

Argos Public Library
Board of Trustees Regular Meeting
Monday, November 20, 2023
5:00 PM

The regular meeting of the Argos Public Library Board of Trustees was held on Monday, November 20, 2023 at the library. Notice had been given to all members of the Board and the Public in accordance with I.C. 5-14-1.5 and the rules of the board.

At 5:02 PM, President Ron Rensberger called the meeting to order.

Those present were:

Beverly Barrett

Cheri Hoffer

Karrie McCay

Alyssa Overmyer

Ron Rensberger

Melissa Spicer

Lucas Carter, Director

Absent:

Maria Jane Horvath

Acknowledgement of Guests No guests were in attendance.

Minutes After a motion by Cheri and a second by Karrie, the minutes of the October 16, 2023 special budget meeting were unanimously approved. After a motion by Alyssa and a second by Karrie, the minutes of the October 16, 2023 regular meeting were unanimously approved.

Claims After a motion by Karrie and a second by Cheri, the claims were unanimously approved.

Financial Report After a motion by Melissa and a second by Alyssa, the Financial Report was unanimously approved.

Circulation Report See attachment.

Librarian's Report Many programs were held in November. Lucas has been meeting with companies to discuss website design and management help. The library will be closed early on an upcoming day for the staff Christmas party. Displays and furniture pieces were purchased from the Plymouth Public Library. Lucas attended State webinars about the Annual Report and maintaining records. Most of the weeded books were donated to the Lapaz community which currently does not have a library.

Old Business

1. Long Range Plan Updates: The Long Range Plan is done and there will be an Executive Session on December 11, 2023 to go over the plan.

New Business

1. Old Board Minutes Update: It seems like the board will be able to decide whether to digitize or microfilm the board minutes. Digital copies of some of the minutes are currently on the library's website. Lucas will begin gathering old minutes while we wait for confirmation about how they need to be stored. The board would prefer to digitize the minutes if possible.
2. Staff: Assistant Director Job Description: Lucas presented the board with a copy of the job description. The board would like to change the title to Full Time Head of Programming. The board questioned if we really needed this full time position. Some questioned how the interview and hiring process would go. Another question brought up was if we would need to help with classes and it was determined that some changes may need to be made to the Personnel Policy.
3. December Board Meeting: The December meeting will be busy with the board having to approve salaries, holiday schedule, new officers, etc. Staff evaluations will also be on the agenda for the December meeting.
4. Appraisal of Antiques: It was brought to the board's attention that former director Jane Hall approached someone about appraising antiques at the library. The board has decided that this action is unnecessary at this time.
5. Building Walk Through: As was discussed at a prior meeting, the board is fine with a walk through of the building with Jane and a board member with the purpose of writing a list of important historical and antique items in the library.
6. Inquiry: An inquiry was made about the rejection letters the board received from previous Library Director candidates in 2022. These are personnel matters and as such are private. However, all applications and letters are kept on file.

Adjournment The meeting was adjourned at 6:06 PM.

Melissa Spicer, Secretary