

**Indian River Area Library**  
Board Minutes  
April 16, 2024

Meeting called to order at 3:30.

Present: Patty Hull, David Hill, Jill Sager, Sue Fisher, Elise Harrington, and Kelsey Rutkowski.  
Present via phone: Kathy Cole.

Public Comment on Agenda: None

Approval of the Agenda: Sager motioned to approve the agenda with the addition of item C(Township Payroll), under New Business. Fisher seconded and all AYE.

Approval of the Minutes: Sager motioned to approve the March 19, 2024 Board minutes as written, Fisher seconded, and all AYE.

Financial Report: A. Sager motioned to accept the monthly expenses- 9 bills totaling \$3,322.78, Harrington seconded, and all AYE.

B. Fisher made plans to reinvest the previous CD and interest into another CD.

Directions Report: Rutkowski reported that she had further discussions with the Chamber regarding the Volunteer Picnic. The Health Fair that was discussed previously may be postponed until 2025. The Summer Reading program will begin June 3 and end July 13.

Friends of the Library: The Friends have received a Harriet Larson Foundation Grant of \$400, a \$50 donation from the Eagles, and up to \$5200 from the Women's Club for the sunshade and 2 benches at Cooperation Park. A Karen Hill Mahjong tournament will be held September 19. The seed library is set up and will be introduced during the May 25 plant swap. Kristina Moutrie will manage the seed library. Wine with Friends will be held June 13.

Old Business:

- A. Policies- Sager motioned to approve the Board of Trustees Bylaws policy, Hill seconded, and all AYE. Sager motioned to approve the Administration Policy, Harrington seconded, and all AYE. Sager motioned to approve the Record Retention Policy, Fisher seconded, and all AYE.
- B. Building Maintenance Agreement- Fisher motioned to approve the Building Maintenance Agreement, Sager seconded, and all AYE.
- C. Tuscarora Township Building Grant/Estimates-information is still being gathered and taking steps for grant approval.
- D. Library Security Cameras-Rutkowski informed the board of the information - compiled from other libraries regarding their security camera use. Rutkowski will work on a policy regarding their use in the library.

- E. Outlying Township Service Contracts/Ellis Twp. Request-Ellis would like to make their service contract indefinite. It was discussed and will wait for the contract to be returned.

New Business:

- A. Library Assistant Duties-Rutkowski provided the board with a list of all assistant duties.
- B. Hoopla Statistics and Nonresident Opt-In Cost Options-After the public comment/question last month, a discussion was held on charging an additional cost to non-residents if they would like to add on Hoopla to their card. Sager motioned to charge an additional \$20 yearly fee to a non-resident card if they would like to add Hoopla to their library card, Harrington seconded, and all AYE.
- C. Township Payroll Request- A discussion was held regarding a request from the township to look into payment for payroll duties, so that they would be included in the next budget.

Public Comment: Patty Campbell suggested that Rutkowski have a table to work from during the board meetings. Helen Miller asked about the payroll system.

Board Comment: Kathy Cole thanked the visitors for attending the meeting and Patty Hull for running the meeting in her absence.

Sager motioned to adjourn at 4:52, Hill seconded, and all AYE.