

Meeting Minutes of the Peru Free Library Board of Trustees  
January 10, 2024

Attendees: Patrick Andrews, Rocky Divoll, Sandy Divoll, Diane Haight, Marque Moffett, Parker O'Mara, Becky Pace, Sara Richman.

Guests: Mel Irwin, Town of Peru Board Liaison; John Ryan, Editor of Peru Gazette.

The meeting was called to order at 7:19 pm by President Parker. The agenda was approved with a motion by Sandy and seconded by Pat. The minutes of the December meeting were approved with a motion by Sara and seconded by Marque.

The dates for the next two meetings are February 14<sup>th</sup> and March 13<sup>th</sup>.

President's Report—Since the election of the President was just held at the Annual Meeting, Parker had no report. Marque was recognized for her leadership of the Board during her years as President especially during the COVID time period. Marque will continue as a Board member.

Director's Report—Becky presented the “Year in Review at the Peru Free Library” as a yearly report to the community. This information including statistics about circulation, grants and social media contacts as well as pictures from the Library will be published on the Library website and be available at the Library. The page was created by Becky, Stacey and Olivia Bousquet.

Becky reported that the option for patrons to order books and pick them up in a paper bag in the lobby area of the side entrance is still very popular. Although this practice was begun during the COVID pandemic, many patrons prefer this method of obtaining books rather than browsing for books in person at the Library. Books, delivered through the Interlibrary Loan Service of CEFLS on Tuesdays, usually total 20-30 paper bags for the patrons.

Becky hired the accounting firm, LaMountain & Riccardelli, for the Library as of January 1<sup>st</sup>, 2024. Some of their procedures including converting QuickBooks to an online program will be less costly for the Library. Becky told Forrest that his services will no longer be needed after he completed the end of the year reports.

The end of the year Circulation Report indicates that there are more patrons using the Digital Borrowing Service and that there are more patrons of the Library than books circulated. Some of that difference is due to the increase of Digital Borrowers and the groups of patrons that are utilizing the Library for social interaction. Home school families will gather at the Library with their children but do not usually check out any books.

Treasurer's Report—The balances for the accounts are checking \$5,605.17, money market--\$21,690.16 and CD \$35,885.65. The total for all accounts is \$63,180.98. The first payment from the Town of Peru for this year will be received in mid-February. Sara will be determining the amount of money needed in the checking account by using the monthly average so there won't be any issues with the bank.

On the Budget vs. Actuals report on expenditures there is a line for Off Budget Items which is the amount paid for the Library construction from the Library money market account. Also on that report, line item 5320 for Telephone/Internet is about double the amount budgeted. This is a result of changing the telephone/internet company to Verizon FIOS with the resulting installation costs. Line item 5325 Special District Property Taxes increased due to an increase in the assessment of the Library.

Building/Maintenance Report—Rocky will be removing the dogwood tree in the spring.

#### Subcommittee Reports:

Budget Committee—Becky presented a revised 2024 budget reflecting changes in the sources for funding voted on at the December meeting. Even though there will be savings from hiring a new accountant for 2024, a “firewall” will need to be purchased to protect the computer system from outside interference with that cost to be determined. A motion was made by Sandy and seconded by Rocky to accept the revised 2024 budget. The motion passed.

Long-range Plan Committee—This Plan will need to be reviewed by the Board in 2024, and the committee will meet to discuss any changes needed.

Fundraising Committee—The committee has plans to meet soon.

Policy Committee—The committee presented new policies, Disaster Policy and Confidentiality Policy, for the Board’s consideration. After some minor changes a motion was made by Sandy and seconded by Rocky to accept the revised Disaster and Confidentiality Policies. The motion passed.

John Ryan asked about the Friends of the Library group that had existed for many years. Becky explained that the group dissolved due to attrition of members. John also suggested that since the Library is a 501(c)(3) organization, this information should be publicized to the community for donations that can be considered as a charitable contribution for income tax purposes.

The meeting was adjourned at 8:26 pm with a motion by Sandy and seconded by Rocky.