

LAGRANGE COUNTY PUBLIC LIBRARY BOARD MEETING

Thursday, December 16, 2021 at 5:30 p.m.

LaGrange County Public Library

203 W. Spring St., LaGrange Indiana

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

Board Meeting was called to order by Sam Plew at 5:35 PM.

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

Treasurers Report was presented by Richard. Disbursements were \$136,180.58 for the month of November and receipts of \$36,277.13. Richard make a suggestion to transfer \$100,000.00 from the Operating Budget to the Rainy Day Fund. Jerry made a motion to transfer the funds from Operating Budget to the Rainy Day Fund in the amount of \$1000, 000.00. Rita seconded the motion. All in favor none opposed motion passed. Jerry moved to accept the treasurer's report as reported and Rita seconded. All in favor none opposed, motion passed.

Directors Report: Appointment Renewals – Jerry White is in the process to renew his appointment. Anna distributed the 2022 Holiday Calendar and the 2022 Library Board Regular Meetings Calendar.

The State Board of Accounts Audit is complete and the Exit Meeting was conducted. The report is out. Will talk about at our next meeting after it has been published.

2022 CPA Engagement Contract and Overdrive Renewal Agreement was presented. Jerry made a motion to accept and Rita seconded. All in favor none opposed, motion passed.

report

2022 Bylaw changes. Review Bylaws regarding Public Speaking.

Covid-19. We are in the Red. Masks are recommended. Rita made a motion and Martin seconded to continue current protocol. All in favor none opposed, motion passed.

See Statistical Report for the month of November 2021.

December Tax Distribution (503,331.54) split between General Fund and Debt Service fund. Property Tax received 12/9/2021. January 2022 Bond Payment (283,091.25) paid first part of December 2021. 2022 Budget Approval of \$1,290,000 Operating Appropriation approved by the State.

ARPA Grant for Library Van is here \$39,000.00. Race Red color, 3.5 liter.

Transfers to Rainy Day Fund (\$39,647.25 from LIRF) (\$X from Operating) Posted to put in wrong Fund.

Havel HVAC Maintenance Agreement in the amount of \$2,655 per Quarter. Martin made a motion to continue with Havel and Rita seconded the motion. All in favor none opposed, motion passed.

Replacement of the water heater. After much discussion Martin made a motion to spend from \$9,000 but not to exceed \$10,000 for a new installed water heater and Rita seconded. All in favor and none opposed, motion passed.

See Staffing Report – currently have 22 employees.

On December 9, 2021 there will be a required Staff Webinar of Internal Controls for all employees of the LaGrange Library system. The Xmas party will follow the training session. Bonus checks were passed out by Martin. The party was catered by the Blue Gate Restaurant in Shipshewana. All staff were present except one page who was at school.

Resolution Adopting Classification of Employees & Salary Schedule for 2022 was presented. A motion by Jerry and seconded by Rita was made to accept the Resolution. See report. All in favor none opposed, motion passed. All employee evaluations will be done by the end of the year.

Policy to balance and align the Funds and Line items in the budget annually was presented to the board. See report. Jerry made a motion and Rita seconded to approve these transfers. All in favor none opposed, motion passed. Budget for 2022 will be presented at the January 13th meeting.

Reports and claims were reviewed: November 30, 2021- Payroll and Check numbers **28472-28522** and **JE11-1 Electronic Payment** in the amount of **\$96,533.33** from the operating account. LIRF Fund Expense: check number **28523** in the amount of **\$39,647.25** for a total of **\$136,180.58**. The LIRF Fund expense was for the new Van. Motion was made by Martin and seconded by Jerry 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** – no report. **Old Business** –No report **New Business** – no report

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

report
