

Huntington City-Township Public Library
Board of Trustees
September 16, 2013

Present:

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

Absent:

- Juanita Buzzard, Wil Kline, Jamie Foday

Peggy Caley called the board meeting at 5:15 pm.

Reading and Approval of Minutes:

- In "Unfinished Business" change the word option to opinion. Fred Scheiber made a motion to accept the minutes as corrected. Donna Norwood second. Motion carried.

Reading and Approval of Financial Report:

- Kathy informed the board that 1st Source Bank no longer offers the 1% checking account, however, they are offering a CD for 31 months at 1%. After board discussion it was decided to purchase the CD. A motion was made by Andy Zay to approve the Financial Report as presented. Fred Scheiber second. Motion carried.

Approval of Bills:

- Kathy explained the extra maintenance claims for electrical. The outlets and ballasts are all complete, just a few more items left to be done. A motion was made by Andy Zay to approve the bills as presented. Fred Scheiber second. Motion carried.

Report of the Librarian:

- Kathy presented the board with the e-rate consortium letter to sign. A motion was made by Fred Scheiber to sign the Indiana State Library Consortium for library access for 2014. Donna Norwood second. Motion carried.
- Indiana Room Materials Policy. Kathy explained the general policy for the board. She told the board that Commercial Enterprise has asked for photos. She also explained the digitization and copyrights of our items in the Indiana Room. She passed out a new policy for the board to review. After board discussion, Kathy will rewrite the policy. Tabled.
- Kathy asked board members if they are using their email addresses that were given to them. She asked if they could be eliminated. The board agreed.
- Annual ILF conference will be held in October in Indianapolis. Kathy told the board to let her know if anyone is interested in going.
- Author Tess Gerritson will be attending a luncheon at the library October 2nd. Kathy invited board members to attend if possible.
- Kathy passed out information only on health insurance "Marketplace".
- Markle branch had 42 people attend the Princess Party.

Committee Reports:

- Fred Scheiber told the board about the benefits committee meeting that was held. He looked at surrounding counties and feels our library is on the high side of the salary schedule for the salary ranges. The board discussed topics such as mandatory retirement and personnel reviews. Fred thinks we could benefit from outside help on this matter. Certified employees were also discussed, for example, how to break the categories down a little better. Kathy explained in detail how the categories are set up. Andy suggested making a “peer group” meaning get 10-20 libraries our size and compare. Kathy went on to discuss the library statistics.

Communications:

- None

Unfinished Business:

- Markle Branch – letter was delivered to the Markle Town Council for the offer of \$100,000.00 for the current building the library uses. Peggy Caley may try to attend the meeting Wednesday, September 18th at 7:30 pm.

New Business:

- Handbook revisions – see Report of the Librarian for Indiana Room Policy. Health Insurance Policy held for next meeting.

Public Input:

- None

Meeting adjourned.

Jamie Foday, Secretary, by Jeri Davis

**Huntington City Township Public Library
Board of Trustees
Budget Hearing
September 16, 2013**

Budget Hearing

Present:

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

Absent:

- Juanita Buzzard, Wil Kline, Jamie Foday

Peggy Caley called the Budget Hearing to order at 5:00 pm.

- Peggy declared there was no public input. A motion was made by Andy Zay to close the budget hearing. Fred Scheiber second. Motion carried.