

Indian River Area Library

Regular Board Meeting

Agenda

June 18th 2019

Tuscarora Township Hall

4:45 pm

- I. Call to Order
David Hill, Patti Brown, Patty Hull and Kristina Moutrie were present. Amanda Baker and Kathy Cole were Excused. Library Director, Mara Klco and Friends President Karen Hill were also present.
- II. Approval of Agenda
Hull moved we approve the agenda. Moutrie seconded. All ayes.
- III. Approval of Minutes - May 21st 2019
Hull moved we approve the minutes. Moutrie seconded. All ayes.
- IV. Financial Report
Hull moved we approve the financial report. Hill seconded. All ayes.
- V. Public Comment - Agenda Items
No comments
- VI. Friends of the Library Report
Karen Hill reported on the Friends Upcoming Mah Jong tournament on Thursday September 19th, the membership drive in July costing \$10 per membership, and the possibility of moving the Wine and Cheese fundraiser to the first week of October for 2020.
- VII. Old Business
 - A. Library Renovation
Klco reported that the project is almost complete.
 - B. Makerspace
Klco proposed that the Board receive input throughout the summer and begin making decisions in the Fall.
 - C. Millage

Klco reported that Shirley Bruursema will be coming to talk to the Library Board to discuss running a successful Millage Campaign. Brown encouraged other members of the Board to start thinking of Members of the Yes Committee. Mike Ridley, Kris Sharer, Jamie Jacklich, Billy Andrews, Dave Carpenter, Travis Connors, Kevin Tucker, Dick Binder, Gordon Temple, Kerry Katona, Haley Jackson, Dr. Florek, Tom Taylor, Kathy McClutchy and Greg Siebert were all suggested as possible members.

VIII. New Business

A. Budget

Klco explained the changes to the salaries section of the budget the increase of \$1000 covers a \$0.25 per hour raise for each of the library assistants and provides additional funds to allow for increased staffing on special events. Klco explained the changes to the various technology sections of the budget. There is an increase in funding for Overdrive to match increased circulation by patrons at the same time the cost of ILS has decreased due to switching systems. Klco also explained technology costs were higher this year overall due to the initial setup fee for Atrium the new ILS and that new categories of Software Maintenance and Computer Services were added to the budget as a result of the Townships new budgeting software. Klco also explained the separation of the supplies category into Maintenance Supplies and Office Supplies. Klco explained the separation of Utilities into Sewer, Electricity and Natural Gas. Klco also explained the separation of Repair/Maintenance into Repair/Maintenance, Repair Supplies, and Building Additions and Improvements. Klco also explained the division of equipment into equipment and Computer and Office Equipment. K. Hill requested that in the future the budget be formatted all on one page with the previous year actual, the previous year budgeted and the next year proposed. D. Hill requested more time in the future to review the budget. The Board discussed the budget. Hill moved we approve the budget. Moutrie seconded. All ayes.

B. Portable Charger Policy

Klco proposed the following changes to section 6 of the library policies to accommodate portable chargers.

“A. Any person borrowing books or other materials, excluding portable chargers, from the library must have a valid library card. Cards are available free of charge to all residents and residents of Tuscarora township. Non-residents will be charged a fee of twenty-five dollars (\$25.00) for one year or fifteen dollars (\$15.00) for six months of library services. The exception to this policy would be Mentor Township, which agrees to pay \$10.00 towards the \$25.00 fee per each household for their residents. Portable chargers may be checked out with a library card or for nonpatrons by leaving their Driver's License or other form of ID at the circulation desk as a deposit.”

“C. The due date for materials, excluding portable chargers, shall be three week with a two day grace period. Portable Chargers can be checked out for 4 hours and used only within the Library.”

Hill suggested having more clarity on what forms of ID would be acceptable. Klco proposed the last line of section 6 subsection A be changed to Portable chargers may be checked out with a library card or for nonpatrons by leaving their Driver's License or other form of government issued ID at the circulation desk as a deposit. Hull moved we approve the policy changes with the additional change suggested. Moutrie seconded. All ayes.

