

Boswell Public Library Board Meeting

MINUTES – April 16, 2024

6:30 pm

Present: Deb Orr, Shirley Roth, Kathy Geswein, Vicki Goodwine, George Doeden, Marie Brown, Jamie Barrett (guest)

Absent: Deb Shepperd, Teresa Clawson

1. Call to Order
2. Public Forum, no one came.
3. Approval of Minutes. **Motion, Kathy, Second, Deb, Approved.**
4. Approval of Vouchers & Treasurer's Report
 - a. **Motion, Vicki, Second, Shirley, Approved.**
 - b. Kone repaired elevator sensors, \$2,622.09, **Motion, Kathy, Second, Vicki, Approved.**
5. Director's Report
 - a. Statistics for March
 - i. Hoopla and Libby use continues to increase.
 - ii. Story Time had 6 children attend. Not quite the target age group, but Elizabeth went with it.
 - iii. Pinterest continues to have good attendance.
 - b. Professional Meetings: Indiana State Data Center Midyear Affiliate Meeting, Indiana Public Library Association Meeting.
 - c. President sign off on Marie's Work Hours
6. Unfinished Business
 - a. Roof
 - i. Board selects color of shingles
 1. Brownwood
 - ii. Todd Smart can start next week, if we want. Elizabeth Varner picked up a shingle from the yard 4/15/24.
 - iii. Andrea Bowman from the Benton Community Foundation will drop off the \$11,000 check in the next few weeks.
 - iv. Remainder of the roof cost will be determined once the board sees the invoice.
 1. Board will approve payment at next board meeting.
 - b. Elevator court case: Trial Set for Monday, May 6, at 10 am
 - i. Limit of \$10,000 in small claims court
 - ii. Marie added up the repair costs
 1. 9/19/23 Kone \$1,918.14 Evaluate elevator
 2. 10/11/23 Kone \$3,950.00 Repair control panel elevator
 3. 11/12/23 Mulhaupt's \$425 Present when Kone repaired elevator
 4. 12/12/23 Barce & Redlin \$448.56 Lawyer fees
 5. 3/28/24 Kone \$2,622.09 Repair elevator door sensors
 6. 5/6/24 Kone \$1,737.00 Estimate for Eric Krockenberger testify
 7. TOTAL \$11,100.79

- c. Elevator phone installation update
 - i. Marie received email from Shelley Hendricks, Kone, about getting it on the current schedule.
 - d. Kathy Geswein, board member, replacement. Jamie Barrett may be the replacement.
 - e. Paid Time Off policy and Voluntary Resignation policy, convert days to hours for 2025. Tabled for next meeting.
 - f. New Communicator Service for Fire System
 - i. Mulhaupts contract runs out 7/21/24
 - 1. 2023 Mulhaupts expenditures:
 - a. 9/19/23, \$1271.85, Communicator Install
 - b. 10/25/23, \$425.00, Alarm Service
 - c. 11/2/23, \$350.00, Inspection
 - d. 12/12/23, \$540.00, Monitoring Fee
 - ii. Koorsen Fire & Security, Lafayette, visited 3/14/24, \$1,100 installation for new communicator, \$470 annual inspection, \$300 annual monitoring.
 - iii. Electronic Systems Group, Lafayette, visited 3/21/24, \$924.59 installation for new communicator, \$50/month monitoring (\$300 annual), annual inspection shouldn't be more than \$500.
 - iv. Ask Jud Barce, can we ask for access to the communicator?
 - v. Marie will check contract for any provisions about terminating the contract.
7. New Business
 - a. Director Evaluation in May, Tuesday, 5/21, 6:30 pm, Executive Session.
 - i. Evaluation form is the last paper in your board packet.
 - ii. Behind the evaluation form, there is a tip sheet for the evaluation, board member tasks, board member bylaws, director job description.
 - iii. George will pick up the evaluation forms at the library prior to executive session on 5/21.
 - b. Marie added to list to discuss banking account information at Farmers & Merchants Bank.
 - i. RE: missing deposit from the county for LIT on 3/11/24
 - ii. Farmers & Merchants Bank sent over the form to be signed by George and Shirley.
 - iii. George will go talk to the bank about the form.
 - c. Jamie Barrett, guest to check out library board to consider membership. She decided to be a member of the board.
 - d. Review: Leave of Absence, Bereavement, Illness in family, p 11
8. Adjournment, **Motion, Shirley, Second, Vicki, Approved.**

Next meeting: Executive Session, Tuesday, May 21st at 6:30 pm
 Regular Meeting, Wednesday, May 29th at 6:30 pm, due to Director being out of town.
 Move June meeting to Wednesday, June 19th at 6:30 pm, due to Summer Reading program at usual board meeting time.

Minutes taken by Marie Brown.