

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
August 12, 2024

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 12, 2024.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, Janet Stover, and Larry Watson. Also in attendance were Director Jamie Scott and Administrative Assistants, Sheri Wallace and Sarah Huffman.

CONSENT AGENDA

Lisa Hobbs made a motion to approve the consent agenda. Janet Stover seconded and the motion carried. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Approve 2025 Budget for Publication

Director Scott presented the following budget to be requested for publication, following the meeting with DLGF representative on August 21st.

Operating Fund Budget--\$1,425,000

The maximum estimate funds to be raised are \$1,117,133 with a tax rate of 4.05%

The current tax levy is \$1,073, 644

Rainy Day Fund estimate \$50,000. There is no maximum estimated amount to be raised no excessive levy appeals, and no current tax levy. The Library Improvement Reserve Fund estimate \$50,000. There is no maximum estimate amount to be raised, no excessive levy appeals, and no current tax levy. Total Budget estimate as stated is \$1,525,000.

Janet Stover made a motion to approve the 2025 budget for publication. Kathy Small seconded and the motion carried.

Authorized Agent-PERF

Director Scott presented the proposal to update the INPRS/PERF Authorized Agent from Sheri Wallace to Sarah Huffman. Kathy Small made a motion to approve the request for change of authorized agent. Lisa Hobbs seconded and the motion carried. An official form was signed by Board President, Glenn Eddleman.

Circulation Policy

Director Scott proposed adding the following to the Circulation Policy to make library card registration more attainable. The following changes suggested regarding Evergreen and NMCPLS policies and procedures:

1. Residents and/or property owners applying for library borrowing privileges must complete and sign a library application card and must present ~~Remove: one (1)~~ ~~ADD: an accepted form of photo ID~~ ~~ADD: with current address~~ ~~Remove: and one (1)~~ ~~accepted proof of residency document~~. If the applicant's address is not correct on the photo ID, ~~Remove: two~~ ~~ADD: one item from the proof of residency documents with current address will be required~~. ~~Remove: Patrons recently moving to one of our 5 townships upon presenting an unexpired photo ID may be issued a computer courtesy card for 30 days to allow use of the library's computers unless the patron already has an Evergreen account. After 30 days, the patron will be required to provide documentation to obtain a resident card.~~
2. In addition to the required ID ~~Remove: and~~ ~~ADD: or~~ proof of residency, the parent or legal guardian wishing to obtain a card for a dependent under the age of 18 must ~~ADD: have or obtain a library card in their name in good standing~~. ~~Remove: present a birth certificate or proof of guardianship.~~
3. Patron's current Evergreen Indiana card ~~ADD: or photo ID~~ is required to check out items

Larry Watson made a motion to accept these changes as proposed to the Circulation Policy. Mike Bomholt seconded and the motion carried.

Service Fees

Director Scott proposed adding the following to the Service Fees:

\$0.10 per ~~ADD: side for~~ black and white copy

\$0.40 per ~~ADD: side for~~ color copy

~~ADD: The library reserves the right to limit the number of copies and to restrict the kind of paper used.~~

~~ADD: Government: Faxes sent to Local, State or Federal Government agencies are free of charge~~

~~ADD: Postcards: \$1.50 for 3.5X5 \$3.00 for 5X7~~

~~ADD: Prints: Small Medium Large Railroad Ess.
8 x 10 - \$10 11 x 14 \$15 16 x 20 \$25 8 x 8 \$10
8 x 12 - \$12 12 x 18 \$18 16 x 24 \$28 12 x 12 \$15
20 x 20 \$25~~

~~ADD: T-Shirts: \$16 for sizes small through large \$18 for extra large sizes~~

~~Add: Revised 8/12/2024~~

Lisa Hobbs made a motion to accept these changes as proposed to the Circulation Policy. Larry Watson seconded and the motion carried.

Instructions for Daily Collections

Director Scott proposed adding the following to the Instructions for Daily Collections: **Add: Following the Service Fees policy, calculate** the amount for each transaction. **Add: The total** amount is recorded under the appropriate heading...Cash or check is immediately received for the transaction and placed in the cash drawer. We do not have charge accounts **ADD: or offer discounts.**

Kathy Small made a motion to accept these changes as proposed to the Instructions for Daily Collections. Mike Bomholt seconded and the motion carried.

Library Access Policy

Director Scott presented several revisions to the Library Access Policy. In short, revisions include:

- Addition of Patrons without a permanent residence/Migrant Workers
- Requirements for property owners who are not residents in Boone, Van Buren, Pipe Creek, Duck Creek, or Lafayette townships
- Updating the verbiage to remove Evergreen libraries from the Reciprocal Borrowers
- Changes corresponding with the updated Circulation Policy regarding accepting Photo ID and proof of residency
- Updating the non-resident fee to \$65
- Updating the Teacher Card information to specify that the teacher's card will be comparable to a Reciprocal card allowing access to materials at the NMCPLS branches.
- Specifying the accessibility and requirements detailed for each resident by township in Madison County. This includes Reciprocal and Non-Resident options.

It was proposed that the patron dress code be removed from the Library Access Policy. After discussion, the board determined it best to have the Handicapped Accessibility information remain in the Library Access Policy, and add it to the Patron Behavior Policy. Please find comprehensive revisions of the Library Access Policy in the Board Meeting Binder, or digitally on the New Wiki.

Larry Watson made a motion to accept these changes as discussed to the Library Access Policy. Kathy Small seconded and the motion carried.

Directors Report

Director Scott showed attendees that Lenny Sharp, local framer, donated a framed Call-Leader article of Marvin Crim's newspaper article. Also presented was Marvin Crim's latest painting of the Traction Station that was located where the current Elwood Library is located on Main Street. Director Scott also informed the board that Marvin donated a map of the Indiana Traction Station Lines, and he plans to pay to have it framed for the Library. Director Scott mentioned the Art Show participants as they were displayed for the meeting. It was also mentioned that the large furniture had been moved in the Adult Services area in preparation for the Willkie program the following Saturday. Director Scott also informed the board that a stage and 100 chairs were rented for the program.

Public Comment

Kenny Giselbach had an inquiry on behalf of a patron regarding bringing in personal materials be run through the bug heaters. Director Scott stated that the patron can utilize other means to heat the items to 120 degrees for one hour, but this was not a service we provided. Kenny Giselbach asked if the pest problem had improved. Director Scott reported that she has mailed two letters requiring patrons to seek an exterminating service. Mike Bomholt complimented the painters for the work on the outside of the Elwood building.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
