

Board of Trustees' Meeting
Arcanum Public Library
May 16, 2019

Present: Dan Sink, Jan Roestamadji, Deb Dynes, Curtis Schafer, Rose Lambert,
Mark Wright, Jean Miller. Paul Myers.
Absent: Randy O'Dell

President Paul Myers called the meeting to order at 6:06 p.m.

1. Minutes: There were no corrections to the Minutes. **Motion:** Jan made a motion to approve the minutes of the last meeting of the Board of Trustees. Dan seconded the motion. All voted yea.

2. Financials:

A. The financial reports were reviewed. **Motion:** Rose made a motion to accept the financial reports as presented. Mark seconded the motion. All voted yea.

B. Transfer of funds. **Motion:** Jan made a motion for transfer from 1000-760-750-0000 Furniture and Equipment to 1000-100-341-0000 Property Insurance Premiums \$1151.00. Effective 5/1/19. Jean seconded the motion. All voted yea.

C. 2020 Budget was reviewed by the Board of Trustee Members. **Motion:** Jan made a motion to approve the 2020 Budget. Mark seconded the motion. All voted yea.

3. Reimbursement: **Motion:** Rose made a motion to reimburse Curtis Schafer for mileage when attending COOL Directors meeting on 5/15/19 in the amount of \$107.42. Dan seconded the motion. All voted yea.

Information from COOL Directors' Meeting: Wilmington Library is joining the COOL Consortium which will lower our library fees for membership around \$500.00.

4. Donations: **Motion:** Jan made a motion to accept the donations. Jean seconded the motion. All voted yea.

Donations: Merlin HD Ultra magnifier; \$20 from Alan Shively to purchase *The Local Life* quarterly magazine; Approximately 5 boxes of books for the book sale.

5. Withdrawals:

A. **Motion:** Rose made a motion to approve the withdrawals. Dan seconded the motion. All voted yea.

Withdrawals: 815 cataloged books, 11 DVDs, 1 magazine

B. Deaccess: **Motion:** Jan made a motion to deaccess 00116 card table and 00128 Adladdin Rainbow magnifier. Jean seconded the motion. All voted yea.

6. Maintenance: 4/25/19 Cy Schwieterman repaired downspout and inspected footer tile; 4/27/19 Kevin Stockslagger hung security mirror on 2nd floor; 5/10/19 Kevin Stockslagger repaired broken attic window.

7. Updates: Budget update. Curtis Schafer reported that the budget had passed in the State House of Representative for 1.68 percent tax revenue to libraries. The budget is now waiting for the vote in the State Senate.

8. New Business:

A. Job Descriptions: Note change of title from *Assistant Librarian* to *Associate Librarian* to match the Payroll Policy. Board members are to read thru the Job Descriptions before next meeting.

B. Hot Spots Lending Agreement: There is a correction to number 4 on the Hot Spots Lending Agreement from 7 days to 14 days. **Motion:** Jan made a motion to accept the revised Hot Spots Lending Agreement. Dan seconded the motion. All voted yea.

C. AC Unit Selection: **Motion:** Rose made a motion to purchase the 4TTR3060 Trane Air Condition Unit for \$5,100.00. Jan seconded the motion. All voted yea.

Note: The unit to be purchased per the motion will be replacing the air conditioning unit that is no longer working.

D. Marj Heyduck books: Curtis reported boxes of library books were found that were donated by Marj Heyduck, Dayton newspaper columnist, after the fire of the library when it was located downtown in Arcanum. Curtis will be contacting the Historical Society to determine any interested in the books. It was suggested a display in the library and possibly giving away the extra books to anyone interested in them. The books have a bookplate with Marj Heyduck's name in them.

Jan Roestamadji left the meeting at 7:23 p.m.

E. Curtis explained Long Range Planning provided by the State Library. A committee would come and evaluate the library and make suggestions for the library and the community.

The next meeting of the Board of Trustees will be June 20, 2019 at 6:00 p.m.

Adjournment: Rose made a motion to adjourn the meeting. Mark seconded the Motion. All voted yea. The meeting adjourned at 7:33 p.m.

Respectfully submitted,
Jean Miller, Secretary