C. Makerspace Policy

Klco proposed the following Makerspace policy.

“Welcome to Indian River Area Library’s Makerspace. Please read and follow this policy and guidelines. It is the policy of the Indian River Area Library (IRAL) Board of Trustees to promote creativity, ingenuity, and entrepreneurship. The Makerspace supports lifelong learning and realization of ideas in a new way through hands-on creation and technology.

Guidelines for Use

1. Tools and equipment are available to makers on a first come, first served basis.
2. Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
3. IRAL is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials.
4. IRAL does not accept responsibility if a project is destroyed, or does not work.
5. IRAL is not responsible for equipment or files left behind.
6. IRAL reserves the right to halt, or disallow the creation of items that violate IRAL policy, including the creation of weapons, pornography, or illegal items.
7. IRAL’s Code of Conduct and Internet Use Policy apply to the Makerspace.
8. Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.
9. Your use of the Makerspace signifies your agreement with this policy and guidelines.
10. For more detailed training please schedule a lesson at the circulation desk.

Requirements & Costs

1. Makerspace Use and Release Agreement must be signed by all makers prior to using the Makerspace.
2. Makers aged 13-17 may use the Makerspace without adult supervision.

3. Children under the age of 13 must have a parent, or legal guardian sign the Makerspace Use and Release Agreement and must be accompanied and supervised by a responsible adult while using the Makerspace
4. When using a tool the maker is certifying that he/she is capable of using that item in a safe and proper manner.
5. Staff is available to assist in explaining operation of tools and equipment as time allows, and will make available upon request materials such as manuals.
6. Makers with disabilities who need special arrangements or accommodations are requested to notify staff as far in advance as possible before their expected time of use.
7. Makers may bring in his/her own materials, but staff must approve all user-supplied materials before they are used on equipment. IRAL staff reserve the right to disapprove certain materials, tools, etc., in their discretion.

Safety Guidelines

1. Certain items may require hair and any dangling items, like jewelry, to be secured or covered before use.
2. If a maker sees that any tool or piece of equipment is unsafe or in a state of disrepair, the maker must immediately discontinue use of the tool and notify IRAL staff.
3. The maker must report to a staff member any accident or incident that occurs and if unsafe behavior is witnessed, that behavior should be reported to a staff member at the time of the incident.
4. Projects and materials may be subject to approval by staff prior to use of machinery.

Use and Release Agreement

You are required to read the following information very carefully and make sure that you understand it fully and sign it before using the Indian River Area Library's Makerspace or participating in a program in the Makerspace. I, _____, agree to abide by the Indian River Area Library Library Policies. I am fully aware that participation in the Makerspace may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Indian River Area Library Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law. This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form & I voluntarily sign it.

Signature _____ Name _____ Date _____
Parent/Guardian Name - if child above is under 18 _____
Parent/Guardian Signature _____
Address _____”

Hull moved we approve the makerspace policy. Hill seconded. All ayes.

D. Fiscal Year Donors

Klco presented a list of Donors from the last year.

E. Changes to Overdrive

Klco presented the upcoming changes to Overdrive and the draft new contract.

IX. Director's Report

A. Summer Reading 2019

Klco reported that 55 participants. 9 early literacy participants, 25 kids, 6 teens, 15 adults have signed up. Klco thanked everyone for their participation at the Kick-off and Grand Opening.

B. Upcoming Events

Klco presented a Calendar of Events for the Summer Reading Program.

C. Other Updates

Klco reported that Northland Co-Op Director Roger Mendel is retiring in September and she will be serving on the committee to find his replacement. Klco reported on increases in circulation.

X. Public Comment

No Comment

XI. Adjourn

Hill moved to adjourn. Moutrie seconded. All ayes. Meeting adjourned at 6:58pm