

LAGRANGE COUNTY PUBLIC LIBRARY BOARD MEETING

LaGrange County Public Library LaGrange Indiana

February 18, 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, Rita Lehner, Anna Mendoza, Richard Kuster and Sara Walker, Library Treasurer.

Board meeting was called to order by the President, Sam Plew at 5:30 PM. Approval of Minutes: There was a motion by Martin to approve the minutes from January 21, 2021 meeting seconded by Jerry. All in favor none opposed, motion passed.

Treasurer: reported our Fund Balance was \$1,177,411.79. See report for full details. Sarah did not purchase the CD that was approved last month as the rates were too low. She will try again next month. There as a motion to approve the Treasurer's report by Jerry and seconded by Michelle. All in favor none opposed, motion passed.

Directors Report: Jody Blake has completed all paperwork to be appointed a member of the Library Board.

Sam Plew as President needs to have his signature added to Library checking account at Farmers State Bank. This will allow him to sign checks if the Treasurer is not able to sign for some reason. Anna prepares the paperwork for checks to be cut, the Director approves the payments and the Treasurer signs the checks.

The Shishewana Branch has a new roof. It looks like it's always been there. There is a 40 year warranty on materials. Jerry made a motion

to pay for the roof out of the Lirf Fund and was seconded by Michelle. All in favor none opposed, motion passed.

Filing of Annual Reports: Year end reports must be filed by March to the State Library and the State Board of Accounts, signed by the Director.

Electronic Transfer Resolution: There are two resolutions that need to be approved by the board; Resolution Authorizing Electronic Funds Transfer and Resolution to Establish a Capital Assets Threshold, see copies included with the minutes. Michelle made a motion to accept and Rita seconded. All in favor none opposed motion carried.

Richard presented the Cash Fund Statement for 2020. Publication of the Funds Statement must go in the paper, and be sent electronically to the State Library and the State Board of Accounts. See Document provided by Richard.

Covid-19 Issues: Dr. Pechin told us the Covid-shot clinic would be moving to the Lima Brighton Gymnasium the first part of March. He thanked us for the use of the Community Room for the clinic.

See Statistical Report included for the month of January 2021. Staffing Report show that we currently have 19 employees, see included report.

Collection HQ Software –by Baker and Taylor; Web application analysis of the books we have in our library system. Anna and Richard are working on the set up.

Policy on Criminal Background Checks and Maternity Leave is still be worked on by the Policy Committee.

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

Curbside Service – continue service

Reports and claims were reviewed: January 31, 2021- Payroll and Check numbers **27940-27996** in the amount of **\$106,263.55**. There was a question regarding the \$14,281 charge; it was for the new servers, also a question regarding the check for \$7,030 which is the Annual Fee for Evergreen. A motion was made by Jerry and seconded by Rita to approve the report. All in favor, none opposed motion passed.

Personnel Committee and Facilities Committee no report.

Correspondence to the Board, none.

Old Business: were unable to meet with Richard.

New Business: Sam will be going to Africa. He has been working with the airlines and CDC and will be quarantined when he returns home and will not be able to attend the Board Meeting in July. Rita will run the meeting in July.

Motion by Jody to adjourn and seconded by Rita. All in favor, none opposed motion passed. Adjourned at 7:15 PM

Respectfully submitted by

Diane L Cameron, Secretary
