

MINUTES
BARTHOLOMEW COUNTY PUBLIC LIBRARY
Board of Trustees Meeting
4:00 p.m. Library Red Room
August 11, 2003

Call to Order

The meeting was called to order by President Nedra Spinks.

Present: Marvin Finke, Pam Lienhoop, Gayle Loesch, Gladys Simmons, Nedra Spinks, and Beth Stroh.
Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager, Tom Bigley, Library Attorney
Absent: Russell Taylor

Announcements

The Staff Lock-in on August 9th was well received and fun to try.

Approval of Minutes

Simmons moved and Finke seconded that the minutes of the July 14, 2003 meeting be approved. Motion carried unanimously.

Financial Report

A. Approval of Claims. Simmons moved and Lienhoop seconded that claims 1209 through 1396 in the amount of \$ 136,811.37 be approved. Motion carried unanimously.

B. Investments. Reynolds took action to move the balance of operating funds (\$463,873.64 + interest of \$114.47) into the checking account at Irwin Union to pay bills until the county makes payments from taxes collected. To keep the Home Federal account open and to earn interest, \$800,000 from LIRF will be deposited in the Home Federal account. She will also explore the possibility of receiving advance payments from the Auditor's Office (until taxes are collected).

Director's Report

A. Budget. The public hearing opened for questions from the public. All necessary legal notices and requirements have been met. No members of the public were present.

B. Policy for Library Users Bill of Rights. Booth Poor offered a policy regarding rights that should be guaranteed to patrons of the library. The proposed policy includes points requested by a patron, regarding his specific experiences at the library. Research of broader “Library Bill of Rights” that have been adopted by the ALA and other libraries shows that these rights (or similar language) plus rights related to censorship and building usage are common. Bigley questioned the need to create more duty, especially when the statements could be interpreted differently by staff and users. Simmons moved that the action be tabled until the Director and attorney can review the policy. Loesch seconded. Discussion included suggestions that the language be clarified where possible.

C. Frances Carr Memorial Scholarship Fund. The committee presented its proposal for the scholarship fund. Trustees and staff asked questions regarding the program and suggested that the policy include the addition of a requirement showing evidence of completion and/or a follow-up report about the value of the session. The Trustees clarified that the grant is not based on need that employees can be reimbursed if they pay for something in advance of receiving a grant, and that employees may be asked to repay a grant if he/she does not complete the requirements. Booth Poor pointed out that some registrations might not be charged until after the fact. The committee will provide an amended version in September.

Booth Poor requested permission to register all staff for the ILF District 6 Meeting and to use funds from the Carr Memorial for the training. Simmons moved approval. Lienhoop seconded. Motion carried unanimously.

Spinks appointed Simmons, Stroh and Lienhoop to serve on the Scholarship Committee.

D. Rowe Com. Booth Poor explained information regarding the Rowe Com bankruptcy and provided a proposal from ASM Capital Advisors, LLC to Bigley to review.

E. Elevator Repair. Booth Poor provided a memo to Trustees regarding a required replacement of the hydraulic piston and cylinder on the elevator. She recommended that the project be done in December. It will cost, but will not exceed, approximately \$25,000.

F. Starks Mechanical Claim. Bigley reported on the status of the claim against Starks Mechanical to receive the escrow withheld so that it can be applied to the bill from RWD for remediation. The escrow is approximately \$6,000 and the Board will have to determine if it is worth the legal effort/cost to get the money back. He recommended that the Board wait until the final bills for remediation are received. Booth Poor expects the bill to be more than \$20,000.

G. Sunday Hours. A patron has requested additional Sunday hours. A short discussion followed with questions raised to be considered:

- Is consistency of scheduled Sunday hours a problem?
- Is the general lack of activity downtown affecting Sunday library traffic.
- Would Sunday hours at a branch be a better use of staff time.
- Could we add a question to the survey related to the Sunday hours?
- Why do we need to staff as heavily on Sunday?

We will want to explore this issue more before making changes.

H. BCPL Hosting of ILF District 6 Meeting in Fall 2004. Booth Poor asked the Trustees if the BCPL would like to host the 2004 District Meeting. The library would be closed for the day. Most expenses would be covered with registration fees. The Board encouraged Booth Poor to extend the offer.

I. Publications. Publications included Bookmobile Fall/Winter Schedule, Children's Department Story-time schedule and 4th-6th Graders program.

Unfinished Business

A. Board Retreat. Booth Poor reviewed the information she had provided about scheduling the Board Retreat. She'll explore a facilitator's availability on September 12 or 19. The retreat goals will include reviewing and refining the long range plan. Booth Poor will provide a copy of the Long Range Plan that has been filed with the state.

B. User Survey. Trustees offered suggestions for improvement to the survey. We are exploring ways to disseminate the survey as an ad in The Republic, in organization/civic group newsletters, at the Library, etc.

C. Flag at Hope. We have not heard from the architect so Booth Poor will contact Dan Perry to install the flag as designed.

D. Assistant/Associate Director. Booth Poor is identifying new ways to utilize the skills/talents of an assistant/associate director. She would like to discuss a new position description at/after the Board Retreat.

New Business

There was no new business.

Adjournment

There being no further business to come before the board the meeting was adjourned at 6:00 p.m.

Nedra Spinks, President

Beth Stroh, Secretary