

**Garrett Public Library**  
**BOARD OF TRUSTEES MINUTES**  
**November 12, 2019**

**I.** The meeting of the Garrett Public Library Board of Trustees was called to order by Vice-President Kerry Baumgartner at 6:36 p.m. Others in attendance were Brian Best, Todd Custer, Tonya Weaver, Tina Wooldridge and Executive Director, Nick Stephan. Amy Demske and Todd Miller were not able to be in attendance.

**II. Secretary's Report**

With a motion by Todd Custer, second by Tina Wooldridge, and vote taken, the minutes from the October, 2019 Board meeting 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 Kerry Baumgartner, and vote taken, the Register of Claims from October 9, 2019 – October 31, 2019 and November 1, 2019 – November 12, 2019 were unanimously approved.

Director Stephan reviewed the Appropriations Report and highlighted categories of note.

**IV. Director's Report**

A. Executive Director, Nick Stephan, reviewed the monthly statistics report from October 2019. Overall, the total circulation is up 4.73% from the previous year. Director Stephan reviewed the program data was as well.

B. Executive Director, Nick Stephan, distributed the October monthly staff reports for Board review.

C. Executive Director, Nick Stephan, discussed the resignation of a Garrett Public Library staff member.

D. Vice-President, Kerry Baumgartner, presented a resolution to promote Susan Chisholm to Youth Services Librarian who will remain at full-time, hourly, non-exempt status, with a pay rate of \$11.75 an hour, effective November 1, 2019. With a motion by Tonya Weaver, second by Kerry Baumgartner, and vote taken, the resolution was unanimously approved.

E. Vice-President, Kerry Baumgartner, presented a resolution to update the job description for the Youth Services Librarian, effective immediately. With a motion by Kerry Baumgartner, second by Tina Wooldridge, and vote taken, the resolution was unanimously approved.

F. Vice-President, Kerry Baumgartner, presented a resolution to update the 2020 pay scale, effective January 1, 2020. With a motion by Tonya Weaver, second by Tina Wooldridge, and vote taken, the resolution was unanimously approved.

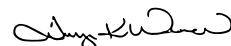
- G. Vice-President, Kerry Baumgartner, presented a resolution for the 2020 compensation plan, effective January 1, 2020. With a motion by Todd Custer, second by Kerry Baumgartner, and vote taken, the resolution was unanimously approved.
- H. Vice-President, Kerry Baumgartner, presented a resolution for the 2020 salary schedule resolution, effective January 1, 2020. With a motion by Brian Best, second by Tonya Weaver, and vote taken, the resolution was unanimously approved.
- I. Vice-President, Kerry Baumgartner, presented a resolution to adopt early closing and closed days for 2020. The resolution also included January 1 and 2, 2021. With a motion by Todd Custer, second by Tina Wooldridge, and vote taken, the resolution was unanimously approved.
- J. Vice-President, Kerry Baumgartner, presented a resolution to transfer \$250,000 from the LIRF fund into a Certificate of Deposit with the Garrett State Bank. With a motion by Tina Wooldridge, second by Kerry Baumgartner, and vote taken the resolution was unanimously approved.
- K. Director Stephan provided an update for the parking lot lighting, property signs, and alley sidewalks. All are in process and should be completed soon.
- L. Director Stephan discussed earthquake coverage for the Garrett Public Library. The cost would be \$983.00 annually. It was decided not proceed with this coverage.
- M. Director Stephan provided a description of recent meetings with the City of Auburn and the Eckart Public Library Director regarding the combining parcels and the determining of library services. He also provided documents and maps of the parcels being considered. IC 36-12-2-3 was also shared. This code specifically describes corporate boundaries and annexations. The Board provided Director Stephan with input into the approach the Board would like to take with approaching a resolution to this issue.

**V. Other Business**

- A. Director Stephan will discuss Board Renewal with Todd Miller.

The meeting adjourned at 8:42 p.m.

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



Tonya Weaver, Secretary