

Gas City-Mill Township Public Library
Minutes of the Board of Directors Meeting
Approved on March 19, 2019

Call to Order:

The Gas City-Mill Township Public Library Board was called to order on February 19, 2019 at 6:30 PM by President Candace Eck in the library meeting room. In attendance were President Candace Eck, Vice President Carolyn Gaskin, Treasurer April, Dickey, Member Teresa Fratus, Member Mary Stultz, Member Tim Luckey, Secretary Theresa Leffler, Director Jessi Brown, and Assistant to the Director Karen Marvel.

Minutes:

The minutes of the January 15, 2019 Board of Directors meeting were approved on a motion by T. Fratus and a second by A. Dickey. The motion was unanimously approved.

Reading of the Treasurer's Report:

Treasurer A. Dickey presented the treasurer's report. See attached.

Approval of the Bills:

Claims numbering 1-49 and 54-55 were presented for approval. Claims 50-53 were payroll. On a motion by C. Gaskin and a second by T. Fratus, the claims were unanimously approved.

Report of the Librarian:

Director J. Brown presented the librarian's report. See attached.

Committee Reports:

No committee reports were heard.

Communications:

A letter from Salin Bank was read by J. Brown stating that the Gas City Branch, where the library savings, checking, and charge card are held, is closing April 26, 2019. Mutual Bank has the library investments. J. Brown will check various institutes for interest rates, payroll processing fees and costs of checking. J. Brown will report back at March 19, 2019 meeting.

Unfinished Business:

My Library Rewards update presented by J. Brown stated that 62 users have signed up so far. 30,930 points have been rewarded and two people have redeemed rewards.

New Business:

a. Presentation from Lucas Engle of Cintas re: Water break Cooler. Cintas currently monitors our first aid cabinet and AED. Lucas presented the costs of renting water coolers for upstairs and downstairs. He offered a 36-month lease at a cost of \$120 a month. Disposable cups were an additional \$10 for 100. This will be tabled for decision until March 2019 meeting.

b. Non-Resident Fee Resolution. Cost for 2018 was \$65 a year. The state mandates that the fee be at least \$69.34. A motion to raise the cost to \$70 a year for 2019 was made by A. Dickey and a second by T. Luckey. The motion was unanimously approved.

c. The Difference is You Conference. The conference will be held on Friday September 13, 2019 at the Indiana State Library. J. Brown would like the entire staff attend at a cost of \$25 a person and that the library close that day.

d. Fine Forgiveness Week. J. Brown presented that overdue book patrons are called and receive notices in the mail. J. Brown suggested that a fine amnesty week be in place during National Library Week.

e. Board Bylaws. J. Brown noted that the Bylaws were updated in 2011 and in March 2018. J. Brown gave each board member a copy of the updated bylaws to review before March 19, 2019 meeting.

1. Policy Update

Records Retention. A motion was made to approve the Records Retention Policy by T. Fratus and a second by C. Gaskin. The motion was unanimously approved. See attached policy.

Hours of Operation and Closure Policy. A motion was made to accept the Hours of Operation and Closure Policy, with changes, by T. Fratus and a second by M. Stultz. The motion was unanimously approved. See attached policy.

Personnel Handbook Inclement Weather Update. A motion was made to accept the Personnel Handbook Inclement Weather Update, with changes, by T. Fratus and a second by M. Stultz. The motion was unanimously approved. See attached policy.

Other. A motion was made to change the title of Karen Marvel's position to Business Manager by M. Stultz and was seconded by A. Dickey. The motion was unanimously approved.

J. Brown brought to the board that House Bill 1343, in Indianapolis, has went to a second reading. This bill will require all libraries to go before a Binary Council.

Public Input:

No members of the public gave input.

Adjournment:

On a motion by M. Stultz and a second by C. Gaskin the meeting was adjourned at 8:13 pm.

April Dickey
Secretary pro tem

Candace Eek