



Board of Trustees
Wednesday June 1st, 2016
7:00 p.m.
Community Room C

Call to order

Public comments

Approval of minutes

Staff Report

Committee Reports

Budget & Finance

Building & Grounds

Personnel

Legislative

Long Range

Nominating

Financial reports

Unfinished Business

Adjourn

Speedway Public Library – May Meeting of the Board of Trustees

May 4, 2016

Meeting Attendees: Darsi Bohr (Director), Tina Campbell (President), Bernie Cinkoske (Treasurer), Suzanne Deboer, Richard Meiss (Secretary), Scott Speer, and Carolyn Stewart, Tom Popcheff (Vice President).

The meeting was called to order at 7:02 PM by President Tina Campbell. The minutes of the April 6th meeting were approved unanimously, as moved by Bernie Cinkoske and seconded by Carolyn Stewart.

Director's Report and Items Arising

- A memorial gift by Jim Haymond will be used to finance the purchase of a bench for the children's area. It will be located to provide convenient access to electrical outlets for the charging of electronic devices.

- To complete the process of compliance with the requirement by the State of Indiana regarding internal financial controls, the Board adopted a resolution entitled "Resolution for compliance with the Uniform Internal Control Standards for Indiana Political Subdivisions in Accordance with IC 5-11-1-27, Effective July 1, 2016. Bernie Cinkoske moved acceptance, and Tom Popcheff seconded the motion. The Board signatures attached to the document signify unanimous approval of the document. This document, which will be transmitted to the State of Indiana, completes the compliance process. This process involved the previously-approved updates of the relevant Library policies, including the Materials Variance resolution, and brings the Library to compliance well in advance of the July 1, 2016 deadline. Thanks are extended to the Library attorney, Mr. Bob Lutz, for his work in insuring that proper procedures were followed.

- Because of the declining popularity of the Library's collection of compact discs with younger patrons, the Director has proposed using the services of a company called Hoopla. It will provide for electronic download of music to personal electronic devices and will provide access to the latest items. Funds for this service will be obtained from the budgeted non-print material category. As such, formal Board approval was not required; however the Board did voice unanimous acceptance of this move.

Financial Matters

- The Operating Cash Fund Balance at the end of April showed an increase of \$32,000 over that of the same time last year. This reflects an improvement in cash flow, due to changes in Circuit Breaker credits estimates.

- The Board reviewed the current financial reports and again noted that the year was progressing with expenditures within the budget and generally on a par with last year's income and expenditures.

- Allowance of Claims (formerly "Claims and Warrants") for the month of April 2016, in the amount of \$90,724.15, were reviewed. Tom Popcheff moved for acceptance, and Bernie Cinkoske seconded; the motion passed unanimously.

New Business

- There was no new business arising.

Adjournment

- There being no further business, Tina Campbell moved for adjournment, and Tom Popcheff seconded the motion. The Board agreed unanimously, and the meeting was adjourned at 7:34 PM. The next regular meeting will be on June 1, 2016, at 7:00 PM.

Respectfully submitted,
Richard A. Meiss, Secretary

Director's Report
May 27th 2016
For June Meeting

Building & Grounds

Tony Royer, our Irish Mechanical technician, is investigating a small slow leak from our boiler. Once he can turn off the heat for the summer, he can 'take the cover off and investigate. It could be nothing (a bolt needs to be tightened) or very expensive (the boiler has a crack in it!). The good or bad news will be in an upcoming report.

Budget & Finance

The 2017 budget process is about to begin. Every year in order to follow all the state regulations the library needs to follow the complete budget process before September 1st and then turn the budget over to the town council for a second budget process. This necessitates at least one and sometimes more additional board meetings. Please let me know if you have plans to be away and unavailable to meet in August.

Gifts

Marty Burton gave \$50.00 in memory of Edward Hinsman.

Darsi Bohr gave \$25.00 in memory of Edward Hinsman.

Personnel

Amy Tucker has turned in her resignation. Amy has been a wonderful part-time circulation clerk for many years. Though working just a few hours a week, she always learned new policies, procedures and software very quickly. Amy has also been a joy to work with; always positive, focused and easy going. Amy leaves us because she has been promoted to director of the preschool where she also works. I know Amy will be a wonderful director and her school is fortunate to have her.

