President Barney Lewis called the meeting to order at 6:12 pm. Also present were Amber Brown, Judy Johnson, Fern Miner, Director Christine Sterle, Treasurer Barbara Darnell, and board assistant Kathy Bowen.

Fern moved to approve the agenda with a second by Judy. Vote 4-0

Amber moved to approve the November Secretary’s report with additional claims presented by Barbara Darnell. Fern seconded. Vote 4-0

Barbara presented the Monthly Financial Report. Receipts into the operating fund for October, 2018 were $28,933.12. Operating fund disbursements totaled $48,673.77. November’s ending cash balance was $638,073.48 with investments of $273,683.24. Total Cash/Investments were $911,756.72.

Judy moved to approve the Register of Claims with a second by Amber. Vote 4-0

With no public present the board proceeded to Reports.

Thorntown Heritage Museum – There were four entries for the Adult Christmas ornament contest. 1st place – Donna Ballard with her quilt ornament - $20 gift certificate; 2nd place - Karen Niemeyer with her gourd ornament – Set of gel pens; 3rd place – Shazie Baker with her snowman ornament – set of 3 adult coloring books; 4th place – Laverna Truitt with her cat pillow – one adult coloring book. There weren’t enough decorations to decorate a tree so entries are in the display case at the Carnegie entry of the library. There were 12 in attendance at the Kid’s ornament make-one-take-one on Thursday, November 29. Parents participated as well. The Kid’s Christmas tree decorating party is scheduled for Saturday, December 8 from 1:30-3:00. There will also be games and snacks. Laverna Truitt will be coming with hot chocolate.

Board Membership – No new information.

Old Business:

Board officers for 2019 are: President – Barney Lewis  
Vice President – Amber Brown  
Secretary – Linda Fahrenbach  
Treasurer-Liaison – Fern Miner

Fern moved to approve the 2019 officers with a second by Amber. Vote 4-0

New Business:

Technology Plan – Copies of the plan were distributed and discussed. Some changes were suggested. A revised plan will be presented in January.

Notary Policy – After noticing some chatter on the library listserv regarding notary policies, Christine determined it would be helpful to have one on file. A draft policy was presented. Amber moved to approve the policy with a second by Judy. Vote 4-0
Capital Assets – Christine requested funds to purchase a 50" flat-panel TV and mobile cart for use within the library to replace the current small-TV-on-book-cart. Currently a 50" LG or Sharp TV can be had for under $350. A nice sturdy mobile cart is available for $129.99, will hold 100 lbs., is adjustable, and includes cable management and shelf for DVD player, laptop, or other input device. Total <$500. This can also be used as digital signage, used to show slideshows of library events, show the movie during Christmas program, and video clips during storytimes. Amber moved to approve the purchase with a second by Judy. Vote 4-0

Software Purchases - Ricoh Hotspot and Bitdefender software (2019)

1. Ricoh Software would allow for wireless printing from anywhere within wireless range; print release required (no copies spewing out during closed hours); users download an app. There have been many requests for wireless printing and the need will only grow. Payment options are month-to-month ($65/mo) or contract fee (approx. $37/mo). Fern moved to approve purchasing the software with a second by Judy. Vote 4-0

2. BitDefender Software – We tried Avast Cloud Care in 2018 and the software has not been successful at preventing spam. Britta learned other libraries are using BitDefender and Kaspersky and has installed BitDefender demo on some computers. She likes it a lot, and would like to purchase a year’s access for $691.20. There are price breaks for multi-year contracts but we want to see how we like it first. The demo has gone well. We need to cancel the contract for Avast by December 24 so it doesn’t auto-renew. Fern moved to cancel the Avast contract and purchase one year’s access for BitDefender. Judy seconded. Vote 4-0

Computer Upgrades – Lab computers are experiencing slow startup with Windows 10. Britta did some research and learned that Win10 startup is improved with SSD. Solid state drives are more expensive than HDD (hard disk drive), but doesn’t have moving parts (disk) that can overheat or become damaged when jostled. She installed SSD in one lab computer earlier this month and it is now super-fast compared to others. SSDs are around $50 each; it would cost $341 to upgrade all lab computers + 1 outside Christine’s office. Lab computers are not old (Feb ‘17), so are not slated for replacement any time soon. Fern moved to approve the SSD purchase with a second by Judy. Vote 4-0

HVAC Contract 2019 – There is a .08% increase over 2018. The 2019 price is $22,012. This year Mark Williams will include the Thorntown Heritage Museum preventive maintenance during the library service. Amber moved to approve the contract with a second by Fern. Vote 4-0

Director’s Report:

There were 321 in attendance at the Holly Jolly Christmas party. This number is down from 425 last year. This is the first year flyers haven’t gone to the schools due to a blanket policy put in place last year by the school corporation; this could have been a factor.

The roof repairs are complete so we are waiting for rain to see if they are effective. There was more broken tile found on the southwest corner of the Carnegie roof. They replaced tiles, some decking, and membrane overlay.

The YA room furniture has been delivered and set up. So far we have a 100% approval rating from the teens we’ve seen in the room, though some staff seem to dislike the orange stools.
The staff met and discussed the plan to go fine-free in 2019, as well as some other items, at a morning staff meeting. Area libraries have been notified of the upcoming change.

Rodney Clouse will handle snow removal for the rest of the season and Melissa can back up. Our first candidate for the job did not work out.

The old kitchen microwave died just in time for the holidays! Dave had to find an actual mounting bracket since the original installer did not use one. The replacement microwave should be installed this week.

The broken toddler restroom handle was replaced just in time for Christmas!

Amber motioned to adjourn the December board meeting with a second by Fern at 7:52p.m. Vote 4-0.

Christine Sterle, Secretary pro-tem