

MINUTES
BARTHOLOMEW COUNTY PUBLIC LIBRARY
Board of Trustees Meeting
4:00 p.m. Library Red Room
January 12, 2004

Call to Order

The meeting was called to order by President Beth Stroh.

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

Approval of Minutes

Taylor moved and Simmons seconded that the minutes of the December 8, 2003 meeting be approved. Motion carried unanimously.

Simmons moved and Taylor seconded that the minutes of the December 19, 2003 meeting be approved. Motion carried unanimously.

Financial Report

A. Approval of Claims. Taylor moved and Spinks seconded that claims 12251 through 12263 in the amount of \$ 66,295.34 be approved. Motion carried unanimously. Taylor moved and Spinks seconded that claims 1 – 26 in the amount of \$9,362.85 be approved. Motion carried unanimously.

B. Operating Fund Account Transfer. Taylor moved approval of the transfer of funds totaling \$11,513.from Rentals to Other Charges. Spinks seconded. The motion carried unanimously.

C. Resolution for Encumbrances. Reynolds presented the resolution for encumbrances of operating funds as required. Spinks moved approval. Simmons seconded. Motion carried unanimously.

Director's Report

A. Chiller Replacement. Poor reported on progress of the chiller. The library will need to be closed while putting chiller in place, possible possibly January 19th and/or 20th.

B. Policy for Board of Finance and Library Investments. Taylor moved approval as written, Spinks second. Motion passed unanimously.

C. Evaluation Committee. Stroh requested a committee be appointed to set guidelines for performance review and select an evaluation tool for the director. Taylor volunteered to serve.

D. BCPL Surveys. Poor distributed summaries of the nearly 1,000 survey responses that were collected between early October 2003 and January 10, 2004.

Books, videos, CDs, DVDs, and audio books were the most used items and were cited as the most important. Reference, interlibrary loan, computers, children's programming, and genealogy searching were most often noted as important services.

Most replies indicated that users are happy with the service they receive from staff at the Main Library, Hope Branch, and the Bookmobile. Facility changes that were requested for the Main Library included more bathrooms, better handicapped ramp, elevator open to all users, and a drive-up drop box.

Given a choice of where additional branches should be located, the most popular answer was west of Columbus / west 46 / West Hill area. Taylorsville, Columbus Center, and the Airport/IUPUC area received a number of votes as well.

E. Circulation Statistics. Circulation statistics were discussed. Though books topped the survey replies for items that were most used as well as being called the materials that are most important, the 2003 statistics show declines in the use of adult and juvenile fiction and nonfiction as compared to 2002.

F. Plan of Work 2004. Poor reported on Plan of Work for 2004 including facilities items noted in the survey results. The possibility of holding making a space available for public meetings at Hope Branch Library was discussed; no decisions were made. Stroh hopes we use the information we received from the Survey, Annual Report and Circulation Statistics to guide 2004 activities. She asked Board members to review and compare the survey responses and the circulation statistics.

G. Library Associates. BCLA board members are interested in our ideas and sharing what is being done. Stroh suggested we invite them to Board Meeting to report their activities. She asked Poor to invite the Associates board members to an upcoming trustees' meeting.

Unfinished Business

A. HVAC Board Retainage. Bigley provided status of the retainage that is being withheld from Starks. While the bonding company needs to decide best procedure to follow, all bills and purchase orders concerning the 2003 completion of the re-fit should be examined to determine actual damaged to the library.

New Business

There was no new business.

Adjournment

There being no further business to come before the board the meeting was adjourned at 5:35 p.m.

Beth Stroh, President

Gladys Simmons, Secretary Pro-tem