

Gas City-Mill Township Public Library
Minutes of the Board of Directors' Meeting
August 20, 2019

1. Call to Order

The Gas City-Mill Township Public Library Board met on August 20, 2019 in the library meeting room.

Attending were:

Jessi Brown, Library Director
Jennifer Vermilion, Business Manager
Candace Eck, President
Carolyn Gaskin, Vice President
April Dickey, Treasurer
Teresa Fratus, Member

The meeting was called to order by President Candace Eck at 6:40 p.m. Upon Theresa Leffler's absence, April Dickey was made secretary pro tem.

2. Approval of Minutes

The minutes from the July Board of Directors meeting was presented. On a motion by Teresa and a second by Carolyn, they were approved unanimously.

3. Reading of the Treasurer's Report

April presented the treasurer's report (see attached).

4. Approval of the Bills

Claims 335-384 were presented. Carolyn motioned to approve the claims, and Teresa seconded. They were approved unanimously.

5. Report of the Librarian

Director Jessi Brown presented the librarian's report (see attached).

6. Committee Reports

None presented

7. Communications

The library received a thank you letter from Hoosier Bells for the use of the meeting room. It was accompanied by a \$200 donation, which will be deposited into the gift fund.

8. Unfinished Business

A. Roof Update

I. Painting

The roof work is in progress. Kevin Barrett suggests repainting portions of the exterior and power washing the building. He provided a cost estimate of up to \$10,000 . Teresa motioned to approve this expense, and April seconded. It was approved unanimously.

B. Front Stairs

Brick mason Chris Leckron recommends removing the center bar on the Carnegie steps and replacing it with two side bars. Jessi will get quotes for this work.

C. Budget Draft

Jessi presented a draft of next year's budget and the Board discussed it.

D. Other

None

9. New Business

A. Policy Updates

Jessi presented a hotspot policy, bed bug policy, and updated materials loan policy. April motioned to approve the policies with two corrections; Teresa seconded. It was approved unanimously.

B. E-Rate Consortium Yearly Resolution

Jessi presented the renewal form for the Indiana State Library Consortium. It was approved unanimously.

C. Building Electrical

Jessi shared electrical concerns at the library. To rectify the issue, she received a \$1,900 bid from Huston Electrical to replace a fuse box with a circuit breaker. Teresa motioned to approve this work; April seconded. It was approved unanimously.

D. Compensation Plan

Teresa motioned to table this issue until the next board meeting; Carolyn seconded. It was approved unanimously.

E. Other

Jessi alerted the Board about a PT error in the employee payroll system. Staff has been notified of this error and payroll is now corrected.

Jessi shared that she is expecting a baby in February. She is asking for a committee to establish a maternity leave policy.

10. Public Input

None presented

11. Adjournment

Carolyn made a motion to adjourn at 8:17 p.m.



Candace Eck, President



Theresa Leffler, Secretary