

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
4:00 p.m. Library Red Room
October 11, 2004

Call to Order

The meeting was called to order by President Stroh at 4:05 p.m.

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

Absent: Marvin Finke and Betty Lu McGuire.

Approval of Minutes

A change was made to correct a numeral 4 to be a \$ sign in the Financial Report of claims to be paid. Spinks moved and Lienhoop seconded that the minutes of the September 13 meeting be approved as corrected. Motion carried unanimously.

Financial Report

Approval of Claims. Taylor moved and Spinks seconded that claims numbered 807 through 915 in the amount of \$266,156.81 be approved for payment as presented. Motion carried unanimously.

Action Items

Nominating Committee for 2005 Library Board Officers. Stroh asked for volunteers to be on the Nominating Committee to prepare a slate of officers to be voted on at the November meeting. Taylor and Lienhoop volunteered.

Reports

Technology Plan 2005-2007. Poor reported that we have nearly completed all of the goals of our 2003-2005 Technology Plan, and she feels we need to update our plan for 2005-2007. She solicited suggestions from the staff in regard to future services and projects. A list of was mailed to the board members. The switch to the Dynix Horizon system from our current Dynix "classic" catalog was among the suggestions. Dynix Horizon is a Windows based program and since they are the only supplier we would not have to take bids. Poor would like to have some staff members visit libraries that have migrated to this system to learn more about it before committing to the change. We would have to replace the dumb terminals with PC's and staff would require training. Spinks encouraged us to move forward on this project and Loesch agreed.

Other future technology suggestions included offering a public use fax machine and adding Dynix receipt printers for adult services. A staff committee is researching subscriptions to on-line databases that are web based such as “Learn a Test” and Switchboard.com. We currently subscribe to HeritageQuest and are working to put it on our website so that it can be accessed outside our building. We will be subscribing to First Search and hope to test it by the end of October.

Digitization of records and files is another project being researched as well as updating equipment for use in the meeting rooms. Stroh suggested we could possibly institute a fee for use of the equipment but not the rooms. Poor noted that we had to borrow equipment from other libraries for use at the District VI meeting.

Poor advised that we have made an arrangement with Jim Gordon, Inc. to have Brett Kimberlin available to us on a regular Tuesday and Friday afternoon schedule to handle computer repairs and software problems. He still will be paid through Jim Gordon, and the time he is here will be covered under our block of hours for maintenance. He will also be available on an emergency basis at other times.

Stroh distributed copies of a request seeking professional services to conduct a feasibility study and library expansion project regarding a parking garage and additional library services. The request was reviewed and changes or additions were discussed. Poor advised that maintenance and security issues need to be included. Bigley advised that Bloomington has a parking garage that is automated and did not include security. There is limited activity downtown in the evening so security may not be a problem. Stroh hoped to send the letter by the end of the week in order to get responses before the November board meeting for review. Bigley mentioned that it may create a problem with budget review if we change our status to landlord or retail services, etc. Taylor moved and Lienhoop seconded that Stroh prepare the request for qualifications feasibility study and send it to a prepared list of potential respondents. Motion carried unanimously.

Poor reported that our subscription to SurveyMonkey.com expires in December 2004 and that we will renew it to have the service available as needed.

New Business

Reynolds requested a motion to authorization to make payment of the balance of the new phone system to Jim Gordon, Inc. upon satisfactory installation if completed prior to the November board meeting. Spinks so moved and Lienhoop seconded. Motion carried unanimously.

Poor reported that the final stage of the HVAC rebuild is now being completed. Bledsoe, the original contractor for the air balancing, has not responded to RWD so another company has been retained to do the job. The purchase order to encumber funds for Bledsoe will be voided and the funds will not be available to spend this year. After completion of the air balancing, the board will have to decide if we wish to pursue any legal action against Starks Mechanical.

Adjournment

There being no further business to come before the board, the meeting adjourned at 5:10 p.m.

Beth Stroh, President

Gayle Loesch, Secretary