



Board Meeting Minutes
February 22, 2018

Parke County Public Library

Present

Trustees: Randy Kneeland, Linda Burnette, Randy Wright, Nellie Myers, Scott Bacon.

Director: Lindsey Bishop

Randy Kneeland called the meeting to order.

Secretary's Report

Reviewed meeting minutes for January and Executive meeting.

Executive meeting; we officially signed the membership packet for Evergreen Application. We passed the Resolution to change our name to Parke County Public Library. A policy was also approved for prices of services for the library as well as a holiday policy.

Nellie M. moves to accept the meeting minutes for January and Executive meeting minutes. Linda seconds. All in favor. Motion passes.

Bookkeeper's Report

Lindsey brought the Receipts Report and the January Register of Claims. The board looked to see what expenditures had been made and asked questions. I verified what forms they'd like to see each month. Register of Claims was signed by the board.

Linda B. moves to accept the Bookkeeper's Report, and Randy W. seconds. All in favor, motion carries.

Director's Report

- **Front railing broken**
A few balusters have fallen out and Lindsey has called Brad Thompson with Thompson Construction. He is going to come look at it as soon as he can. Looks like it needs a bolt.
- **Name update process**
Waiting on the IRS proof of name change. Lindsey has begun working on updating other accounts. DLGF has updated us, State Library has updated us, a few vendors. Hoping a form from IRS will be proof enough for Indiana Department of Revenue, PERF and others.
IRS confused accounts with funds paid from our account to the Friends of the Library, they say we owe and the friends paid. So we sent a letter, and waiting to hear back. Jean Ann called in January and they said they would take care of it and they didn't.
- **Front Yard Sign**
Would like to install a sign in the yard or somewhere for our library, especially since we have changed our name. We would need to get three bids based on cost. For a one sided LED sign (just the LED, no structure), Misty at Vermillion County has seen \$14,000. Attica Public Library, for a one sided sign with brick and limestone as well as LED was \$45,000. The board decided Lindsey should go ahead and begin getting quotes both with and without the LED. Maybe look at match grants. Talk to the Community Foundation. Brick Layers Union in the area or some other community resource to tap into for labor too?
- **Open House**
Would like to have one the second week of May after we go live with Evergreen. Hopefully have a sign by then. But make it a big community event. I would like to draw interest of kids and families. Have community organizations come and have a table and talk to people. Maybe have a bouncy house and other kids' stuff like face



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painting and other fun things for kids. Friends maybe do the refreshments? Talk to Jean Ann. Rockville Police bring their Police Dog. Have organizations do a raffle or little give away. Wheel House donuts? So we will work on that some more but Lindsey asked the board to maybe come up with a list of Community Organizations that would be involved or mention it to people to get interest. Give out books to kids?

Lindsey plans to do a press release to talk about the name change. She also plans to talk to Lisa at the Sentinel about a “library corner” part in the newspaper.

- Lindsey talked about the Dollywood Foundation payments. She noticed in the past, the funds had been coming from the Operating Fund as part of Books but didn't think this was right since they are not Capital Outlays. The board suggested paying for it from the Gift Fund. Lindsey will bring this back to the March meeting after verifying with the State Board of Accounts and State Library as well as the Bank.
- Summer Reading will start May 28th – July 6th.
- Staff sick/Vacation/personal time policy- Lindsey presented what had been passed in 2107 and another library's policy. She expressed the concern that the policy now is really confusing as to what carries and what doesn't as far as earned time, etc. Then does it cap? Could we add personal time, that could be used instead of sick and vacation, for emergencies? Would we want to offer a bonus if staff doesn't use vacation, say pay for “x” number of hours if unused? Board will take home the policy Lindsey brought and mark it up with what they like or don't like and we'll talk about it next meeting.

Randy W. makes a motion to add three personal days and adopt the personal day part of the provided policy for each person part-time and full-time. Seconded by Scott B.

- Lindsey is Meeting with KrM Architecture firm on March 5th, 2018 12:30pm – 2:30pm if any board members want to come. She knows we aren't ready to move forward but wants the firm to see the building and start talking about how to start conversations with the community.
- Lindsey asked about what the board thought about having Chad go to school to become the Children's Librarian. They agreed and thought he might be able to get a raise upon completion but thought he would be great and I wouldn't have to hire someone else.

Old Business

Updates:

- Evergreen update:
Have begun data extraction and working on reverse mapping to transfer all the patron data to Evergreen from Follett. As well as the bibliographic data for materials. It's taking some time but we are working on it.
- Name update process:
Waiting on the IRS proof of name change. Lindsey has begun working on updating other accounts. DLGF has updated us, State Library has updated us, a few vendors. Hoping a form from IRS will be proof enough for Indiana Department of Revenue, PERF and others.
IRS confused accounts with funds paid from our account to the Friends of the Library, they say we owe and the friends paid. So we sent a letter, and waiting to hear back. Jean Ann called in January and they said they would take care of it and they didn't.

Next Meeting

Wednesday March 21st, 2017 at 3:00pm