

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Frankton Community Library
Regular Meeting
November 11, 2024
4:30 P.M.

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 11, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kenny Giselbach, Kathy Small, Janet Stover, and Larry Watson. Also in attendance were Director, Jamie Scott and Administrative Assistant, Sarah Huffman.

CONSENT AGENDA

The members signed the October minutes and the claims register.
Treasurer Kenny Giselbach signed checks.

PERSONNEL

Director Scott shared with the Board of Directors that Adult Services Clerk, Kole Ruder, had put in his two weeks' notice and terminated his employment. His last day was November 2, 2024. A new job listing has been posted.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Employee Raises/Director and Administrative Assistant

Kathy Small made a motion that all eligible employees receive a 5% raise for 2025.
Kenny Giselbach made a second and the motion carried.

Kenny Giselbach made a motion that the Director and Administrative Assistant receive a 5% raise for 2025. Kathy Small made a second and the motion carried.

Petty Cash Instructions

Director Scott proposed some changes to the Petty Cash Instructions to make all managers more effective and efficient with spending and time.

**ADD: Do not spend more than the \$50 allotted and do not spend your own money.
Tax Exempt cards – ADD: Dollar Tree, Lowes, Needlers, GFS, Walmart, Hobby
Lobby, and Menards.**

**ADD: If you need to spend more than \$50 in one or more transactions from the
petty cash fund, you need to plan and review the vendor list for purchase options.**

Branch and Adult Services managers can ask the Administrative Assistant or the Director to assist with other purchase options. e.g. using the library's credit card. ADD: The Administrative Assistant will place a Walmart order at the end of every month. Make sure to share a link to the items you would like to have ordered by Tuesday of the last full week of the month. ADD: Petty cash purchases outside of businesses in Elwood, Frankton and Alexandria need to be approved by the Director.

Larry Watson made a motion to accept the changes as presented. Janet Stover seconded the motion, and the motion carried.

Employee Separation Checklist

Director Scott presented a protocol for employee separation due to resignation, retirement, or termination in the Employee Separation Checklist. It was suggested that the action item of shredding the Direct Deposit Agreement be moved to the last part of the document, following the final paycheck instructions. With these changes, Janet Stover motioned to accept this document. Kathy Small seconded the motion, and the motion carried.

2025 Holiday Calendar

The Board of Trustees reviewed the 2025 Holiday Calendar. Suggestions were made to remove the word "Holiday" from the title, making the title just *2025 Library Closings*, since the list contains holidays and staff training days. It was also suggested that any 2026 dates including the January 1, 2026 holiday be removed, as well as specific reference to In-Service days. Larry Watson made a motion to accept the 2025 Calendar. Kathy Small seconded and the motion carried.

Nominating Committee

The nominating committee presented the following slate of officers. Glenn Eddleman, President; Larry Watson, Vice President; Kenny Giselbach, Treasurer; Kathy Small, Secretary; Janet Stover, Assistant Treasurer. All present voted in favor.

Star Financial Bank Safety Deposit Box

Janet Stover made a motion to remove Beverly Austin and Diana Shepard from access to the Safety Deposit Box, and approve access for Sarah Huffman, Administrative Assistant and Glenn Eddelman, Board of Directors President. Kenny Giselbach seconded the motion, all voted in favor.

Gift and Donation Policy

Director Scott suggested the following update to the Gift and Donation Policy:

ADD: Once a year during the months of June and July each branch in the library system holds a six-week summer reading program. In May of each year the Elwood youth services manager and the branch managers send out letters to local businesses asking for monetary support for these programs. If you or your business would like to donate to this program or any other events held during the year, please address

the check to one of the following libraries: Elwood Public Library, Frankton Community Library or the Ralph E. Hazelbaker Library. To ensure your donation is used as you wish write “gift fund” and the program or area of the library on the check. The staff member receiving your donation will write you a receipt indicating your wishes.

Larry Watson made a motion to approve, Kathy Small seconded the motion, and the motion carried.

Director’s Report

Director Scott informed the Board Members about a grant that Wendy Rivera, Adult Services Manager, has been working on an application for. The grantor is the American Libraries Association. The grant, *Libraries Transforming Communities*, would assist with improvements to increase library accessibility. Some proposed requests in the grant include updating the north parking lot entrance to make a ramp improvement allowing the entry to be ADA accessible. Other grant requests are making the meeting room and bathroom handicap stall doors automatic. Also, installing a more accessible water fountain, as well as parking lot improvements. Parking Lot improvements include adding a handicap van accessible space, adding a dedicated curbside service space, and improving signs to communicate the assistance we provide for accessibility. Members of the Board inquired about applying for the grant separately for the branch libraries, or the ability to utilize funds for improving accessibility at the branch libraries, as well. It was also suggested that with the grant we investigate raised toilets in the handicap stalls.

Director Scott also informed the Board Members that the electric stovetop in the Elwood Meeting Room kitchenette has been removed due to safety hazards. She has requested a quote from Pridemark Construction for possible improvements such as a new double-sink, new countertop, new cabinets, and new refrigerator.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
