

INDIAN RIVER AREA LIBRARY

Board Minutes
January 16, 2024

Meeting called to order at 3:31.

Present: Kathy Cole, Patty Hull, David Hill, Jill Sager, Sue Fisher, Elise Harrington, and Kelsey Rutkowski.

Guests: Helen Miller, Cathy Campbell, and Trudy Maves.

Public Comment on Agenda Items: None

Sager motioned to approve the agenda with the discussion on New Business item B(Proposed Budget Amendments) tabled until next month and the correction of the meeting date to January 16, 2024. Hill seconded and all AYE.

Sager motioned to approve the December 19th minutes with the change from 501C to 501C3 in the Friends Report. Hull seconded and all AYE.

Hull motioned to approve the December 26 special meeting minutes, Sager seconded, and all AYE.

Financial Report: A. Monthly Expenses- Sager motioned to accept the monthly expenses-9 bills totaling 2468.79, Cole seconded, and all AYE.

B. Investment Update- Fisher will check into the MICLASS and current investments.

Director's Report: Rutkowski reported the December was a little quieter. The Paws and Read program is going well with two more planned and the adult Dungeons and Dragons classes are going well also and looking into expanding. The State Aid report is currently being worked on. Rutkowski is looking into a grant that would help fund the Morel Mushroom program with Anthony Williams. The policies are currently being updated on the website.

Friends of the Library Report- Sager reported that The fundraiser- Wine With Friends-will be held June 13, 2024. The Friends are working on the 501C3 application. Rutkowski will talk with Jan Dillaha(township treasurer)about MICHAT for background checks.

Community Trash Day will be August 24, 2024 and there will be an area there to drop off books that can not be taken for donation at the library.

Old Business:

- A. Policies-Sager motioned to approve the Background Check Authorization Form, Hull seconded, and all AYE.

The Board of Trustee Bylaws Policy will be worked on at the policy meeting February 6 at 11:00am.

Hull motioned to approve the Financial Policy with the change in section 3A (Disbursements) from \$2000 to \$5000, Cole seconded, and all AYE.

- B. Township Room Rental Guidelines- Rutkowski will check further into this
- C. Library Phone Line-Sager motioned to drop Spectrum and sign up with Uptime, Harrington seconded, and all AYE.
- D. Financial Procedures with the township-change per the IRAL policy from \$2000 to \$5000(previously discussed).
- E. IRAL Five Year Strategy Plan- Sager motioned to approve the plan, Cole seconded, and all AYE.
- F. Notary Services- Fisher motioned to approve the IRAL Director to become a notary and to pay the fees included. Sager seconded, and all AYE.

New Business:

- A. Tuscarora Township Resident Benefits- Sager motioned to approve eliminating late fees for Tuscarora Residents and Business patrons. Cole seconded, and all AYE.
- C. IT Services and Content Filtering(CIPA Compliance)- Sager motioned to move from NMI to Anavon for IT services, Hull seconded, and all AYE. Sager motioned to accept the Anavon sales agreement of \$1568.42, Hull seconded, and all AYE.
- D. Snow Days- Rutkowski has the guidelines and will write the policy. We will revisit this again at the next meeting.

Public Comment: Campbell suggested investing in the staff, especially the Director. Miller questioned about a form for ICHAT. Maves inquired about MICLASS and what other libraries use and if CPR classes were annual.

Board Comment: Hull commented that donor money was invested not public money. Cole will be absent next meeting and Hull will run the meeting.

Cole motioned to adjourn at 5:37, Sager seconded, and all AYE.