

Boswell Public Library Board Meeting

MINUTES - September 19, 2023

6:30 pm

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

Absent: Deb Orr, Kathy Geswein

1. Call to Order
2. Public Forum, no one came.
3. Public Hearing for 2024 Budget, no one came.
4. Approval of Minutes, 8/15/23 and 8/24/23. **Motion: Vicki, Second, Teresa, Approved.**
5. Approval of Vouchers & Treasurer's Report
 - a. Silly Safaris check not cashed from May. Marie will email them.
 - b. AT&T done? Yes, should be on next month's financials.
 - c. NIPSCO, gas bill for April? Bill shows nothing used. Fees on the gas bill for August, which was the catch up bill for the gas being "off": Gas Commodity Charge, \$55.02, Interstate Transportation, \$51.67, and Storage Charges, and Delivery Charge, \$320.43.
 - d. Motion: Shirley, Second, Teresa, Approved.**
6. Director's Report
 - a. Jake Foster removed dead bush from west flower bed no charge. Marie told him thanks.
 - b. Andrew Glotzbach made and installed vinyl letters above the library door with the library's name and address. No charge. Marie told him thanks.
 - c. Marie gave the board members each a copy of the Library Bill of Rights and the Freedom to Read Statement and the Library's "Library Materials" Policy.
 - i. Set up a committee to look at policies regarding Friends of the Library? Run a list of mentions of "Friends of the Library" in the policy manual, set up committee to look over and update the policies. Marie will run a report to find these in the policy manual.
 - d. Fundraising letter sent 9/7/23.
 - e. Statistics for August
 - i. Circulation is down, possibly due to the interlibrary courier having difficulties with pick-up and drop-off.
 - ii. Wi-Fi usage is about the same last year to this year.
 - f. Marie attended Evergreen Indiana Conference 8/18/23 at Fort Ben State Park. She attended Board Member Onboarding, Team Building 101, and Keeping it Local: Cultivating & Cataloging Local History Materials. Coming in 4/2024, Hoopla & Libby will be integrated into the Evergreen Indiana catalog.
 - g. President sign off on Marie's Work Hours
7. Unfinished Business
 - a. Roof
 - i. Smart Roofing figures used to apply for a Benton Community Foundation Grant, need George's signature to finalize grant application

- ii. Additional Appropriations, next County Council Meeting that meets the 10 days in advance notice is October 19th
 - 1. If we don't need the additional appropriation, do we have to spend it? Marie will ask Audrey Freeland.
 - 2. October isn't too late to roof if the roofer knows what they are doing, per George.
 - b. Elevator repair updates
 - i. Jud Barce sent an email to Jerry Vanderkleed of Mulhaupt's asking Mulhaupt's to pay for the elevator repairs. Mulhaupt's said "no".
 - ii. Jud Barce sent another email to let Mulhaupt's know that the library would be repairing the elevator and potentially taking Mulhaupt's to court to recover the costs.
 - iii. Do we pay Mulhaupt's? Call Jud Barce and ask about paying Mulhaupt's bill.
 - iv. Repair elevator. **Motion: Vicki, Second, Deb, Approved**
 - v. Take Mulhaupt's to court to recover cost of elevator repair, wait until next month to see about repairs.
 - vi. Have Mulhaupt's be here at the same time as the elevator is being repaired. Will Mulhaupt's charge for this? How much?
 - c. Grievance Policy. An employee who believes they have a justifiable grievance shall discuss the grievance with the Director. If a satisfactory solution is not agreed upon, the employee will put it in writing and the Director will take the grievance to the Board of Trustees. The Board will consider the grievance and decide whether to act upon it.
 - i. **Motion, Teresa, second, Vicki, Approved.** 1st reading.
 - d. Holiday Policy update
 - i. Shirley, what about how many hours would they be paid? 8? Marie said that Katie, part-time employee, works 7 hours on Mondays.
 - ii. Part-time employees shall be paid regular pay for any holiday that occurs during their regularly scheduled shift. **Motion: Vicki, Second, Deb, Approved.** 1st reading.
8. New Business
- a. Move picture rail down lower to display local pictures
 - i. Display pictures on shelf above DVDs using the book display easels.
 - ii. Possibly display on magazine shelf.
 - iii. Use plate display easels.
 - b. Update age to use public access computers to 5? 6? Younger than 9.
 - i. Leave current policy in place for now. Computer Access policy says patrons must be at least 9 years old. School computers are monitored 24/7.
 - c. Clear plastic bins for board books, \$318.95 each for the size that will work, times two. Table for later, due to expenses, elevator and roof.
9. Review: Behavior in the Library, p 7, FYI
10. Adjournment, **Motion, Deb, Second, Shirley, Approved.**

Next meeting: Tuesday, October 17th at 6:30 pm.

Minutes taken by Marie Brown.