

Call to Order and Roll Call

Meeting called to order at: 6:03 PM on Tuesday, June 11, 2019. Trustees and Librarian present were as follows;

- | | |
|---|---|
| <input checked="" type="checkbox"/> Roxanna Behnke | <input checked="" type="checkbox"/> Samantha McDaniel |
| <input type="checkbox"/> Dianne Berger | <input type="checkbox"/> Abby Shelton |
| <input checked="" type="checkbox"/> Meghan Fearn | <input checked="" type="checkbox"/> Dennis Turpin |
| <input checked="" type="checkbox"/> Melissa Felling | <input type="checkbox"/> David Wheat |
| <input checked="" type="checkbox"/> Terry Harper | <input checked="" type="checkbox"/> Steve Ward |

Visitor(s) on business were: NA

Quorum

Legal Quorum Present

The presence of six (6) Trustees did Constitute a legal quorum for discussing and transacting library business.

Reading and Approval of the Minutes

Minutes approved

Final Action: Minutes of May 2019 meeting approved

Minutes were presented to trustees present for reading. The presiding officer called for any additions or corrections.: Additions and corrections were as follows: Bookshelves under bay window: "bookshelves and no(t) attach" With no further additions or corrections, Melissa Felling called for a motion to approve minutes. Steve Ward moved to approve the minutes as corrected, Samantha McDaniel seconded the motion. Motion passed by general consent.

Approval of the Treasurer's Report

Treasurer's Report Approved

Final Action: May 2019 Treasury report accepted

Balance in Working Fund: \$60,415.94.

Treasurer's Comments: May P/R¹ of \$2,221.28 is outstanding and APL² received PPRT³ of \$816.42

Terry Harper moved to approve the Treasurer's report, Samantha McDaniel seconded the motion. Motion passed by general consent.

Librarian's Report

Library Activities

Roxanna reported that the library had been busy since school recessed for the year. The library has issued eight (8) new library cards to children.

¹ Payroll

² Albion Public Library

³ Personal Property Replacement Tax

Communications

Report from ADG

The board was presented with a formal report prepared by ADG, Inc⁴ outlining the building component failure and recommendations for remediation.

Unfinished Business (Old Business)

Wall and Floor repair

Dennis reported that ADG recommended getting a budget estimate for the repair of wall and floor components. Tim Raibley indicated that with the budget estimate he could prepare a more formal bid document for board action. There was discussion of various funding methods, federal preservation grants, bonds or grant from Wolfe Family Trust.

Small Bookshelves

Don Pettigrew built the bookshelves to fit under the windows at a cost of materials of \$125 and would not accept payment for his labor.

Story Hour

Thirty (30) children took part during the first week of story hour and that was with competition from vacation bible school. Roxanna expected participation of 35 – 40 children during the future story hours. The story hour activity for June 13, 2019 is a tour of the nursing home and Sherry Harder would be reading. Roxanna reported that the children really enjoy the tour and the residents are very receptive and enjoy the children visiting.

Sidewalk

Dennis discussed the issue of the sidewalk leading to the east porch. Terry Harper brought up issue of the existing steps in which the steps are too tall and not the same height. Dennis indicated that he would ask W. D. Rice for a budget estimate of the cost to remove the steps and repair the damage to the brick porch wall.

New Business

Magnifier

Final Action: Acceptance of donated magnifier

Roxanna explained what a magnifier is and reported that someone has offered to give the library a magnifier. Melissa Felling requested a motion to accept the magnifier. Meghan Fearn made the motion to accept the magnifier, motion was seconded by Steve Ward, motion passes by general consent.

Budget

Final Action: FY 2020 Budget passed

The board discussed the line item entries for the budget, made the proposed changes. Chairman Felling called for a motion to accept the budget. Terry Harper made a motion to accept the budget as proposed, Samantha McDaniel seconded the motion, motion passed by general consent

⁴ Architecture Design Group, Inc., Tim Raibley and Jason Wright

Employee Wage Increase

Final Action: FY 2020 Library base wage rates are set

Employee wages were discussed during budget discussions. Meghan Fearn made the motion to approve the base wage of \$14.50 per hour for Roxanna Behnke and \$12.56 per hour for Linda Pettigrew effective and retroactive from May 1, 2019, motion seconded by Terry Harper. Motion passed by general consent.

Adjournment

Terry Harper moved to adjourn the meeting, Steve Ward seconded the motion. Motion passed by general consent.

The meeting adjourned at: 7:20 PM

Respectfully Submitted

Dennis E Turpin, Secretary

Attachments:

Albion Public Library Agenda for June 11, 2019

FY 2020 Albion Public Library Budget as approved.

ADG Field Report

AGENDA
ALBION PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday June 11, 2019
6:00 pm

CALL TO ORDER

SECRETARY'S REPORT AND APPROVAL OF MINUTES

TREASURER'S REPORT AND APPROVAL OF INVOICES AND INVESTMENT

LIBRARIAN'S REPORT

COMMUNICATIONS

UNFINISHED BUSINESS

1. Wall/Soffits
2. Small bookshelves
3. Storyhour
4. Sidewalk
5. Budget

NEW BUSINESS

1. Magnifier

NEXT MEETING DATE: August 13, 2019

Minutes of the Albion Public Library Board of Trustees Meeting, June 11, 2019

	Actual	Budgeted
<u>ACCOUNT TITLE</u>	<u>FY 2019</u>	<u>FY 2020</u>
Donations	(3,757.00)	(25,000.00)
Fees, Copies	(425.89)	(450.00)
Fees, Fines	(338.83)	(400.00)
Fees, Non-Resident	(2,501.00)	(2,500.00)
Grant, Per Capita	(2,485.00)	(2,300.00)
Grant, Back to Books	(3,000.00)	-
Interest	(364.27)	(350.00)
Taxes, Real Estate	(64,214.21)	(64,000.00)
Taxes, Privilege	(165.70)	(165.00)
Taxes, PPRT	(2,678.67)	(2,700.00)
TOTAL REVENUES	(79,930.57)	(97,865.00)
Advertising	-	100.00
Books, e-Book Subscription	400.00	500.00
Books & Videos Purchased	6,249.31	7,000.00
Books & Videos Purchased - BTB Grant	239.28	-
Capital Expenditures	1,945.00	1,500.00
Continuing Education	-	-
Dues and Fees	1,243.02	1,500.00
Flowers and Gifts	-	100.00
Meal Reimbursement	-	50.00
Mileage Reimbursement	368.72	400.00
Periodical Subscriptions	482.77	500.00
Postage	50.00	100.00
Rent	30.00	30.00
Repairs/Maintenance, Building	1,473.91	35,000.00
Repairs/Maintenance, Equipment	3,081.31	3,000.00
Repairs/Maintenance, Lawn	945.00	950.00
Supplies, Library and Office	4,046.81	2,000.00
Telephone	1,385.36	1,400.00
Utilities, Electric	2,094.35	2,000.00
Utilities, Gas	2,001.69	2,000.00
Utilities, Water & Sewer	387.62	400.00
Wages, Librarian	17,612.00	22,620.00
Wages, Assistant Librarian	9,991.22	13,062.00
Wages, Bonuses	595.57	600.00
Wages, Janitorial	2,400.00	2,400.00
TOTAL EXPENDITURES	57,022.94	97,212.00
Revenues (Over)/Under Expenditures	(\$22,907.63)	(\$653.00)