

**Boswell Public Library Board Meeting**  
**Minutes**  
**August 15, 2023**  
**6:30 pm**

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

**Absent:** Kathy Geswein

1. Call to Order
2. Public Forum, no one came.
3. Approval of Minutes: **Motion: Vicki, Second, Shirley, Approved.**
4. Approval of Vouchers & Treasurer's Report: **Motion: Shirley, Second, Teresa, Approved.**
  - a. George requested that the Brouillette invoice be printed out for the board to view.
    - i. Previously sump pump replacement was around \$500 about 5 years ago.
    - ii. Brouillette, \$1,265.25 for sump pump replacement.
    - iii. Teresa said that she had some work done by Brouillette and it was fine and not overpriced.
    - iv. George gave Marie other plumbers to try next time.
  - b. NIPSCO Gas Bill being zero for April, May, June. Marie received a letter from NIPSCO on 7/11/23 stating that the gas had been turned off. When the technician came to turn the gas back on, he said that he had replaced the meter in April and mistakenly marked the library's gas as off in the system. He said that the gas had never been off, but it showed that way in the system. He turned the gas back on in the system. He said that he was going to tell them back at the office about the mistake, but the library may still have to pay for the 3 months of gas service. The bill for August was \$427.12.
  - c. AT&T, June's phone bill \$724.31, May's phone bill \$181.68. Marie contacted Jane Keltner, AT&T sales person, to see if she could help on 7/10/23. Jane replied that she might be able to adjust some of the charges, but no guarantees. When Marie received the bank statement for July, the AT&T phone bill was \$226.14. August phone bill was \$307.67.
5. Director's Report
  - a. Local history collection: Cemeteries of Benton County booklets, Marriages and Divorces booklets, Local Interest Histories, next to Reference collection, Evergreen Indiana catalog lists 17 books about Benton County in our collection. Marie also sent off 2 VHS to convert to digital format to see how they come out before she sends more. Boswell Enterprise, 1997 and History on the town: Boswell, 1999.
  - b. AVC, accounting and payroll cloud back-up added, Marie is concerned that something will happen to the data without a cloud back-up. \$50/month.
    - i. Suggestions from board: Thumb drive, auxiliary drive back-up?
    - ii. Professional Services fund to take money from
    - iii. **Motion: Vicki, Second, Teresa, Approved.**
  - c. Community Leaders Meeting, 7/31: Catherine Baker, the library's neighbor to the north, attended the meeting to make the leaders aware of a grant that she had

gotten for the town to cover the cost of creating marketing for grants that the town might find to apply for. Upcoming community events: Harvest Music Festival, 10/8, Trunk or Treat, 10/31, Christmas in Boswell, 12/3. Next meeting, 9/6

- d. Training: Inspire and New User Interfaces from EBSCO
  - e. Attended Indiana Library Federation Public Library Directors Meeting Zoom, discussed records management for public libraries.
  - f. Statistics for July
    - i. Hoopla & Libby continue to see an increase in usage.
    - ii. Wi-Fi usage also continues to see an increase in usage.
    - iii. Homeschool Connection program had 5 attendees, so Marie is offering it again in August.
    - iv. Physical collection circulation is down, but that could be due to not being able to get items from other libraries. InfoExpress, our interlibrary courier, switched vendors at the end of June. It has taken a while for them to figure out how to get the items to all the libraries. Today we got 7 tubs of items. Usually we get 2. Book circulation is down.
  - g. President sign off on Marie's Work Hours
6. Unfinished Business
- a. Roof: Marie turned in a grant request to the SIA Foundation to help with the cost of the new shingled roof. The grant will cover \$15,000 of the cost if received. Here are the estimates that Marie got this past month for a shingled roof:
    1. Smart Roofing \$21,500
    2. Knox Services \$21,988.39
    3. Bone Dry Roofing \$21,900George wants to look over budget to see if we have money available to pay for the shingled roof, possible after budget year 2023, December/January.
  - b. Grievance Policy, tabled till next meeting
  - c. Holiday Policy update, tabled till next meeting
7. New Business
- a. New copy/fax machine needed, Sharp machine screen is intermittent
    - i. Ricoh Color \$2,000. Ricoh B/W \$1,600. Refurbished.
    - ii. What kind of warranty on the new one? 7 year parts & supplies
    - iii. Take cost from Furniture & Equipment \$300 and Other Capital Projects \$1,700.
    - iv. Motion to buy IMC color refurbished copier for \$2000 from Mike Smith, Cardinal Copier: **Motion: Deb O., Second, Shirley, Approved.**
8. Preliminary Budget 2024
- a. George proposed giving salaried employees a 3% raise. Marie had put a 4% raise for salaried employees in her version of the budget.
  - b. Raised programming budget to \$5,027, from \$4,000.
  - c. **Motion to accept proposed budget: Teresa, Second, Deb S., Approved.**
9. Review: Fines & Charges for Materials, Late Notices, Lost or Damaged Material p 5 FYI
10. Adjournment, **Motion: Shirley, Second, Deb O. Approved.**

Next meeting: Tuesday, September 19<sup>th</sup> at 6:30 pm.

Minutes taken by Marie Brown