Lawrence Public Library Board of Trustees Meeting  
Regular Meeting, 7 p.m./Public Library  
Date: November 19, 2019

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Mike Neal called the meeting to order at 7:00 p.m. Board members present were: Mike Neal, Cyndi Hays-Morris, John White, Julie Micure, Janet Faro, Joan Brian, and Deanna Ratts-Boyd. Library director Dianne Brumley was present. Board members absent: None

I. Recognition of Visitors  
   A. Carol Hutchinson (library assistant), Steve Anderson (WAKO), Bill Richardson (Daily Record), Dave Weger (accountant), and Jason Wright from ADG architects

II. Approval of Minutes  
   A. John motioned to approve October minutes, Deanna seconded. Motion passed

III. Financial Report  
   A. Accountant’s Report—Accountant Dave Weger reviewed the financial reports  
      1. We received E-Rate money  
      2. We paid the newspaper project bill so we show a loss financially for the month, but it’s great the project is completed  
      3. We received an installment of property tax money  
   B. Claims  

IV. Director’s Report—Dianne gave her report with the following highlights  
   A. A check was deposited for $149,992.07 from LC Treasurer and $2,560 from E-Rate reimbursement  
   B. There was a Halloween book giveaway for Head Start programs  
      1. 34 Bridgeport Head Start, 25 from L’ville Head Start and then an additional 25 kids and 20 parents came on Halloween night  
   C. Story Time is going great  
      1. They usually have 2-8 children between 2-5 years of age  
   D. The T.C. Steele painting is now hanging in the library  
      1. The reception attendance on 11/17 was 32  
   E. Tracey Edgin and Jennifer Buchanan attended the IHLS Member day in Effingham while Dianne attended a Human Resource seminar at the same location  
   F. Columbia Insurance—3 “mandatory requirements”  
      1. The parking lot is not an issue  
      2. The drainage issue is not a problem unless there is ice  
      3. Emergency exits lights  
         a. as long as we are working on it, we are fine  
   G. Staff and Volunteer Christmas dinner will be held 12/4 at 5:30 p.m.  
      1. The Trustees are invited to attend  
      2. Julie moved to authorize a cap of $400 for the Christmas party. Deanna seconded. Roll call motion passed

V. Unfinished Business  
   A. Per Capita Grant
1. Dianne reviewed the requirements
2. Dianne will complete the grant in December and will contact a trustee if needed

B. Lighting Suggestions from Jason of ADG
1. No asbestos in ceiling
2. Suggestion is to take down existing dropped ceiling and replace with 2X2 acoustic ceiling tiles with recessed lighting
3. The estimate is to demo existing tile, put in a new ceiling, take out old light fixtures, put in new LED Troffer light fixtures, install exit and emergency lighting in basement and first floor
4. Total estimate $75,315.00 (no A/E fees and no contingency)
5. $90,000 with 10% fee and 10% possible contingency

VI. New Business
A. Levy Ordinance 19-3: An Ordinance for the assessment, levy, and collection of taxes within the corporation limits of the Lawrence County Public Library District.
   1. Dave bumped up the FICA fund, a little less in the general fund
   2. He asked for a 5% increase over last year’s extension
      a. That is the limit without a truth in taxation hearing
B. John motioned to accept the levy ordinance 19-3, Joan seconded. Roll call motion passed
C. Julie motioned to approve not having a December meeting and to let John take care of claims in December, Joan seconded. Motion passed
D. John motioned to accept the 2020 meeting dates. Julie seconded. (Third Tuesday of the month). Motion passed

VII. Other Business: Elevator
Keith Pryor from Accessible Living was the installer of the Savaria lift in 2014. He has provided annual maintenance of the lift since then. In the past several months the upper level door has not been opening consistently, and so, as a safety feature, the unit shuts off. Mr. Pryor has not been able to determine the reason for the problem. He informed the director that it was no longer feasible or cost effective to drive from his base to service the unit. Otis Elevator (Evansville, IN) services the elevator at the hospital. Estie Harper, Otis technician, is familiar with Savaria lifts. Otis was contacted and Mr. Harper evaluated the lift on 11/5/19. The electronic schematics were needed to completely correct the issue. The library did not have these. Savaria was contacted and the library has received all the necessary manuals. We will work with Otis Elevator to complete the repairs.

VIII. Executive Session—not required

Submitted by:

Cynthia Hays-Morris, Secretary