

Vermillion County Public Library
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Vermillion County Public Library
Board of Trustees Meeting
Thursday, November 2, 2023

CALL TO ORDER

With determination of quorum, President David Aukerman called the meeting to order. Board members present: David Aukerman, Brian Brasker, Robert Henry, Amy Tolbert, Angie Crowder, Sandy Milligan and Kaci Hooks. Also present were library director Misty Bishop and library employee Rita Self.

SECRETARY'S REPORT

All members stated they had read the minutes from the last meeting. A motion was made by Amy to accept the report with no changes, additions, or corrections. The motion was seconded by Sandy, motion passed.

BOOKKEEPER/TREASURER'S REPORT

Misty presented the report.

END OF MONTH BALANCE

September 30, 2023	\$1,014,352.92
October Expenditures	27,390.11
October Deposits	6,636.99
Outstanding Checks	17,593.02
BANK BALANCE	993,599.80

The Warrant Register was passed and signed. A motion was made by Kaci to accept the report with no changes, additions, or corrections. The motion was seconded by Amy, motion passed.

DIRECTOR'S REPORT

CONSTRUCTION

Misty introduced Eric Smith to present information about the construction bidding timeline. See attached.

EMPLOYEE EVALUATIONS

Misty brought up discussion that the 3 new employees' 90 day probationary time period was up. Both part-time employees are picking up information and tasks quickly. The new children's librarian is doing an excellent job. Since the probationary period is up, the discussion turned to raises. After much discussion, a motion was made by Brian to

increase the children's librarian's salary, which is full time, to \$12.00 an hour, seconded by Robert, motion passed. A motion was made by Amy to increase the 2 part time employees to \$8.50 per hour, seconded by Kaci, motion passed. A motion was made by Amy to raise Rita's salary to \$15.50 per hour, seconded by Robert, motion passed. A motion was made by Brian to give Misty a 3% raise, seconded by Amy, motion passed. The part time employee raises will start immediately. The others will begin January 1, 2024.

FUNDS TRASFER RESOLUTIONS

See attached. A motion was made by Brian to accept the within fund, line item transfer of funds resolutions as presented, with no changes, additions or corrections. The motion was seconded by Sandy, motion passed. Resolution paperwork was passed and signed.

COMPUTER INSTALLATIONS

Misty presented the information that the 9 new patron computers have been installed.

LIBRARY CLOSING

Misty informed the board about November library closings. The library will be closed November 13th and 14th for library employee staff development. Thanksgiving closing will be November 23rd and 24th.

OLD BUSINESS

Misty presented information that she has been in contact with Finditduke.com. She has also been inContact with AirServe, about HVAC services.

A discussion was brought up about the possible position for landscaping for the library. Misty will come up with the job description and present at the next meeting.

NEW BUSINESS

Misty presented the information that the Soil and Water office downstairs will be vacated and available for possible office space, etc.

NEXT MEETING

The next scheduled meeting will be Thursday, December 7, 2023 at 5:00.

ADJOURNMENT

A motion was made by Brian to adjourn the meeting, seconded by Angie, motion passed.