



CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
BOARD OF TRUSTEES
Minutes of June 12, 2023, Meeting

President Travis Heavin called the June board meeting to order at 4:05 p.m. Board members present were Gay Kirkton, Dave Olson, Jeanine Samuelson, and Sue Shollenberger. Gayle Camp & Laurie Gentry were absent. There were no representatives from the media or the public.

President Heavin asked if the trustees had read the minutes of the May board meeting. Dave Olson moved and Jeanine Samuelson seconded to approve the minutes. The motion passed unanimously.

Appropriation and Financial Reports

Sonya Dorris presented the appropriation and financial reports (copies attached). Following a discussion, Jeanine Samuelson moved and Dave Olson seconded to approve the appropriation and financial reports. The motion carried.

Old Business

- a. After a brief discussion, Director Dorris announced that there was a delay from the state regarding information on Board Training. She will send out the information as soon as she receives it.

New Business

- a. Director Dorris reviewed proposed changes (copies attached) to Collection Development Policy and Reviewed Bylaws. The first reading of the proposed changes for the Bylaws will be voted on at the July board meeting.
- b. Following a discussion of the Staff Luncheon, Gay Kirkton moved and Jeanine Samuelson seconded to have the Staff Luncheon on Thursday, July 27 from 11:30 -1 pm. The motion carried.

Public Comments

There were no public comments.

Director's Report

Director Dorris presented the Director's Report.

The parking lot repair and maintenance is taking place. Eric Circoine approached us about doing community service and mentioned that he has asphalt experience. He sketched out

what he thought it needed and gave me information to order supplies from Menards. CityWide, who did the carpet cleaning, had given us a proposal for \$10,500. So far, we've spent a little under \$2,000 for supplies. Eric has put in over 40 hours of volunteer time, and we've agreed to pay him \$20/hour for his remaining time

The drainage problem at the east end of the building has been fixed. A city worker was able to meet RotoRooter here. They found the blockage and were able to clear it. The city also came and sucked up what had been removed from the drain.

We received our supplemental Local Income Tax distribution. It was \$47,418. The AVQ that we use to plan our 2024 budget is rumored to be near 5%. Both of these things will help keep the Operating budget in healthy shape.

Joe Tredway, our IT vendor, will be retiring at the end of the year. He may be selling his business to an IT company in Elkhart, but we are not necessarily tied to using them. In reviewing the age of our servers, Joe recommended replacing our current main server which was purchased in 2016. That server would then replace our secondary server which was purchased in 2010. This project would cost around \$10,000, half in labor and half in hardware. Joe does not mark up his hardware and is very familiar with our network. I would like to have him do this upgrade late this fall.

Our number of hotspots in circulation had dropped to 8. Our T-Mobile rep offered to upgrade all of our hotspots to the most recent technology and add 2 to bring us back up to ten in circulation. We pay nothing for the devices and monthly unlimited service is \$30 each.

We have a legal information kiosk courtesy of the Indiana Bar Association. It includes a touch screen and keyboard, as well as a printer. Patrons can fill out legal forms at the kiosk and print them out. It was just installed last week, so it hasn't seen a lot of use yet, but we'll get information out about it.

The summer reading program is off and running. Elizabeth has programs scheduled 4 days a week. So far, all have been very well-attended. She had 74 people for family story time the first week.

Tomorrow is my last meeting as a member of the Evergreen Indiana executive committee.

Dave Olson moved and Sue Shollenberger seconded the motion to approve the Director's Report. The motion carried.

As there was no further business, Jeanine Samuelson moved and Gay Kirkton seconded to adjourn the meeting. The motion carried.