

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
October 14, 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 October 14, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Lisa Hobbs, Kathy Small, and Janet Stover. Also in attendance were Director, Jamie Scott and Administrative Assistant, Sarah Huffman.

CONSENT AGENDA

Kathy Small moved to accept the consent agenda. Mike Bomholt made a second and the motion carried. The members signed the minutes and the claims register. There were no checks to sign.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Adopt 2025 Budget

The 2025 budget was read by Secretary, Kathy Small and a motion to adopt the following budget was made by Kathy Small. Library Operating Fund Budget; \$1,425,000: Rainy Day Budget; \$50,000: Library Improvement Reserve Fund; \$50,000. Janet Stover made a second. The motion carried.

Motion to Transfer Funds to Library Improvement Reserve and Rainy Day Funds

Kathy Small read the Resolution to Transfer Funds and made a motion to transfer \$10,000.00 into the Library Improvement Reserve Fund. Lisa Hobbs seconded and the motion carried. Kathy Small read the Resolution to Transfer Funds to the Rainy Day Fund and moved that \$100,000.00 be transferred into the Rainy Day Fund from the Operating Fund. Mike Bomholt made a second and the motion carried.

Resolution to Reduce Library Improvement Reserve Fund

The Resolution to Reduce Library Improvement Reserve Fund Appropriations was read by Kathy Small. Kathy Small also made a motion to reduce LIRF appropriations to \$13,260 to fund the 2025 LIRF budget. Janet Stover made a second. The motion carried.

Nominating Committee

Mike Bomholt volunteered to be on the nominating committee, and will verify continued commitment for the November Board Meeting.

### Service Fees Policy

Director Scott proposed the following update to the Service Fees Policy:

Photocopies and computer copies:

*Remove: \$0.10 Add: \$0.20* per side for black and white copies

*Remove: \$0.40 Add: \$0.20* per side for color copy

The library reserves the right to limit the number of copies and to restrict the kind of paper used. *Remove: Up to \$1.00 per day (10 BW or 2 color) Remove: from resources in the Indiana Room and reference sections of the Library including any legal and government forms and research for school projects. Add: 10 copies free of charge per day.*

These changes were presented as a result of CASSIE print management functionality. Sarah Huffman also presented a print cost analysis of current print costs and revenue in support of the fee change. It was also proposed that long sleeved T-shirts be added to the options: **Add: \$18 for sizes small through large \$20 for extra large size**

Janet Stover moved to accept the changes to the Public Access Computer Policy. Mike Bomholt seconded and the motion carried.

Director Scott also explained that costs and revenue will be closely monitored with the new effective fees to be sure that costs are covered.

### Hotspot Policy

Director Scott proposed the following update to the Hotspot Policy:

If the hotspot is **Add: not** returned after it is seven days overdue, the patron will be charged the replacement cost.

Lisa Hobbs moved to accept the changes to the Hotspot Policy. Kathy Small seconded and the motion carried.

### Circulation Policy

Director Scott proposed the following changes to the Circulation Policy due to Evergreen policy changes and otherwise:

Borrowing privileges are revoked immediately after fees on lost or damaged material(s) becomes greater than *Remove: \$9.99 Add: \$10.00*.

If one or more card holders living in the same household **Add: collectively have a fee balance over** *Remove: \$10.00 Add: \$50.00*, the entire household will be blocked until each individual account is at or below *Remove: \$9.99 Add: \$10.00*.

Larry Watson moved to accept the changes to the Circulation Policy. Kathy Small seconded and the motion carried.

### Payroll Standard Operating Procedure

Director Scott suggested the following amendments to the Payroll SOP after email conversation with the State Board of Accounts:

At the end of the week employees **Add: including managers**, print **Add: and initial or sign** their timesheet, attach any necessary forms (time sheet form or employee service record) and submit it to their supervisor for review and approval.

Each week the supervisor **ADD: initials or signs** and turns the *REMOVE: initialed time sheets* and any accompanying paperwork into the Administrative Assistant for processing.

**ADD: Effective January 2019 as directed by an audit, salaried exempt employees will be required to record their time on a time sheet.**

**ADD: The Director will initial each manager's time sheet including the Administrative Assistant. The Administrative Assistant will initial the Director's time sheet.**

Completed direct deposit agreements are kept in the safe. **ADD: Upon separation of employment, the direct deposit agreement will be immediately removed and shredded.**

Lisa Hobbs moved to accept the changes to the Circulation Policy. Mike Bomholt seconded and the motion carried.

Director's Report

Director Scott informed those present that she had been researching information regarding the Summitville Depot. Upon the suggestion of Marvin Crim, she reached out to the New York Central Historical Society and was put in contact with a person from Auburn, IN. Through this communication, she learned that the color of the Depot was "Big Four Yellow", an orange hue. Mr. Crim will be amending the painting to include the new color.

Public Comment

Mr. Eddleman commended Jamie on her completion of required Library Education Units, and expressed the appreciation for employees and their continued education.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

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Kathy Small, Secretary

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