

Minutes, LaGrange County Library Board

Meeting of May 20, 2021

Held at LaGrange County Public Library, Main Branch in the Library Community Room

Present: Richard Kuster, Library Director; Anna Mendoza, Asst. Library Director; Board Members present included Sam Plew, Board President; Jerry White, Board Member; Rita Lehner, Vice President; Michelle Chrisman, Board Member; Martin Franke, Board Member.

Others present: None

Board members absent: Diane Cameron, Board Secretary; Jody Blake, Board Member; Sarah Walker, Board Treasurer

The meeting was called to order by Sam Plew, Board President, at 5:32 pm. Rita Lehner moved to accept the minutes of the previous meeting as presented. Michelle Chrisman seconded the motion. The motion passed unanimously without further comment or discussion.

In the absence of Sarah Walker, Board Treasurer, Richard Kuster presented the Treasurer's Report. After Richard's brief explanation of the report, Martin Franke moved to accept the report as presented. Rita Lehner seconded the motion. The Treasurer's Report was accepted without further question or discussion by unanimous vote of the board members present.

Richard Kuster presented the Director's Report:

- The video surveillance system, installed when the library opened in July, 2011, is now obsolete and is no longer providing a recording but is only operating as a live surveillance system. Updates are needed regarding the encoders and servers. Shipshewana has never had a video surveillance system up to this time. 1st bid for system upgrade was \$35,000. Following staff negotiations with the corporate supplier, ASG Co., and using existing cameras, the cost for a new system was quoted at \$12,200. This will also include the installation of cameras and a system at the Shipshewana branch. Discussion followed. Richard requested that the board consider approving the second quote. Rita Lehner moved that the second quote from ASG Corp. be approved in the amount of \$12,200 for the installation of video surveillance upgrade equipment. Jerry White seconded the motion. Motion passed unanimously with no further questions or discussion.
- Richard was advised by the Education Network of America to upgrade internet service to the library system. The advised upgrade will increase the Main Branch from 50 megabites/second to 100 mps, and will increase Topeka and Shipshewana branches from 20 mps to 50 mps. Richard reported that 80% of the cost increase due to the upgrade will be covered by Indiana E-rate. This upgrade will allow the library to provide substantially improved internet service to our patrons. No Board action was taken on this report item.
- Richard is recommending that the library consider the purchase of a transit van to assist in the greatly increases usage of the "Tubs" system to local schools. Tubs transport is currently being done with the library's Chrysler minivan. The minivan is a 2005 model year with 103,000 miles on it. It is not built to handle the weight or wear and tear of the commercial use to which we are subjecting it. In negotiating with Ford dealerships in Kendallville and Angola, Richard was able to procure a government fleet rate discount reducing the cost of the mid-sized transit van from \$48,000 down to just over \$39,000. The Facilities Committee has already discussed this purchase, and stands in support of the measure. The Tubs program is now servicing 55 schools

in LaGrange County. Richard proposes to pay for the van from the Rainy Day Fund. He also requested permission to order the van in red for higher visibility and safety when moving the van in areas in close proximity to schools. Martin Franke moved to approve the purchase of the van at a rate not to exceed \$40,000. Rita Lehner seconded the motion, which then passed with no further questions or discussion by unanimous vote of the Board. Following the approval of this measure, further discussion was held centered on the application of a logo, either in the form of decals or magnetized signage, to the van. Sam directed library staff to look into the matter and report back to the Board.

- Richard reported plans to resume bookmobile service, which has been suspended in the last year due to the COVID-19 pandemic. Bookmobile service will be resumed starting Monday, June 7, 2021. There was some discussion about discontinuing the evening stop in Stroh for lack of patron use of this service at this location. Jerry White moved that bookmobile service be resumed, but that evening service (after 5:00 pm) be discontinued. Michelle Chrisman seconded this motion, which passed unanimously without further questions or discussions from the Board.
- Richard reported that he had received a quote for concrete repair to the Shipshewana branch library sidewalk last fall for \$4860. The quote was not received in time to complete the repair before winter weather set in. He has since received two additional quotes for the same work at \$3105 and \$3160. Richard's communication with the contractor with the low bid of \$3105 was quite satisfactory and he recommended accepting this quote. Jerry White moved that the Board accept the quote from R&M Concrete, a local firm, in the amount of \$3105 for concrete repair to the Shipshewana Branch sidewalk. Michelle Chrisman seconded the motion, which passed by unanimous vote of the Board without further discussion or question.
- Richard reported on progress being made by himself, Anna and the library staff in adopting Collection HQ for collections management. The system will monitor collection use, and will recommend removal from the collection of items that experience 4 years of inactivity. Sam Plew suggested that items so removed be considered for use in the school Tubs program. Anna commented that this is already being done, and plans are to continue this practice. Richard commented that there are many items on the shelves that have not been checked out since 2009. This is probably misleading, as the current check-out system was initiated in 2009 (when the LLPL joined the statewide Evergreen system), and many of these items may be "ghost records" of books and materials that the library no longer even possesses. A physical inventory is needed to correct this situation.
- COVID-19 practices now being followed:
 1. Masks recommended, not required for staff and patrons
 2. Computer keyboard covers still being used
 3. Sneeze guards have been left in place at circulation desks
 4. Material wipedowns and 24 hr quarantine on returned items are still being practiced
- According to the 2020 Census, LaGrange County has now surpassed a population of slightly over 40,000 inhabitants. This may require the library system to upgrade to Class A status. This will require the library to be open a minimum of 55 hours per week, and observe weekend and evening hours. Branches are to now open on Saturday mornings from 9 am to noon, and will close on Mondays. They will be open Tuesday through Friday 11 am to 5 pm daily.
- Statistical Report: Library is having difficulty maintaining adequate staff to remain fully operational. 18 staff currently on the payroll. There was an extended discussion by Board members regarding the labor shortage, the staff payscale, and related topics. Jerry questioned circulation numbers, particularly Shipshewana and Topeka book circulation.

Reports & Claims: Anna explained a discrepancy between numbers found on the Treasurer's Report and the Reports and Claims. An change in library practices in unemployment causes the irregularity. This should be corrected by the June Board meeting. Jerry White moved to pay the claims as presented; Michelle Chrisman seconded the motion, which passed by unanimous Board approval with no further questions or discussion.

Personnel Committee did not meet, and did not have a report

Facilities Committee did meet in the last month. Had discussed the purchase of the transit van and the upgrade to the video surveillance system, both items now having been addressed by Board action.

Policy Committee had not met, but needs to do so to discuss policy related to Collection HQ.

Correspondence to the Board: LaGrange Co. Economic Development Corporation packets were distributed to Board members.

No Old Business was discussed.

Michelle moved that the meeting be adjourned at 7:43 pm, seconded by Jerry. Adjournment passed by unanimous Board vote.

Respectfully submitted,

Martin A. Franke, Temporary Acting Board Secretary
