

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
4:00 Library Conference Room  
June 13, 2005

Call to Order

The meeting was called to order at 4:00 p.m. by President Stroh.

Present: Marvin Finke, Gayle Loesch, Nedra Spinks, Beth Stroh and Russell Taylor.  
Library staff: Beth Poor, Director and Teresa Reynolds, Business Manager.  
Thomas C. Bigley, Library Attorney.

Absent: Pam Lienhoop and Betty Lu McGuire.

Approval of Minutes

Loesch moved and Taylor seconded that the minutes of May 9, 2005 meeting be approved. Motion carried unanimously.

Financial Report

Spinks moved and Taylor seconded that claims 1595 through 2591 totaling \$228,048.88 be approved for payment. Motion carried unanimously.

Discussion followed regarding funds received. It was determined that currently there is no need to borrow from LIRF to cover Operating expenses.

Action Items

New Circulation Policies

Poor reviewed recommended changes based on statistics of other libraries in surrounding counties. At 2¢ per day for most items, we charge the least amount of any Indiana library for overdue items. She explained how the turnover rate or new items versus discarded items was determined, and she stated that we borrow more interlibrary loan items than we loan.

Increasing the number of checkout days would please the public and would help with work flow for the circulation staff. Nonfiction videos do not circulate as often but are kept longer than entertainment videos. With a 21-day loan, the use of nonfiction videos may increase. Teacher loans of books would be simplified by extending their checkout time to better coincide with school units of study.

We will work with patrons for paying off overdue fines to keep them using the library. There will continue to be no fees charged for Homebound loans, since the caregiver is responsible for returning items for patrons.

In regard to postage, it is hard to recoup for two or three notices. There is good response to the 1st notice, poor to 2<sup>nd</sup> notice, and better to Bill notice. So, the 2nd notice is being eliminated. Spinks asked and Poor explained that “Unique Management” is an overdue collection service for libraries. Unique Management has a module that works with the Dynix system. When overdue fees are increased, BCPL would be able to afford the Unique Management service, if we chose to use them.

Spinks made a motion to accept the new Circulation Policies, Loesch seconded and motion passed unanimously.

### Video Policy Change

Juvenile videos and DVD's will be moved to Children's Services, and children will be able to check them out. Videos and DVDs now are less expensive to purchase than picture books. Poor recommended that Teens be allowed to check out any videos with rating less than R. Loesch and Stroh questioned PG and PG13 ratings for this group. Board recommended only PG rating and any nonfiction for age 12 – 17 years (Teen card). Adults could check out only juvenile items using a child's card. Children can use a parent's card with the parents' permission noted in our automated system. Spinks moved and Loesch seconded approval of revised video policy. Motion passed unanimously. Loesch requested this information be available on a bookmark.

### Increased Hours at Hope Branch

A motion was made by Spinks and seconded by Finke to extend service hours at the Hope Branch on Wednesdays until 4:30 p.m. effective July 1. Motion passed unanimously.

### Walker Parking Consultants Study

Poor reported that we do not have a final report yet from Jeff Colvin. She advised Colvin to contact leased space owners to obtain prices charged for spaces. Stroh commented that the Irwin lots are leased but people do not park there because of phone lines and birds causing damage to their cars. Also, a number of staff who lease space travel a lot. Stroh would like to send a notice from the board to reinforce what Poor said to Colvin. We are not getting the reports or research we expected from them, especially for the fees charged. Board approved by consensus that Stroh write the letter.

### Budget

Reynolds and Wilma Perry attended a bookkeeping workshop during which Charlie Pride, Indiana State Board of Accounts, said that library budgets will increase about 3.8%. However, at an Indiana State Library Budget Workshop, Pride recommended that libraries budget for a 4.9% increase. Final Assessed Valuation figures will not be available until after deadline for budget approval. Once a budget is passed, the total can be adjusted down but not up, even if additional funding was available. Poor reminded the board that 4.9% was the new cap on the increase in the rate (¢ per \$100 Assessed Valuation). Any amount above 4.9% would require review by the County Council. Finke asked about going before city council. Poor and Spinks advised we could lose a significant amount of funding at their discretion. We

are providing more services and materials than before and are being good stewards of funds received. We are setting aside less money in LIRF and spending more on materials and services. Finke asked about the formula used. Poor showed him a copy of the 2005 budget and explained that the library's 2005 tax rate is .06¢ per \$100.00 of property tax or an average of \$30-\$40 per household. Stroh calculated that an increase of 4.9% would raise our rate from .0573 to .06, which is still a small increase to cover services.

Stroh asked what services might be included in an expanded library building at the current downtown location. Poor mentioned a list of possible new services and/or facilities include:

- Architectural Archives
- Southern Indiana Genealogy Center
- Possibly move Technical Services to the new facility
- Use the current Technical Services are for children and teen activities
- Library Associates Gift Shop
- Quiet study area
- Coffee Shop
- Teen Activity Room at Main Library

Stroh stated that we could be thinking about expanding services and/or facilities if the need is there and it would be a responsible expenditure.

### New Business

There was no new business.

Stroh pointed out that the Speaker Series starts this week with haunted Indiana specialist Wanda Lou Willis. Other speakers who have been added the schedule are Ray Boomhower, astronaut Gus Grissom biographer, and mystery author Michael Z. Lewin who will be here in October.

### July Board Meeting

The July Library Board meeting will be held on July 18, 2005 (a week later than usual).

### Adjournment

There being no further business to come before the board the meeting adjourned at 5:26 p.m.

Respectfully submitted,

---

Gayle Loesch, Secretary Pro-tem

---

Beth Stroh, President