

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
Library Conference Room
November 19, 2007

Call to Order

The meeting was called to order at 4:10 p.m. by President Beth Stroh.

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

Absent: Marvin Finke.

Approval of Minutes

Spinks moved and Whitted seconded that the minutes of the October 15, 2007 Board of Trustees meeting be approved. Motion carried unanimously. Loesch moved and Taylor seconded that the minutes of the October 15, 2007 Executive Session meeting be approved. Motion carried unanimously.

Financial Report

Claims were reviewed, and Reynolds noted that claim 4533 for brick repairs provided by NRS were paid out of the Operating Fund but could be changed to LIRF if necessary. She also noted that the library received a CAGIT distribution and that we will not need to incur another loan from LIRF at this meeting. Taylor moved and Whitted seconded that claims 4435 through 4542 in the amount of \$253,699.47 be approved for payment. Motion carried unanimously.

Action Items

A. Adoption of Out-of-County Borrower Fee. The policy for Out-of-County Borrower Fees must be reviewed and adopted annually. Poor suggested that we keep the same rates of \$50.00 per individual and \$100.00 per family. Spinks moved and Loesch seconded the Out-of-County Borrower Fee be adopted. Motion carried unanimously.

B. Approve FY 2008 Talking Books Columbus Subregional Contract. There still is no contract for Talking Books FY 2008 service. Poor noted that we submitted a suggested budget estimate as requested by the Indiana State Library.

C. Nominating Committee for 2008 Library Board officers. Spinks announced the slate of officers for 2008 as follows: President – Beth Stroh, Vice-President – Gayle Loesch, Secretary – Billie Whitted, and Treasurer – Betty Lu McGuire. There were no nominations from the floor. Spinks moved and Whitted seconded that the slate of officers be approved. Motion carried unanimously.

D. Resolution to Reduce 2007 Operating Budget. The 2007 Operating Budget was approved for \$223,759.00 less than advertised, and we are required to decrease our appropriations by that amount. Reynolds presented a resolution reducing Employee Benefits - Group Insurance by said

amount. Whitted moved and Spinks seconded that the Resolution to Reduce 2007 Operating Budget be approved as presented. Motion carried unanimously. A copy of the resolution will be attached to the minutes and a copy will be sent to the Department of Local Government Finance.

Reports

A. Library Director Annual Review. Stroh will send evaluation information to the board members via e-mail. The board will meet in executive session at 3:45 p.m. in the library conference room on December 10, to discuss the activities of the library director in order to determine her 2008 salary. The regular monthly board meeting will convene at 4:15 p.m. following the executive session.

B. Personnel. Poor reported that Suzanne Smith began employment part time in Adult Reference on November 2. Dave Miller will be reducing his hours to part-time after the first of the year. Robert Mixner has been hired and began full time employment in Adult Reference on November 19.

C. LEGO League. Poor reported that BCPL was the location audited by the St. Bartholomew Nanolrish team who won the LEGO League energy review project competition. The team conducted an energy audit of the Main Library building that included electricity and water consumption and gave a report which provided suggestions for ways to save energy.

Their recommendations were to install solar panels on the roof and convert to fluorescent lighting. Stroh asked if we could gradually work toward implementing some of their findings, and Poor reported that the Main Library already has changed incandescent to fluorescent light bulbs in offices and meeting areas where the canister fixtures can handle these bulbs without a loss of good lighting.

D. Hope Branch rental of adjacent space. Poor reported on the availability of rental space near the branch library which could be used for programs, meetings and storage space. At the time Hope Branch was designed, no meeting or preprogramming space was included. Poor presented a PowerPoint presentation of her recent visit to the former McQueen property next to the branch. It has been purchased and renovated by Ben Miller and is now available for rent.

Discussion about uses, expenditures and possible furnishings followed. Poor reported on the cost of monthly rent. She explained that a new budget line item for real estate rent could be established by resolution and funds could be transferred from the equipment rent appropriation in the amount necessary. An alternative would be to use gift money from the Carpenter Memorial Fund for a period of time to cover the rent.

Poor was asked to provide more details for the December 10th meeting including rent, utilities, furnishings, internet access, telephone, maintenance and insurance. The board is also interested in what events held in 2007 that could have been held in the rental space as well as a list of what events that were not held in due to lack of space. Bigley inquired about sufficient parking and Poor advised there that behind the library and also the church lot is available to our patrons. Stroh felt it could be a nominal investment to rent for one year to see if it is worth the expansion. Poor advised that any trustee who wishes to see the property is welcome to do so at any time.

New Business

None.

Adjournment

There being no further business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Betty Lu McGuire, Secretary

Beth Stroh, President