

LAGRANGE COUNTY PUBLIC LIBRARY BOARD MEETING

LaGrange County Public Library LaGrange Indiana

March 18, 2021

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

Present: Martin Franke, Diane Cameron, Sam Plew, Jody Blake, Jerry White, Rita Lehner, Richard Kuster.

Absent Michelle Chrisman, Anna Mendoza and Sara Walker, Library Treasurer.

Board meeting was called to order by the President, Sam Plew at 5:37 PM.

Approval of Minutes: There was a motion by Jody to approve the minutes from February 18, 2021 meeting seconded by Rita. All in favor none opposed, motion passed.

Richard presented the Treasurers Report as Sara was not present. Local monthly income tax withholding less than usual due to restricted hours of the staff due to Covid-19. Also, noted the final payment for the Shipshewana roof of \$5651.00 was paid. Sam noted supplies were at 28% at the end of March. Richard believes this will be okay by year end. Rita moved and Jerry seconded to approve the treasurers report. All in favor none opposed, motion passed.

Directors Report: Richard distributed the Directors Report. Collection HQ (software) has been installed. This will provide stats on how collection is being used. Sam requested that the results be shared with the Board. Richard agree and noted significant results will be a couple of months before we have any relevant data. Indiana Legislator Reconsideration wanted procedure of type of books being distributed.

The Board has the final say so. Review any books that are said to not be appropriate.

Bookmobile will be back on the road starting in June. 54 Amish Schools are still receiving the tubs so will not be served by the bookmobile. Masks are a must while in the bookmobile.

Policy for conduction Background Checks on Employees and Volunteers, Policy No. 2020-2 was presented by the Policy Committee for approval by the Board. Jerry made a motion to approve the policy and Martin seconded. All in favor none opposed, motion passed.

Update on Covid-19 issues. Continue policy that is currently in place; quarantine books when returned to library, masks are required in the library by patrons and staff, temperature is taken of all employees when they start their job. Covid-19 shots have moved from the library community room to the Lima-Brighton Elementary School in Howe, IN.

See Statistical Report included for the month of February 2021.

Staffing Report, we are currently down to 18 employees. Brittany Gilger has left employment as well as Montana who was PT employee.

Policy on Maternity Leave will be presented at the next Board meeting.

Curbside Service – continue service

Reports and claims were reviewed: February 28, 2021- Payroll and Check numbers **27997-28047** in the amount of **\$83,505.10**. There was a question regarding check number 28032 Better Roofing and this was payment for the roof in Shipshewana, the funds came from the Lirf Fund. A motion was made by Jerry and seconded by Jody to approve the report. All in favor, none opposed motion passed.

Personnel Committee and Facilities Committee no report.

Correspondence to the Board: there was a request from an Amish lady asking for Saturday mornings to be opened earlier in Topeka and Shipshewana.

Security camera's in LaGrange: software is out of date and needs to be updated exterior and interior. Need quotes on update costs. Shipshewana has no system.

We continue to have leaks in the main branch on the 4th floor and the main floor. The Facilities Committee needs to address these issues as soon as possible.

Motion by Jerry to adjourn and seconded by Jody. All in favor, none opposed motion passed. Adjourned at 6:30 PM

Respectfully submitted by

Diane L Cameron, Secretary
