

**PEABODY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 11, 2019**

The Library Board of Trustees met at 6:00 p.m. with the following in attendance: Margaret Malcolm, Mike Mawhorter, Tony Gatton, Don Langeloh, Beth Bloom, Greg Hockemeyer and Director Mary Hartman.

**CALL TO ORDER**

The regular business meeting was called to order by Vice-President Greg Hockemeyer.

**PRIMARY ENGINEERING REPORT**

Mike Lubbehusen from Primary Engineering reviewed the budgets for the 2020 remodel project. The project was bid in two parts. The base items of paint, carpet, bathroom updates and circulation desk replacement are estimated at \$285,000. Alternate estimates were prepared for the undeveloped lower level space for an experience center and office space. Those estimates came in at \$76,000 and \$24,000, respectively.

Mike also reported that there was good interest shown at the pre-bid meeting. Five general contractors have indicated they will submit bids. Bids are in on December 19 at 2PM.

**MINUTES**

Minutes of the regular November Board meeting were approved.

**A motion to approve was made by Don Langeloh.  
Seconded by Beth Bloom. Motion carried.**

**REPORTS FROM COMMITTEES AND DIRECTOR**

**FRIENDS OF THE LIBRARY**

The group met on December 4. They have been cleaning out books that have not sold at past book sales. The next sale is in March. Community Service workers will be helping to move books and tables.

## **DIRECTOR'S REPORT**

Mary asked for approval to close the Library on Wednesday, April 8 so that the staff can attend the ILF regional training at Ivy Tech Elkhart County.

**A motion to approve the closure was made by Tony Gatton. Seconded by Mike Mawhorter. Motion carried.**

The boilers were out on Thanksgiving Day. The service tech from PDP thought that high winds may have caused the pilot flames to be extinguished.

Purchasing cyber insurance is still being considered. Jamie made some changes to our current security to reduce some risks of data breaches. Mary will ask Mark Coonrod, the insurance broker, to attend a meeting to answer our questions.

The building's 20-year old lighting panel is soon to be in need of replacement. There is now only one replacement card available for the panel. Don asked Mary to get a quote from Kissenger Electric for a new lighting panel.

**A motion was made by Don Langeloh. Seconded by Mike Mawhorter to increase the room rental rates as follows:**

Auditorium 1	\$30
Auditorium 2	\$30
Full Auditorium	\$70
Community Rm A	\$30
Community Rm B	\$25
Computer Classroom	\$85
Study Room A	\$15

## **NOMINATING COMMITTEE**

The committee presented the following slate of officers for 2020:

President--Greg Hockemeyer  
Vice-President--Beth Bloom  
Treasurer--Chris Bechtold  
Secretary--Mike Mawhorter

**A motion was made by Don Langloh to accept the slate as presented. Seconded by Tony Gatton. Motion carried.**

## **NEW BUSINESS**

### **POLICY MANUAL CHANGES**

**A motion to approve the policy manual changes as presented at the November meeting was made by Don Langeloh. Seconded by Mike Mawhorter. Motion carried.**

### **2020 INTERNAL CONTROLS POLICY**

Upon review of the policy no changes were recommended.

**A motion to approve the policy was made by Tony Gatton. Seconded by Beth Bloom. Motion carried.**

### **2020 STRATEGIC ROADMAP**

The strategic plan was updated by the Continuous Improvement Team.

**A motion to approve the updated plan was made by Mike Mawhorter. Seconded by Don Langeloh. Motion carried.**

### **RESOLUTION TO APPROVE 2020 SALARY SCHEDULE**

A 2% increase is reflected in the 2020 salary schedule and salaries are now associated with a position title rather than with an employee's name.

**A motion to approve the resolution was made by Mike Mawhorter. Seconded by Don Langeloh. Motion carried.**

## **CLAIMS**

**A motion to pay the claims as presented was made by Don Langeloh. Seconded by Beth Bloom. Motion carried.**

## **ADJOURNMENT**

**Mike Mawhorter moved to adjourn. Seconded by Don Langeloh. Motion carried.**

Respectfully submitted,

Margaret Malcolm, Secretary