

# Boswell Public Library Board Meeting

## MINUTES - October 17, 2023

### 6:30 pm

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

1. Call to Order, Kathy leading.
2. Public Forum, no one came.
3. Adoption of 2024 Budget, signatures on Budget Form 4.
4. Approval of Minutes. **Motion: Vicki, Second, Deb, Approved.**
5. Approval of Vouchers & Treasurer's Report
  - a. AT&T telephone bills high, running through the appropriation quickly. AT&T telephone costs increased right before we switched to Mainstream Fiber.
  - b. Motion: Kathy, Second, Teresa, Approved.**
6. Director's Report
  - a. Encouraging the Hesitant Weeder, handout FYI
  - b. Fundraising, so far \$1,000 from donations.
  - c. Statistics for September
    - i. Computer usage has gone up.
    - ii. Door count has gone up.
    - iii. Hoopla and Libby continue to see an increase in usage.
    - iv. Chris Brown's Mudlavia history talk was attended by 29.
  - d. Training: Preparing for Eclipse Day, Evergreen Indiana Aspen Discovery Implementation
  - e. Community Leaders Meeting, discussed Christmas in Boswell plans.
    - i. Harvest Music Festival, 10/8/23, Deb talked about her experience.
    - ii. Library table had 14 visitors.
  - f. Vice President sign off on Marie's Work Hours
7. Unfinished Business
  - a. Roof
    - i. Marie got the advertisement in the Benton Review for the Additional Appropriation for the roof. County Council Meeting is Thursday 10/19.
    - ii. According to Chris Brown, Director at Williamsport Public Library, we don't have to use the additional appropriation if we don't need it.
    - iii. Deb: Contact Smart Roofing, when can they come out to roof.
  - b. Elevator repair update
    - i. Elevator was repaired on 10/3. Mulhaupt's sent someone to confirm that the communicator panel worked after the elevator was repaired. The library has not received a bill for this.
    - ii. We have received and paid Kone's bills for the elevator repairs: 8/18/23, \$1,918.14 and 10/3/23, \$3,950.00, total \$5,868.14.
    - iii. Marie forwarded the 2 invoices to Jud Barce, lawyer, to submit to small claims court.
  - c. Grievance Policy, 2<sup>nd</sup> reading. Motion: Teresa, Second, Vicki, Approved.**

- d.** Holiday Policy update, 2<sup>nd</sup> reading. **Motion: Teresa, Second, Vicki, Approved.**
- 8. New Business
  - a.** Update to “Policy for Selection of Library Books, Videos, and Other Materials” and “Policy for De-selection of Library Materials”, removing references to Friends of the Library. 1<sup>st</sup> reading. **Motion: Shirley, Second, Kathy, Approved.**
  - b.** Business Online Banking & Bill Pay
    - i. Farmers & Merchants Bank is going to have direct deposit of paychecks available in early 2024.
    - ii. The library needs to have online banking to be able to take advantage of this.
    - iii. The library board will still have the same financial reports to look over each month.
    - iv. Marie will be set up as the person in charge of the account. Shirley will have the same access at Marie.
    - v. Motion: Deb, Second, Teresa, Approved.**
- 9. Review: Code of Conduct, p 8 FYI
- 10. Adjournment. Motion: Vicki, Second, Kathy, Approved.**

Next meeting: Tuesday, November 21<sup>st</sup> at 6:30 pm.

Minutes taken by Marie Brown.