

**PEABODY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 9, 2021**

The Library Board of Trustees met at 6:00 p.m. with the following in attendance: Greg Hockemeyer, Lori Shipman, Chris Bechtold, Beth Bloom, Nicki Baker, Mark Parker and Director Mary Hartman.

CALL TO ORDER

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

MINUTES

Minutes of the regular May Board meeting were approved.

**A motion to approve was made by Chris Bechtold.
Seconded by Mark Parker. Motion carried.**

REPORTS FROM COMMITTEES AND DIRECTOR

FRIENDS OF THE LIBRARY

No report.

DIRECTOR'S REPORT

The library is considering moving from Banyon Data Systems to AVC at the beginning of 2022 for accounting and payroll due to ongoing issues with BDS.

The Credit and Debit card policy has been updated since we now use Square for payments/fees.

**A motion to approve the new policy with the addition
of all user fee costs to be paid by the patron was made by
Chris Bechtold. Seconded by Mark Parker. Motion carried.**

The credit card resolution was updated to include the \$7000.00 cap which was assigned by the Board of Trustees several years ago.

**A motion to accept the updated resolution was made
by Nicki Baker. Seconded by Lori Shipman. Motion carried.**

The Emergency procedure plan to be activated if something was to happen to the Executive Director was discussed. Mary will update the plan to include website links and send a PDF copy to the board members.

Upgrades to the Print Management System were explained and discussed.

The Vacation Committee's recommendations were discussed. The Board President formed a Board committee to explore possible PTO options. The members on the committee are Mary Hartman, Nicki Baker and Mark Parker.

Mary gave an update on Waggoner, Irwin, Scheele. They are currently reviewing the updated job descriptions which library staff updated. Mary has advised them she will need the salary schedules by July 1 due to the 2022 budget needing to be done. She will have additional information for the Board at the July meeting.

CLAIMS

There was a question regarding the CC Utilities bills. Mary gave some updates on steps taken to investigate the increase. TCS came out and did maintenance which she is hoping will improve electrical use.

A motion to pay the June claims was made by Chris Bechtold. Seconded by Beth Bloom. Motion carried.

NEW BUSINESS

Greg advised that Columbia City RDC will have no excess increments to share for overlying taxing districts for next year.

Mary informed the Board that the blinds in the Administration office were damaged when the window cleaners were here cleaning windows last month. New blinds are being purchased to replace the current ones.

ADJOURNMENT

Lori Shipman moved to adjourn. Seconded by Mark Parker. Motion carried.

Respectfully submitted,

Beth Bloom, Secretary