

LAGRANGE COUNTY PUBLIC LIBRARY BOARD MEETING

Thursday, November 18, 2021 at 5:30 p.m.

LaGrange County Public Library

203 W. Spring St., LaGrange Indiana

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

Board Meeting was called to order by Sam Plew at 5:34 PM.

Approval of Minutes: There was a motion by Rita to approve the minutes from the October 21, 2021 meeting seconded by Martin. All in favor none opposed, motion passed.

Treasurers Report was presented by Richard. Disbursements were \$111,220.23 up from last month and receipts of \$36,858.19 were down from last month. No monies were moved to the Rainy Day Fund this month. They will be moved next month. Jody made a motion to accept the treasurer's report and Rita seconded. All in favor none opposed, motion passed.

Directors Report: The State Board of Accounts Audit has not been completed. It might be another three to four weeks. This is the first audit for the new Auditor.

The new Library van is here in Kendallville. The Friends of the Library will pay for the decals or graphics on the new van.

The Resolution to Establish an American Rescue Plan Act (ARP) Grant Fund was presented to the Board by Richard. This document must be approved and signed by the Board in order to receive money from the Indiana State Library. Martin made a motion to sign the document and Rita seconded the motion. All in favor and none opposed, motion passed and the document was signed by all board members.

Collection HQ – a different report was given to the board members. Some discussion followed and board would like to see more about how this report benefits the library in purchasing and deleting books.

Fire Alarm systems – Main and Shipshewana are completed. The parts for Topeka are not available at this time. It will be completed as soon as the parts become available.

Water Heater: received quote from Griffin for a 48 gallon tank, installed in the amount of \$8989.00. Also are waiting for quotes from, Havel and Wills. Martin made a motion not to exceed more than \$9000.00 for the purchase of a new water heater for the Main Library. Jody seconded the motion, all in favor none opposed, motion passed.

Water Cooler for the main library was discussed. ELKAY was discussed. It would require a plumber to install. More information to come regarding this item.

Food for Fines will be from November 22 through December 11, 2021. The items brought in must not be out of date to be acceptable. All items will be given to the Food and Clothes Basket of LaGrange County, Inc. Martin made a suggestion and Rita seconded that we might want to consider doing Food for Fines at a different time next year.

Update of Covid -19 – The County is Red at this time. We will continue to recommend masks for employees and guests but not mandate masks.

See Statistical Report for the month of October of 2021. .

See Staffing Report – currently have 22 employees. Would like to hire another Bookmobile Driver in the near future.

We are looking at the number of patrons who enter the library and the time they enter to determine if we should change the hours of operation for the library in the coming future.

Reports and claims were reviewed: October 31, 2021- Payroll and Check numbers **28418-28471** in the amount of **\$111,270.23 from the operating account.** Grant Fund Expense: check number **97** in the amount of **\$150.00** for a total of **\$111,420.23.** Motion was made by Jody and seconded by Rita to approve the report. All in favor none opposed, motion passed.

Personnel Committee no report .Facilities Committee no report .Policy Committee no report

Correspondence to the Board – PLAC Report needs to be signed. Public Library Access Card (PLAC) Quarterly Report. Signed by Sam Plew, President

Old Business –Still need for form a Landscaping Committee.

New Business – Need to determine Officers for next year’s board. Christmas Party - There will be an Internal Control Meeting for all employees in December and the party will follow. Bonus for Part Time employees \$250, Full Time employees, \$500 will be given at the party.

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

Respectfully submitted by

Diane L Cameron, Secretary
