

Boswell Public Library Board Meeting

MINUTES - May 29, 2024

6:30 pm

Present: Deb Shepperd, Shirley Roth, Kathy Geswein, Vicki Goodwine, Marie Brown, Teresa Clawson, Jamie Barrett (guest)

Absent: Deb Orr, George Doeden

1. Call to Order
2. Public Forum, no one came
3. Approval of Minutes, 4/16/24 and Executive Session, 5/21/24 **Motion, Vicki, Second, Teresa, Approved**
4. Approval of Vouchers & Treasurer's Report **Motion, Shirley, Second, Vicki. Approved**
 - a. Books Galore Inc, \$993.35 **Motion, Deb S., Second, Kathy. Approved.**
 - b. Roof, funds to draw money from to pay the invoice. It was proposed to draw money from Rainy Day Fund (\$5,200) and Gifts Designated. **Motion, Vicki, Second, Teresa. Approved.**
5. Director's Report
 - a. Statistics for April
 - i. Computer usage is going up.
 - ii. Hoopla & Libby continue to go up.
 - iii. Pinterest continues to have good attendance.
 - iv. Quilter's Club & Book Club also have good attendance. These are outside sponsored activities.
 - b. Incident report 5/7/24
 - i. Patron fell down the basement stairs.
 - c. Professional Meetings: Boswell Community Leaders, Area Director's Meeting.
 - d. Vice President sign off on "Aspen from the Patron's Perspective" webinar certificate.
 - e. Vice President sign off on Marie's Work Hours
6. Unfinished Business
 - a. Director Evaluation on May 21, given to director. Any questions will be discussed next month.
 - b. Roof
 - c. Elevator court case: Trial Set for Monday, May 6, at 10 am, no news from the judge who stated that she would have a decision by the end of the week. No update is available at this time.
 - d. Elevator phone installation update, done today. Annual inspection also completed.
 - 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. Minutes from 4/16/24 meeting have the costs. Marie will contact Mulhaupts to discuss communicator.

- 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.

7. New Business

- a. Mike's Lawn Care, pay \$25/week for flower bed maintenance. Possibly change to every other week, would the price change? Marie will check.
 - b. Public Library Definition Committee, Indiana State Library looking to update.
 - i. Board members may be part of the committee.
 - c. Boswell Street Fest, use library grounds for vendors, 10 am to 4 pm
 - d. InfoExpress, Interlibrary courier, price increase.
 - i. One day of service per week, \$976. It was agreed this might be the best option currently.
 - ii. Two days of service per week, \$2,352.
 - e. Vice President election, tabled until the next meeting.
 - f. Review: Professional Development
 - i. Update to remove the "Over a five year span, at least 20 of the LEUs must be TLEUs (Technology Library Education Unit)." Due to updating of the policy from the Indiana State Library. **Motion, Kathy, Second, Deb S. Approved.**
8. Adjournment, **Motion, Kathy, Second, Vicki. Approved.**

Next meeting: Wednesday, June 19th at 6:30 pm due to summer reading program in meeting room on Tuesdays. Deb Orr can't meet on Wednesdays, would Thursday, June 20th work? Meeting was changed to Thursday, June 20, 2024.

Minutes taken by Deb Shepperd.