

# LAGRANGE COUNTY PUBLIC LIBRARY BOARD MEETING

Thursday January 20, 2022

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

Sam Plew, President, called the LaGrange County Library Board reorganization meeting to order at 5:32 pm on Thursday, January 20, 2022. He asked for nominations for board officers. Present at this meeting were Sam Plew, Martin Franke, Jerry White, Michelle Chrisman, Richard Kuster and Anna Mendoza.

Martin Franke nominated a slate of officers for the 2022 calendar year as follows:

1. Sam Plew President
2. Michelle Chrisman, Vice President
3. Diane Cameron, Secretary
4. Sarah Walker, Efthimiou CPA Group, Treasurer

Michelle asked for a job description for Vice President, which was supplied by Richard Kuster. **Jerry White seconded the motion.** Sam asked for further nominations. Hearing none, he closed nominations. A voice vote was held, and the slate of officers was accepted unanimously.

The reorganization meeting was closed at 5:35 pm.

The Public Meeting of the LaGrange County Library Board for January 20, 2022 was convened by President Sam Plew at 5:36 pm. The meeting was held at the LaGrange County Public Library, Main Branch, LaGrange IN. Present were: Richard Kuster, Anna Mendoza, Rita Lehner, Jerry White, Michelle Chrisman, Sarah Walker, Martin Franke, and Diane Cameron.

Following a review of the minutes of the December 2021 meeting, **Jerry White moved the acceptance of the minutes as presented. Rita seconded the motion, which was adopted by unanimous voice vote of the board.**

The treasurers report was reviewed by Sarah Walker, Board Treasurer. It was noted that additional transfers had yet to be made from the 2021 calendar year as follows

1. From Office Cleaning and Sanitation to Supplies-\$200
2. From Office Cleaning and Sanitation to Other Operational Expenses \$750
3. From Electricity to Resources and Technology \$5100
4. From Electricity to Technical Consultant Services \$300
5. From Electricity to Other Licenses \$150
6. From Electricity to Telephone and Internet \$1000
7. From Periodicals to Non-Printed Materials \$350
8. Sarah reported that the Debt Service was paid but that there were complication with the transfer of funds to cover the cost of the transit van.
9. Sarah reported that the CD's had been renewed with Farmer's State Bank at a 2.5% rate for 4 months. She hopes to renew again in April 2022 at a higher rate.
10. **Jerry moved to approve all recommended transfers and changes. Rita seconded this motion. Motion passed unanimously by voice vote of the Board.**

Sarah intends to attend the LaGrange County Public Library Board meeting once a quarter unless requested more frequently or as the need arises.

Director's Report:

Richard Kuster reported on the following:

1. Presented the 2022 Budget Order, explained library tax rates and expected income revenues.
2. Richard recommended the adoption of the 2022 budget. **Jerry White recommended the adoption of the 2022 Budget as presented. Rita Lehner seconded the motion. The measure passed by unanimous voice vote of the board.**
3. Richard reported that the Bank Resolution authorizes Sarah Walker and Martin Franke (past Board President) to sign checks for the library. **Martin moved that a new bank resolution be drafted to authorize Sarah Walker, Board Treasurer; and Sam Plew, current Board President) to sign checks for the library. Jerry White seconded the motion, which passed by unanimous voice vote of the board.**

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ARPA Grant: Richard reported that \$14,620 was received to help offset the cost of the transit van purchased to make deliveries for the TUBS program.

Library Board Appointment renewal: Jerry White's term expired at the end of 2021. He was reappointed by the Prairie Heights/Westview School Districts for another 4 year term.

2022 Calendar: Richard presented the holiday schedule which contained 12 paid holidays for full time employees. **The calendar was adopted by unanimous voice vote of the board, moved by Jerry White, seconded by Rita Lehner.** Christmas occurring on Sunday was discussed.

NICHE Academy: Richard recommended joining this organization, which supplies software that enables the library to more fully use online services from programs such as Hoopla, Ancestry.com, Inspire, and Reference Solutions. The \$2700 fee represents a significant discount from their normal cost, which was negotiated by Richard. Richard recommended adoption of this service, to be paid for out of the Technical Resources budget line item. After discussion, **Rita Lehner moved to accept Richard's recommendation to adopt the service at the cost of \$2700. Jerry White seconded the motion which was approved by unanimous voice vote of the Board.**

Richard reported that it is time to renew our contractual agreements with Chester IT Services of \$6120 for the Annual Maintenance Contract and \$23746 for Wifi provision for all branches. 80% of this cost is paid by our participation in the ERate program. **Rita Lehner moved and Michelle Chrisman seconded the motion to renew these contracts. The measure was adopted by unanimous voice vote of the Board.**

Richard reported that the LaGrange County Public Library received \$3207 restitution from the IOI settlement resolving the loss the library experienced through IOI acting as our payroll management company. This was about half the loss the library experienced a couple years ago when a company official absconded with payroll taxes that client companies had already paid. No Board action taken.

Richard and Anna had a discussion with the Board concerning the present state of affairs with COVID management at the library. It was decided that the library is operating within CDC guidelines at the present time, and that no further action needs to be taken. No Board action was taken.

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At this point in the meeting, the meeting was joined by Board Secretary Diane Cameron.

Statistical Report – See Report – the numbers are down. Need to set up programs on line for teachers to use. Communicate to schools the availability – 3<sup>rd</sup> thru 5<sup>th</sup> grade of chapter books.

Water Heater has been installed and working very efficiently.

Staffing Report – See Report. Need a driver for the Bookmobile as Kitty is retiring in May. Anna has been helping out but is not a permanent solution. So far no applications have been received. Will continue to post this position.

Employee Compensation & Benefits – Personnel Committee to set up meeting. Insurance Representative from Tasc will make a presentation regarding the insurance program. Pick a Thursday in the future for compensation meeting. Employee received a 5% raise in October of 2021.

Reports and Claims were reviewed: December 31, 2021, Payroll ,Bonus and Check numbers 28524-28588 and 50073-50095 in the amount of \$135,392.15. Debt Fund –Bond Payment 28534 in the amount of \$283,091.25 for a total of \$418,483.40. Jerry moved to approve and Rita seconded. All in favor none opposed motion passed.

Personnel Committee – no report

Facilities Report – the roof in the main lobby of the library is leaking again and also the DVD area. It was suggested to contact Gary Mast the Manager of Maintenance for the county.

Policy Committee – no report.

Correspondence to the Board – none

Old Business – none

New Business – need to remove leaves by the outside furniture. Ice and snow at the entrance and down the sidewalk need to be cleaned off whenever it snows.


Correction from December meeting minutes, moving dormant funds from the Rainy Day Fund to pay for Van in the amount of \$39,647.25.

A motion was made by Michelle to adjourn the meeting at 7:00 pm seconded by Rita. All in favor motion passed.

Respectfully submitted by,

Martin Franke, Board Member

Diane L. Cameron, Secretary

  
Diane L. Cameron  
Rita Scherer  
Jody & Blake  
Marta A Traupe  
Michelle Chusman