Services

Our new circulation software, Koha, will soon have an upgrade to help with computer security issues. We have not had any security issues with Koha but our Sirsi/Dynix software was hacked many years ago, and was a hair raising experience. So this upgrade is important even though there will be few if any changes to patron or staff interactions with Koha.

This May many exciting things are happening in our town and at the track, and we are happy to participate. Amy Carroll, President of the Speedway Arts Council borrowed our copies of the 500 Race programs. She has them on display at the Art Centre and they were pictured on the front page of our Speedway Press May 11th. Since the advent of the Smartphone, we do not have as many out of town race fans wanting to use our guest internet computers. However, many patrons do bring in out of town family and guests and its fun to tell them about our library. Judy Noblet has planted geraniums in checkered pots outside our front door and created 500 themed displays for the lobby. Teresa Gorrell and Amy Tucker created 500 themed bulletin boards inside the library. And once again library patron and 500 race fan,

Mike Delporte, has done a superb job with his model race car display in the children's area. We are all happy to celebrate our race our town and our library!

Danise Baker

**Adult Services/ Technical Services Report
May 24th, 2016 for the June 2016 Board Meeting**

April Programs:

- May 7 **Free Comic Book Day – 30 Adults, 2 Teens, and 32 Children**
- May 9 **Teen Advisory Board – 2 Teens**
- May 10 **Craft Club – 13 Adults and 1 Teen**
- May 16 **Teen Program: DIY Silly Putty - 2 Teens**
- May 18 **Indiana Bicentennial Discussion – 1 Adult and 1 Child**
- (Varies) **Book a Librarian – 4 patrons**

Upcoming May Programs:

- June 7-23 **Sign Language Classes** – On Tuesdays and Thursdays from June 7th-23rd, we will be having a young lady from the high school teaching sign language.
- June 13 **Teen Advisory Board**
- June 14 **Craft Club** – We will be making string art in the shape of Indiana.
- June 18 **Civil War Re-Enactors** - Members of the 49th Indiana Volunteer Infantry will be in to discuss Indiana's part in the Civil War, perform wooden rifle drills, and more.
- June 20 **Teen Program: DIY Stress Balls**
- June 25 **Summer Music Program** – The Central Indiana Folk Music and Mountain Dulcimer Society will return for an evening of music. Come an hour early for corn hole, kid's activities, and face painting.
- June 30 **The Underground Railroad** – Jeannie Regan-Dinius, Director of the Special Initiatives at the DNR will be into discuss Indiana's role in the URR and the people involved.

Technical Services:

Number of titles processed May 2016

MTD

407

YTD

1917

Comments:

May went very well, attendance wise. Wendy and I's Free Comic Book Day program was a huge success with a total of 64 attendees throughout the day. We originally were going to have to purchase each comic book (~\$0.25/each), but they ended up being donated by a comic book store owner in Plainfield. The Craft Club saw its biggest attendance so far with 14 patrons attending. Everyone seemed to really enjoy the craft and I hope they all continue to attend.

Summer Reading starts June 1st and will go through July 30th. The program will be a lot different for Teens and Adults, but I'm hoping that they will enjoy the changes that have been made. On June 11th, Wendy and I will travel to Lebanon to the Hachette Warehouse. There, we will be buying prize books for the summer reading participants.


Ashley Bartley

BOARD REPORT JUNE 2016

Summer is fast approaching. The library is in full speed with reading programs getting started and vacations planned.

The Friends had a surplus of t-shirts so they decided to price them from \$7 to \$3. They were separated by size, and displayed on a cart at the circulation desk. We get a lot of race fans in to use the computer so it was a great time for the sale. The sale started on Monday morning of the week leading up to the race. It didn't take any time at all before we were selling. Of course with selling comes refolding from patrons comparing sizes. I kept thinking they don't look like Old Navy folding. I marvel at their folded clothes. I think their employees take a class in folding.

I am so happy when we don't have any staff changes. So I was totally thrown off guard when Amy Tucker told me she was leaving. This was a very difficult decision she made. She has been a preschool teacher for 17 years at Pilgrim Lutheran Church. The director of the preschool job became available and it was offered to her. It comes with benefits and a raise and with a daughter in college that will help. We will certainly miss Amy.

Mike has been working at the circulation desk and has caught on quite fast. He will be filling in as needed as a clerk for vacations and Saturdays.

For the schedule, Kaitlin will be taking over the Monday night shift and Christine and Misty will share flipping the day and night schedule every other week.

Happy Fathers Day to all the dads on the board.

Kathy Mickley

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