

Lawrence Public Library Board of Trustees Meeting  
Regular Meeting, 7 p.m./Public Library  
Date: May 21, 2024

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President John White called the meeting to order at 7:00 p.m. Board members present were: Cyndi Hays-Morris, John White, Julie Mieure, Jamie Cox, and Deanna Ratts-Boyd. Library director Dianne Brumley was present. Board members absent: Janet Faro and Joan Brian

- I. Recognition of Visitors
  - A. Bob Christy (Cochran Insurance Group) Steve Anderson (WAKO), Dave Weger (accountant)
- II. Insurance
  - A. Bob Christy of Cochran Insurance Group) to discuss the library's insurance
    1. John asked for an updated replacement cost study
      - a. Bob noted that last year they gave us an “apples to apples” quote
      - b. Bob noted that every carrier does their own version of a replacement cost
    2. Bob did not bring a new quote because we are over 60 days out of our renewal date
    3. John asked about when Dianne travels for library business in her own vehicle and Bob addressed the possible options
    4. Bob would likely use Harford Insurance for our policy
    5. John asked about liability if someone gets hurt
      - a. 1 million/2 million/umbrella policy
    6. Bob will need a “loss runs” (how many insurance claims for the past 3-5 years)
- III. Approval of Minutes
  - A. Julie moved to accept the minutes, Jamie seconded. Motion passed
- IV. Financial Report
  - A. Accountant's Report (given by Dave Weger)
    1. We may get one more check from real estate taxes (June or July)
    2. Approximately \$61,000 more in than out with two months remaining on the budget
    3. We are very close to our budget
    4. We are breaking even on our building fund
  - B. Claims
    1. Jamie moved, Julie seconded to approve the May claims. Roll call motion passed
- V. Director's Report
  - A. Dianne went over her report, with the following highlights:
    1. Hartz cleared the gutters on 5/3/24

2. Friends of the library paid for our website hosting fee of \$250 (annual) through Lazerware
- B. Youth and Program report
  1. The Spark Class (May) learned about dog breeds and made dog toys. They will break for the summer
  2. Summer Reading Program (SRP) will run from June 2-July 6. Over 90 have signed up so far. The theme is "Read, Renew, Repeat". Jennifer promoted SRP on WAKO and passed out flyers to schools and Headstart
    - a. The first SRP show will be "Animal Tale" on 6/6/24 at LHS
- C. Director's Goals (Dianne met with Deanna to brainstorm ideas)
  1. Personnel and possible raises were discussed
    - a. The personnel committee is Deanne, Jamie, Cyndi and John
- VI. Unfinished Business—None
- VII. New Business
  - A. Dianne presented a draft of a Library Director Succession Plan
    1. it is a work in progress, but the board members should look the draft over
  - B. Dianne presented an Emergency Response Guidelines plan (draft)
    1. Dianne wants to have a plan of who to call in the case of any type of emergency
- VIII. Truth In-Taxation Compliance (not required)
- IX. Other Business
  - A. Time Capsule (the library has one)
    1. It is supposed to be opened in 2026 (from the 1976 bicentennial)
- X. Executive Session (not required)

Submitted by:

Cynthia Hays-Morris, Secretary