

LAGRANGE COUNTY PUBLIC LIBRARY BOARD MEETING

LaGrange County Public Library LaGrange Indiana

January 21, 2021

LaGrange County Public Library 203 W Spring St. LaGrange IN, 46761

Present: Martin Franke, Diane Cameron, Sam Plew, Jody Blake, Michelle Chrisman, Jerry White, Anna Mendoza, Richard Kuster and Sara Walker, Library Treasurer. Absent: Rita Lehner

Election of Officers: Meeting opened at 5:36 PM. Slate of New Officers for 2021: President: Sam Plew, Vice President: Rita Lehner, Secretary: Diane Cameron, Treasurer: Sarah, Representative of Efthimiou CPA Group.

Board meeting was called to order by the President, Sam Plew at 5:45 PM. Treasurer: Treasurer discussed the Fund Balances: See Fiscal Report. Sarah recommended to transfer \$250,000 to a CD for 4 months term at Farmers State Bank. Sarah will also check other local banks for their rates to see if their rates are better than Farmers. All in favor, none opposed motion passed.

Approval of Minutes: There was a motion by Jerry to approve the minutes from December 17, 2020 meeting seconded by Michelle. All in favor none opposed, motion passed.

Treasurer reported our Fund Balance is \$1,235,390.05. See attached report. Sarah noted that some Line Items in the 2020 Budget needed to be adjusted to take care of the Negative balances at the end of the year. Motion made to make the adjustments by Martin and seconded by Diane. All in favor none opposed, motion passed. The Budget for 2020 was approved with the changes needed to correct the negatives.

Directors Report:

Update of COVID-19 Issues and Concerns: the Community Room is now the County Vaccination Site for LaGrange; Tuesday: 8.00 AM -1 PM, Wednesday and Thursday 9:00 AM – 1:00 PM. No programs will be allowed in the Community Room until further notice. The gates are now down and the door to the Children’s area has been locked. All Safety Measures are continuing and Library hours have not changed. The Impact Group Night Class will be meeting in the Genealogy Room 6:00PM-8:00PM, Monday and Thursday. Participants must exit through the main entrance followed by the teachers.

Jody Blake needs to complete her paperwork for her appointment as a Board member. This would involve the approval of County Council. Michelle Chrisman has all her paperwork completed and turned in to Richard.

The Board was directed to review the Bylaws of the Board of Trustees of the LaGrange County Public Library for change of meeting date and change of order of the agenda. Policy 2021-1 Martin made a motion to change and Jerry seconded. All in favor none opposed motion passed.

The Shishewana Branch will be receiving a new Rustic Red metal roof but the crew has not been there yet due to weather. Hopefully by the first of February they will be able to start the project. The hump in the roof will be taken care of at that time.

Richard presented the Contract Renewals that are due:

Chester Wi-Fi	\$5,830 – Annual Maintenance	80% E-rate refunded
Chester IT	\$775.00/month	any time maintenance
Cleaning one	\$2,600/month	Incudes all branches

Evergreen \$7,030 – Annual ILS System – Integrated Library System

Cafeteria Plan Document – send to Personnel Committee for review.

Collection HQ Software –by Baker and Taylor; Web application accessible used to manage the library’s collection from all branches. Cost of \$7500. Motion by Jerry and second by Martin. All in favor none opposed motion carried.

Policy on Criminal Background Checks and Maternity Leave sent to the Policy Committee for review.

Statistical Report see attached report. Staffing Report see attached.

Meetings of the Policy, Personnel and Facilities should meet prior to the next Board Meeting.

Curbside Service – continue service

Reports and claims were reviewed: December 31, 2020- Payroll , Bonus and Check numbers **27865-27939** and check numbers **50052-50072** in the amount of **\$131,794.88**. Also, Check number **27884 Bond Payment, 282,821.25**. Total checks amounted to **\$414,616.13**. Jody made a motion to approve the Reports and Claims, Michelle seconded. All in favor, none opposed motion passed.

Personnel Committee and Facilities Committee no report.

Policy Committee no report at this time.

Correspondence to the Board, none.

Old Business: none New Business: none

Motion by Jody to adjourn and seconded by Martin. All in favor, none opposed motion passed. Adjourned at 7:45 PM

Respectfully submitted by

Diane L Cameron, Secretary
