

Huntington City-Township Public Library
Board of Trustees
July 15, 2013
5:00 p.m.

Present:

- Fred Scheiber, Donna Norwood, Juanita Buzzard, Andy Zay, Peggy Caley, Kathy Holst, Director

Absent:

- Jamie Foday, Wil Kline

Peggy Caley called the board meeting to order at 5:00 p.m.

Reading and Approval of Minutes:

- A motion was made by Juanita Buzzard to approve the minutes as presented. Fred Scheiber second. Motion carried.

Reading and Approval of Financial Report:

- A motion was made by Andy Zay to approve the financial report as presented. Donna Norwood second. Motion carried.

Approval of Bills:

- A motion was made by Andy Zay to approve the bills as presented. Donna Norwood second. Motion carried.

Report of the Librarian:

- Kathy reported that the Summer Reading Club did very well this year. She feels strongly that we will hit the 1,000 registrants this year.
- ALA was a big hit with the staff. The library was closed Saturday so that all employees could attend the conference in Chicago.

Committee Reports:

- **Health Insurance** – items needed for the State of Indiana insurance consideration have been sent in for review. Kathy did share with the board her notes from an insurance meeting held in Fort Wayne.
- Employee participation for their health insurance will continue for 2014. Fred Scheiber would like employees to pay a percentage of their health insurance. Andy Zay would like incremental steps to increase employee share of health insurance costs. More information in the budget section of the minutes.

Communications:

- None

Unfinished Business:

- **Technology Plan** - A motion was made by Andy Zay to approve the Technology Plan as presented. Fred Scheiber second. Motion carried.
- **Technology Evaluation** – Tabled on a motion by Andy Zay. Fred Scheiber second. Motion carried.
- **Markle Branch** – Andy Zay and Peggy Caley met with two members of the Markle Town Council. Andy explained to them that the board is having issues as to where to go next on the project. Council members felt they would get a new building and thought it was in the minutes when the levy was increased through the state. They will look for a copy of the minutes. Andy feels the ball is in their court and hopes to have feedback soon.

New Business:

- **2014 Budget** - salary schedule with 2% and 3% increase calculation along with job classifications was presented to each board member for discussion. Kathy explained how the salaries were calculated. Fred would like to see something that says that Indiana does not require mandatory retirement. Kathy will look into this. Fred also asked for a cap on the salary ranges; that they are not automatically adjusted upward when a salary rate increase occurs. The board also discussed the employee portion of health insurance costs. Fred Scheiber made a motion to accept the salary schedule as presented with a 3% increase and for each employee to pay \$500.00 for 2014 for health insurance. Andy Zay second. Motion carried.
- Andy Zay evaluated the budget and presented a spreadsheet explaining his proposal for 2014 budget. The board discussed all budget line items and concurred that all major expenses should be held off until the second half of the year. It was decided that the Rainy Day Fund should be reduced by running the capital outlay portion thru it. Kathy reminded the board that we have to stay in the standards for books. Andy said it didn't have to be capital outlay. It was decided that health insurance expense would run thru the Rainy Day Fund. Andy would also like to see the levy go down gradually over the next 5 years. Andy Zay made a motion to accept the budget with the following reductions. Fred Scheiber second. Motion carried.
 1. Reduce salary of assistant's category by \$32, 500 and \$45,000.
 2. Eliminate LIRF by \$100,000.
- Leaving the budget at \$1,991,516.00. A motion was made by Andy Zay to spend \$200,000 of the Rainy Day Fund on the 2014 budget and whatever LIRF needed to advertise. Fred Scheiber second. Motion carried.

Budget stands at \$1,791,516.00 Operating Fund
\$ 200,000.00 Rainy Day Fund
\$1,432,553.00 LIRF

For a total budget of \$3,424,069.00

Public Input:

- None

The board was adjourned with a motion by Andy Zac . Fred Scheiber second. Motion carried.

Jamie Foday, Secretary, by Jeri Davis