

MINUTES
BARTHOLOMEW COUNTY PUBLIC LIBRARY
Board of Trustees Meeting
4:00 p.m. Library Red Room
November 10, 2003

Call to Order

The meeting was called to order by President Nedra Spinks.

Present: 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: Marvin Finke and Russell Taylor.

Announcements

Simmons passed around cards for library employees that have had surgery or are suffering from injuries.

Approval of Minutes

Simmons moved and Lienhoop seconded that the minutes of the October 13, 2003 meeting be approved. Motion carried unanimously.

Financial Report

A. Approval of Claims. Simmons moved and Lienhoop seconded that claims 1798 through 1963 in the amount of \$ 109,566.75 be approved. Motion carried unanimously.

Poor noted that a special meeting on December 19, 2003, at noon may be required to approve final 2003 expenses. Reynolds reported that a second payment of over \$466,000 has been received. Eight computers were replaced in the adult area and two were moved to the Children's Area.

B. Investments. \$1,787.77 was received from the Helen Rowell Trust and will be spent for materials in the Indiana Room. The Reeves Fund has exceeded historic gift value, but we have elected not to receive income until it increases further. Carr Memorial funds of \$125,000 have been invested in a CD. The balance of the funds, \$19,527.96, was deposited into a business index investment account at National City Bank where funds are accessible for scholarships.

Director's Report

A. Approval of Policy for Providing Excellent & Equal Library Services. Loesch moved and Simmons seconded approval. The word "user" will be added to Section D, #2. Motion carried unanimously.

B. Process for Reviewing Library Policies. Poor reviewed the list of policies required for compliance with Indiana Law. The main policy that is missing is the Disaster Recovery Plan. Poor will look at a schedule for review. A subcommittee of Board Members will assist with policy development. Stroh and Lienhoop volunteered and Simmons will offer support based on her Red Cross experience.

C. Nominating Committee Report. Loesch and Simmons will bring recommendations for officers to the December meeting.

D. Chiller Replacement. Poor provided information about the chiller replacement. She contacted officials at the State Board of Accounts to see if the replacement could be done without bidding to save time. They agreed as long as the Board Attorney submitted a letter about the situation. This has been done. The timeline and work to be done was described to the Trustees. Questions included:

- a. What is the power bucket in the main switchgear and why is it not included?
- b. Is there a “not to exceed” for additional work?

Poor has already approved the work order and we may be able to pay it out of LIRF yet this year. They have begun ordering what is required. Poor will seek answers to the Trustees’ questions. The goal is to have the work completed by March 1, 2004.

E. Surveys. Surveys continue to arrive. Consolidated results thus far indicate that:

1. many people want more books
2. the video and CD collections should be updated
3. genealogy resources could be greater and better
4. many people are frustrated by the wait for bestsellers
5. many people complained about the catalog (The entry screen has already been changed.)
6. there were many improvements suggested for the Main Library facility: access for handicapped, elevator use, drop off access from a car, diaper-changing stations in the restrooms, additional restrooms, etc.
7. most staff-related comments were positive. Some individual complaints have already been addressed.
8. many people are interested in computer classes and in Book Clubs. Reference and Children staff are working on ideas for a Winter Reading Club that is not age-specific.

F. Periodicals. Periodicals should begin again in January. The list has been approved and service will re-start soon.

G. Visions Sessions. Sessions attracted about ten respondents but they shared more detail about their improvement ideas than about vision.

New Business

There was no new business.

Adjournment

There being no further business to come before the board the meeting was adjourned at 5:15 p.m.

Nedra Spinks, President

Beth Stroh, Secretary