

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
4:00 Library Red Room
February 14, 2005

Call to Order

The meeting was called to order at 4:45 p.m. by President Stroh.

Present: Gayle Loesch, Betty Lu McGuire, Nedra Spinks, Beth Stroh and Russell Taylor.
Library staff: Beth Poor, Director and Teresa Reynolds, Business Manager.

Absent: Marvin Finke and Pam Lienhoop.

Approval of Minutes

Spinks moved and Loesch seconded that the minutes of January 17, 2005 be approved with the following correction: Action Items – “Loesch moved to accept the appointments.” Motion carried unanimously.

Spinks moved and Taylor seconded that the minutes of the Board of Finance meeting of January 17, 2005 be approved as presented. Motion carried unanimously.

Financial Report

Taylor moved and Spinks seconded that claims 1207 through 1309 totaling \$220,390.43 be approved for payment. Motion carried unanimously.

Action Items

Rainy Day Fund. Reynolds presented a resolution to establish a Rainy Day Fund to receive transfers of unused and unencumbered funds totaling no more than 10% of the library's fiscal year budget. Poor explained that these funds could be appropriated and used for any lawful purpose in the future. LIRF funds can only be used for capital expenditures and major repairs. Rainy Day funds may be appropriated to meet any obligation that the operating fund can pay. One reason to establish the fund is due to a requirement to transfer any supplemental distributions of CAGIT should they be received. Funds may only be transferred after the last day of the year and before March 1 of the following calendar year. No funds would be transferred at this time. Spinks moved and Loesch seconded to approve the resolution. Motion passed unanimously.

Resolution Concerning Access to Banking Information. A resolution is hereby made to approve access to information regarding any bank account held by Bartholomew County Public Library to the following library employees: Elizabeth Booth Poor, Director; Teresa O. Reynolds, Business Manager; and Wilma J. Perry, Assistant Business Manager. Spinks moved and Taylor seconded that the resolution be approved. Motion carried unanimously. All designated depositories will be notified of this resolution by letter.

Policy for Out-of-County Borrowers. After a review and some discussion, Loesch moved and Spinks seconded that we reaffirm the current Policy for Out-of-County Borrowers, as required by the Indiana State Library. Motion carried unanimously.

Feasibility Study for Library Expansion and Parking Structure. Spinks indicated among the respondents, Walker Parking Consultants and Carl Walker, Inc. were the only ones to send complete enough information to pursue the feasibility study. Spinks moved and Taylor seconded that we accept Walker Parking Consultants proposal. Motion carried unanimously.

Architectural Archives, Inc. Poor reported that Columbus Indiana Archives Inc. group is still working to receive 501C3 classification. The library houses many of the materials even though we do not own them. The group would like to know if we are going to have expanded space so these things could be more usable. IUPUC is interested in maybe doing something with this project. The group is also looking into some kind of partnership with Ball State. Lynn Bigley is heading up this group. There are about 16 people on this committee/board.

New Business

Stroh was contacted by a patron regarding our renewal policy. Poor reported that patrons can renew an item once by telephone or on-line and that items are checked out for 14 days. There are limits on some items. She suggested we review our current policy on fines, renewal periods, check out limits, etc. The board would like to investigate possible changes.

Loesch requested a follow-up report on Hope Branch concerns as discussed at the January meeting. Poor explained that the problem with the printers was more a problem with start-up procedures not being followed exactly. Also, Karen Alvis had already addressed the issue of the leak and was waiting for the repair service. They are investigating the possibilities for some type of window treatment for the children's area and when a satisfactory product is found it will be ordered and installed.

McGuire requested that the board meet at the Hope Branch sometime. It was determined that Monday, April 11 would be a good date.

Adjournment

There being no further business to come before the board the meeting adjourned at 5:33 p.m.

Respectfully submitted,

Betty Lu McGuire, Secretary

Beth Stroh, President