North Manchester Public Library Board of Trustees
Public Budget Review Meeting

Thursday, September 13, 2018 at 6:00 pm, Conference Room

Present: Eileen Meyer Sklar, Kevin Walter, Heather Winger, Mike Leckrone, Kathy Gerber, Vicki Smith, Lisa Ulrey, Amy Acree
Absent:

I. Call to Order - Lisa called meeting to order at 6:03pm.
II. Review of Proposed Budget
   Discussion of increases to specific budget lines, most less that $1000. Exceptions were for salary lines and electronic books. The electronic book increases were for an increase in Overdrive (the addition of magazines to the collection brought the increase to the service) and a new budget inclusion for hoopla. Hoopla was launched during the past fiscal year and the small amount of fund transferred to the service was used within a portion of the remaining budget year.

Salary increases were balanced with the decrease in FICA payments and insurance costs. These reductions were due to the over budgeting as not all full time staff use insurance through the library.

Form 2 LOIT is entered as $0.00 since that money is not guaranteed.

All reports held for vote at the October meeting.

IV. Motion to Adjourn by Eileen with second by Heather motion carried, Meeting adjourned at 6:20 pm.

Signed: ___________________________   ___________________________
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North Manchester Public Library Board of Trustees

Thursday, September 13, 2018 at 6:30 pm, Conference Room

Present: Eileen Meyer Sklar, Kathy Garber, Mike Leckrone, Lisa Ulrey, Kevin Walter, Amy Acree
Absent: Heather Winger, Vicki Smith

I. Call to Order - Lisa called meeting to order at 6:25 pm.
II Adoption of Agenda - moved by Kathy and Vicki seconded. Motion carried

III. Programming presentation by Stephanie & Heidi
   2017 programs had attendance of 13,295 with $2700 in donations for Summer Reading programming (2 Gold level sponsors ($500 or over donations)).
   2018 donations with new outreach to businesses and individuals in town reached $5385 for summer reading and $2754 from the Fun Run for future programming. (5 Gold level sponsors)

   Manchester University students are coming back for the next academic year to help with programming with youth in Makerspace.

   This month brought about new storytime and adventure course programs at the outdoor space in the library west lawn.

IV. Perusal and Approval of Reports
   A. Secretary Minutes - Vicki moved and Eileen seconded the August meeting with corrections. Motion carried.

   B. Presentation of Claims & Financial Reports -
      1. Vouchers & Financial Reports - Kevin moved and Michael seconded the reports, motion carried

   C. Director’s report
      1. Friends of Library - met on September 11th. They are gearing up for the quilt raffle and book sale in November. Tickets for the quilt raffle will be available at some library programs this fall.
      2. Programs
         a. Storytime attendance continues to be high, even with outdoor storytime during the week.
         b. Adventure Course is popular this fall. Next month Terrific Tissue Crafts will begin.
         c. Halloween party (Hollywood Halloween) is scheduled for Oct 10th.
         d. About 70 people participated in the Fun Fest Bike Parade, which was supported with volunteers through the Peabody Foundation.
         e. Head Start, Sycamore Preschool, & Peace Patch Preschool will all visit the library over the fall.
         f. Star Books returns to lunchtimes at MJSHE on September 28th.

   3. Buildings and Grounds
a. Panic buttons were installed August 21st and are programmed with code box by location. Staff is being trained for these devices.
b. Roof proposals are listed under new business
c. Metzger’s removed the dead tree and trimmed the tree in the parking lot.

4. Personnel
   a. No personnel changes again.

5. Technology
   a. New microfilm machine and monitor was installed. Staff will be trained how to use it and it will be available for the public to use when the Indiana Room project is completed.
   b. 3D printer was used for 25 hours of print time in August. (This doesn’t include time for searching for images and set up).

   a. Stephanie and Amy attended a library safety workshop at Allen County Public Library. Emergency procedures will be updated for the staff manual. The new building procedures plan will need to include and active shooter procedure.
   b. Collection development policy is being updated and will be presented to the board at a future time.
   c. Stephanie & Amy will teach Jr. Achievement to 3rd grade this fall.
   d. Staff is working with the new MCS media specialist for library card sign up dates
   e. Children’s department inventory is done and several adult sections are also completed.

IV. Old Business

V. New Business
   A. Roof Bids - discussion of proposals from Pridemark Construction and Tri-County Roofing. Third company did not submit a proposal. Despite the dramatic difference in costs for the project and due to the details included in the Pridemark proposal, discussion of the needs to resolve the construction issues and the leak resolutions the board decided to go with the Pridemark proposal. Pridemark can start in October and the project is expected to take about 4 weeks.
      Motion by Kevin seconded by Kathy, motion carried.

   B. Appropriation from LIRF (Library Improvement Reserve Fund)
      Motion to recommend to Town Council the appropriation from LIRF for $120,000 for the roof project proposed by Kathy and seconded by Kevin, motion carried.
      Recommendation will go to the Town Council for final approval in October.

VII. Questions & Comments

VIII. Adjournment at 6:43 pm - Motion by Heather and second by Eileen motion carried.

Next Board Meeting - October 11, 2018 6:30 pm