

**Minutes of the
COATESVILLE-CLAY TOWNSHIP PUBLIC
LIBRARY BOARD OF TRUSTEES**

Tuesday, July 13, 2021

5:30 PM

COATESVILLE CLAY TOWNSHIP PUBLIC LIBRARY
4928 Milton Street
Coatesville, Indiana

DETERMINATION OF A QUORUM- Members present were Shelly Starbuck, Jackie Cramer, Kathy Blake, Larry McCubbin, Carla Gill and Korleen Bledsoe- Library Director

APPROVAL OF MINUTES- The May 2021 minutes were read

OLD BUSINESS

- Town Initiatives: the Coatesville Car Show is Saturday, July 17th, 8 am-2 pm. The library will be closed that day to allow car show participants to park their cars on our lot.
- Summer Reading ended today; Jill has written a summary to share with the board; average attendance was 12-15 participants.

NEW BUSINESS

- SBOA (State Board of Accounts) examiner has contracted Crowe, LLP, an independent audit firm, to perform an audit for years 2017-2020, that is scheduled to be completed 12/01/2021.
- Mid-Year 2021 Budget Report Review.
- Review minimum 8% of Expenditure Data toward Collection Development ($\$220,000 \times 8\% = \$17,600$ for the year; $\$17,600 / 2 = \$8,800$ for first 6 months); As of today, we have spent \$10,174.41 on books and \$3,550.82 on non-print materials (audiobooks & DVDs), totaling \$13,725.23.
- 2022 Budget data has been gathered; AVGQ (Assessed Value Growth Quotient) for CY 2022 is 4.3%. Korleen will be meeting with Miranda Bucy, SBOA District Budget Specialist, on August 2, 2021.
- Capital Assets Policy review and discussion. Larry made a motion to pass the policy, Jackie Cramer seconded the motion. The motion passed.
- At its June 25th meeting, the Indiana Library & Historical Board (ILHB) found Coatesville-Clay Township Public Library to be **in compliance** with the Public Library Standards (590 IAC 6) for 2020.
- Due to timing issues, claim #8613 was paid on 06/28/2021 to Butler's LP for \$471.25 in order to receive the discounted price.
- A payment was received from Endeavor Communications in the amount of \$52.27 for 2021 Retirement.
- IOT (Indiana Office of Technology) passed a law through the state legislature effective July 1, which requires state agencies and government entities to report cybersecurity incidents within 2 days of an incident. All libraries are required to have a point of contact (cyber incident reporter) before September 1 and every following year. Larry has registered as our point of contact.
- Meeting was adjourned at 6:06 PM.