

Meeting Minutes
COATESVILLE CLAY TOWNSHIP PUBLIC
LIBRARY BOARD OF TRUSTEES
Tuesday, November 12, 2019
5:30 PM
COATESVILLE CLAY TOWNSHIP PUBLIC LIBRARY
4928 Milton Street
Coatesville, Indiana

Determination of a Quorum- Coatesville Clay Township Public Library Board members present- Carla Gill, Shelly Starbuck, Kathy Blake, Jackie Cramer and Library Director- Korleen Bledsoe.

Approval of Budget Adoption Minutes

Approval of October Board Minutes were read and approved.

OLD BUSINESS

- Received Certification of Appointment from the Hendricks County Council to replace Judy Sexton's term with Jackie Cramer, effective October 4, 2019
- Town Initiatives: BINGO Saturday November 16th 6:00pm-8:00pm; Christmas Tree Lighting/Caroling Friday, November 22nd 6:30pm-7:30pm
- Guest Speaker Larry Tippin on October 26th ...21 attendees; Friends of the Library paid him a \$50 gift card to Bridges Craft Pizza and Wine Bar
- Flu Clinic on October 28th ...6 vaccinations were given
- An estimate of 50 Trick or Treaters visited the library from 6:00pm to 8:00pm, despite the inclement weather
- The incorrect check withdrawal of \$4,325.00 posted on September's bank statement was reimbursed by the bank to the checking account on October's bank statement.

NEW BUSINESS

- Kirstie Walker's Library Board Appointment is set to expire on December 31, 2019. The Hendricks County Commissioners Office has been contacted to request her position be re-appointed.
- Friends of the Library Annual Book Sale will be December 2-21
- Reminder: Upcoming Library CLOSED Dates: November 28-29, December 24-26, December 31-January 1
- Mill Creek West Elementary 5th Grade Bradford Woods Field Trip Fundraiser Request Received- Discussion that the Library will not be able to sponsor this (or any other school) event.
- Patron Complaint/Incident Report Form submission for editing/approval- Korleen will email draft form to Board members for review and comment.
- Suggestion on purchasing a Wireless Surveillance Camera with Audio, to be installed pointing toward the circulation desk; additional camera(s) pointing toward the back of building from inside the library, and under the front awning to monitor the drop box area. Set of four (4) wireless cameras with audio is approximately \$650, one (1) camera is \$179. Discussion of waiting to purchase until black Friday and number of camera locations. Board agreement that camera with audio is needed at the front circulation desk with additional new camera location directed to the book drop box.
- Review/Update Policies and Procedures- Korleen will e-mail Policies and Procedures
- Employee Handbook submission for editing/approval still being worked on.
- Library Board Handbook submission for editing/approval still being worked on
- Offer paid on-line training so staff can watch staff-development webinars from home. Discussion that the on-line training is estimated to be approximately 1-hour of staff time quarterly.

- Review 8% of Expenditure Data toward collection development- \$15,748 budgeted, we will be over that amount by approximately \$1,000 for books alone, but under for CDs/audio books.
- Consider offering patrons a one-time 'gift' of fine forgiveness in December for returning long overdue materials
- Korleen will be using up vacation days and will be out of the library on the following dates: 11/13, 11/22, 11/25, 11/26, 11/27, 12/2, 12/11, 12/18, 12/23
- Library has received a grant for \$500 from Amo High School Alumni Education Fund- request copy of press release with how funds are spent. The Board would also like to provide a thank you note as well.
- Employee Recognition- Discussion of including Beverly Harris who retired in August 2019, Board wishes to include her in Employee Recognition. Employee recognition proposed is the following:
 - Beverly Harris- \$1,044.00
 - Jill Harris- \$1,674.70
 - Kayleigh- \$241.47
 - Courtney- \$39.83
 - Kathy Blake- \$3,000.00
 - Korleen Bledsoe- \$6,000.00