North Manchester Public Library Board of Trustees
Meeting Minutes
Thursday, March 21, 2019
6:30 P.M.
Conference Room

Present: Lisa Ulrey, Kevin Walter, Kathy Garber, Amy Acree, Heather Winger, Mike Lackrone

I. Call to Order--Lisa called the meeting to order at 6:30.

II. Adoption of Agenda--Lisa asked if there were any additions. Amy added a Letter E under "New Business" stating "Movement of Crossroads CD funds to the LIRF account" Kevin motioned to accept the agenda with the addition of Letter E, Heather seconded, and the agenda was accepted.

III. Perusal and Approval of Reports
   A. Secretary Minutes--Board Minutes perused the minutes. A change in the spelling of intern, Mitchell Espinosa's, name. Kathy moved to accept the minutes as corrected, Mike seconded, and the minutes were filed.
   B. Presentation of Claims and Financial Reports--The board went over the financial report, expenditures and receipts for the month. Amy will look into the discrepancy on the number for the undesignated gifts account and email the board the correct account number. Mike moved to accept the financial report and vouchers, Kevin seconded, and the financial reports and vouchers were accepted.

C. Director's Report
   1. Friends of the Library--Sharon Pittman is moving and will be leaving the FOL board. Deb Manges will be replacing her. Tera Peden will become the new FOL secretary.
   2. Programs--The Golden Egg Hunt was a success and had over 150 attend. Stephanie has started a Growing Gardeners club. A full slate of activities are planned for both spring break and National Library Week in April.
   3. Buildings and Grounds--Lewis Tree Service removed the bad tree in the back. Ice Melt was applied in February.
   4. Personnel--Nothing new, but a new clerk will be hired for a few hours a week since we have clerks going down in hours due to their other jobs.
   5. Technology--Becky's computer (and our accounting system) was updated. Robin fixed some issues with wifi.
   6. General Issues--The SBOA completed their audit on Wednesday, March 20th. Kevin attended the conference, along with Amy and Becky. The only noted issue was with an employee not clocking it. That issue was fixed back in 2016. Donations are going very well for summer reading. Employee performance reviews are being completed. Amy is considering having a canine unit come before work one day to check for illegal substances in the library. The staff had a successful professional development day on Monday, February 18th.

IV. Old Business
A. NONE

V. New Business


B. Endowment Reports from 2018—Amy shared the endowment reports from the Wabash County Community Foundation for 208. Library endowments lost a significant amount of money during 2018.

C. H. Lovett Professional Development Request—The board reviewed a potential contract for Heidi Lovett, programming coordinator, to become “Bob Ross” certified so that she can do programs for the library. The board agreed that this was a reasonable opportunity for Heidi to pursue and that it would have good benefits for library programming.

D. Long Range Plan—Kathy agreed to sit on the Long Range Plan Committee

E. Date for Board Walk Through—The board walk through for 2019 was set for the day of the May board meeting. The board will meet early, 5:30, for the walk through and then conduct regular board business.

VI. Questions and Comments—NONE

VII. Adjournment—Kevin moved to adjourn the meeting at 7:15. Kathy seconded, and the meeting was adjourned. The next board meeting will be Thursday, April 11th at 6:30 PM.

Approved by the board on 4/11/19

Signed: [Signatures]

[Signatures]