

# Garrett Public Library

## *Board of Trustees Minutes*

July 12th, 2022

- I. The meeting of the Garrett Public Library Board of Trustees was called to order by President Ashley Brenneman at 6:30 p.m. Other attendees were Tonya Weaver, Taiylor Hollis, Kathryn Sattison, and Executive Director Nick Stephan. Members absent: Tina Wooldridge, Brian Best
- II. Board meeting minutes were presented for approval. With a motion by Tonya Weaver to approve the minutes, Taylor Hollis seconded, and the minutes were unanimously approved.
- III. Financial Report – Brenneman motioned to approve, and Taiylor Hollis seconded. The report was unanimously approved.
- IV. Directors Report
  - a. Statistics -
    - i. Director Stephan pointed out the increase in child patrons; we are up 75% from last year. Overall all patron attendance is up.
    - ii. Print circulation is a bit down for the year, but compared to last month, circulation has increased notably.
    - iii. Children's programming looks to be down from last month, but overall, programming is up.
  - b. Staff Reports
    - i. Director Stephan - attended a food insecurity meeting. He also traveled to Adams County with other directors for educational purposes. He participated in a workshop on destroying documents. He also met with a potential candidate for the board of directors.
    - ii. Other staff updated the board on current activities.
  - c. HRA Q2 Report
    - i. Currently, we have only paid approximately \$2,300 year-to-date. We budgeted for much more and are on track to underspend this year.
  - d. Change of Employee Status/ Request to Hire Additional Staff.
    - i. Christine and Director Stephan believe they need more staff in the youth department. He does not think increasing hours will be the solution; he believes more teams would be more beneficial. Board agrees that adding more hours for the current employee is the best bet. If he decides and things are still busy and spreading staff thin - we will revisit hiring a new part-time employee for approximately 16 hours a week.
  - e. Draft Operating Appropriations
    - i. Director Stephan worked on updating the budget for insurance, wages, LERF, Debt, RAIN, etc.

- f. Camera Quote
  - i. Director Stephan received a lease and buy option from Simplex. An additional quote was received but it was only for buying the system outright, and that quote was not a viable option. Board leans toward the leasing option; Director Stephan will continue looking into alternatives.
- g. Virtual Meeting Policy Library Summary
  - i. It seems that no other libraries use this option. Director Stephan reached out for support and received no replies, so for now, we will not move forward with this inquiry.
- h. Drop Box Update
  - i. Dropbox is in Fort Wayne; we will be delivered soon.
- i. Board Bylaw Update
  - i. Brinkerhoff has not gotten back to us. Director Stephan will reach back out.
- j. HVAC Study Update
  - i. Director Stephan is still working on this issue.
- k. Rebranding Update
  - i. We are moving in a different direction and obtaining new quotes for the rebranding effort.

The meeting adjourned at 7:31 p.m.

The next regular board meeting will be on August 9th, 2022, at 6:30 p.m.

Respectfully Submitted,

Taiylor Hollis, Secretary