

Garrett Public Library
BOARD OF TRUSTEES MINUTES
August 13, 2019

- I.** The meeting of the Garrett Public Library Board of Trustees was called to order by President Todd Miller at 7:05 p.m. Others in attendance were Kerry Baumgartner, Todd Custer, Amy Demske, Tonya Weaver, Tina Wooldridge and Executive Director, Nick Stephan.
- II. Secretary's Report**
With a motion by Todd Custer, second by Tina Wooldridge, and vote taken, the minutes from the July, 2019 Board meeting were unanimously approved.
- With a motion by Todd Miller, second by Amy Demske, and vote taken, the minutes from the July, 2019 Executive Session were unanimously approved.
- III. Financial Report**
The Register of Claims and Financial Reports were reviewed and discussed. With a motion by Tonya Weaver, second by Todd Miller, and vote taken, the Register of Claims was unanimously approved.
- IV. Director's Report**
- A. Executive Director, Nick Stephan, reviewed the monthly statistics report from July 2019. Many of the statistics for the month of July were up. Overall, the total circulation data remains on target when comparing year to date. The monthly program data was also reviewed.
- B. Executive Director, Nick Stephan, shared the July monthly staff reports. The Friends of the Library group extended an invitation for Board representation at their quarterly meetings. Nick reviewed many successful programs offered at Garrett Public Library.
- C. President Miller presented a resolution to join the Indiana Library Consortium for Public Library Internet Access for Funding Year July 1, 2020 through June 30, 2021. With a motion by Amy Demske, second by Todd Miller, and vote taken, the resolution was approved unanimously.
- D. President Miller presented a resolution to reinvest \$250,000 into a Certificate of Deposit with the Garrett State Bank for a period of three months. With a motion by Amy Demske, second by Todd Miller, and vote taken, the resolution was approved unanimously.
- E. President Miller presented a resolution that Emma Pattee be hired as a full-time cataloger with a starting pay of \$11.75 per hour, effective immediately. With a motion by Tonya Weaver, second by Tina Wooldridge, and vote taken, the resolution was approved unanimously.
- F. Nick Stephan presented a document showing the costs of the current medical plans along with the new proposed plan. The Board was reminded that health insurance is offered to our employees at no cost to the employee.
- G. Nick Stephan discussed a draft of the 2020 pay scale. Nick shared his research on developing pay scales. He provided examples related to pay scale adjustments. Nick will provide the Board with additional information on the benefits provided to the employees.
- H. Director Stephan presented a draft of the 2020 budget.
- I. Director Stephan provided the Board with an update on signage for the property along with the additional costs for the location services. As soon as this is complete, the signs will be installed.

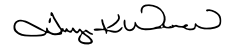
- J. Director Stephan provided the Board with an update on parking lot lighting. Weller Electric has the equipment on order and finalizing the timeline for installation.

V. Other Business

- A. Nick Stephan discussed the replacement of the open Board seat.

The meeting adjourned at 8:34 p.m.

The next regular board meeting will be September 10, 2019 at 6:30 p.m.



Tonya Weaver, Secretary