit of money by not tearing off the shingles, but would potentially miss decking issues.
    - iii. Marie will try to contact the following for estimates: Honest Abe, Smart Roofing, Clark Roofing
    - iv. Marie will contact Interstate Builders, include tear off of shingles in quote.
- 8. Review: Wireless Access Policy, p 4 FYI
- 9. Adjournment, **Motion, Deb O., Second, Kathy, Approved.**

Next meeting: Tuesday, July 18<sup>th</sup> at 6:30 pm.

Minutes taken by Marie Brown