

Minutes
Bartholomew County Public Library
4:00 Library Conference Room
September 10, 2007

Call to Order

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

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

Approval of Minutes

Whitted moved and Taylor seconded that the minutes of the August 13th board meeting and the minutes of the August 27th Public Hearing on the 2008 Budget be approved. Motion carried unanimously.

Financial Report

Reynolds requested that the board approve a resolution allowing an additional \$300,000 temporary loan from LIRF to the Operating Fund until we receive our tax distribution. This brings the total loans from LIRF to \$1,300,000 to be paid back by December 31, 2007. Loesch moved and Taylor seconded that the loan be approved. Motion carried unanimously.

Spinks moved and Whitted seconded that claims 4215 through 4308 in the amount of \$231,257.58 be approved for payment. Motion carried unanimously.

Poor advised the board that we finally have received approval of the 2007 (current year) Operating Budget based on the county's assessed valuation. We must reduce our appropriation by more than \$233,000 for the current year. This should not be a significant problem. On September 9, we had our annual health insurance review, and it has been determined that there are enough funds in the insurance account right now to stop making deposits for the rest of the year and possibly all of next year. We will still be required to send in payments for premiums deducted from payroll. Further 2007 spending reductions can be achieved with a) choosing not to transferring the \$80,000 budgeted to LIRF b) reducing the lien item for T1 charges which are being subsidized by a State Library grant, c) pushing some December bills to January 2008 for payment.

Action Items

A. Adoption of 2008 Operating Budget and LIRF Budgets. It is not known at this time when the 2008 budget numbers including assessed valuation will be approved by the Department of Local Government and Finance. Spinks moved and Loesch seconded the 2008 Operating Fund and Library Improvement Reserve Fund Budget Estimates be approved as advertised. Motion carried unanimously.

B. Approve FY 2008 Talking Books Columbus Subregional Contract. The FY 2008 Talking Books contract has not yet been received. Poor reported information learned at the annual Talking Books meeting held at the Indiana State Library. Sharon Thompson and Trudy Ferry also attended the meeting. The Columbus Subregional currently serves 16 counties in southeastern Indiana.

Reports

A. Scholarship. Poor read a letter from Tyler Munn to the board requesting additional scholarship funds toward the current semester classes at the Indiana University School of Information and Library Science. He provided grades and a financial statement with fall tuition being \$1,975.16. Poor advised that BCLA has given him \$700 for the fall semester. The board reviewed scholarship funds previously granted to Munn including \$1,200 provided last May to be applied to the spring and summer tuition. Spinks moved and Whitted seconded that a scholarship in the amount of \$600 from the Frances Carr Memorial be awarded Munn for the fall semester with the expectation that he remain an employee of the library for a year after graduation. Motion carried unanimously. Bigley will compose a contract for Munn to sign agreeing to the provisions of the scholarship.

B. Board Retreat. The board retreat will start after 5:00 p.m. or earlier depending on adjournment of the October 15 board meeting. Items to be discussed may include branches, staffing and other ideas for future projects.

New Business

Stroh asked about library procedures to prevent identity fraud. Poor advised that information from borrower card registration forms for adults and teens are shredded as soon as the information has been added to the online system. Children's applications with parent/guardian signatures are retained. All financial information is retained by the Business Office.

Poor reported that we have created a disaster preparedness/response plan. A representative from the fire department will provide training in October on how to use the chemical, CO2, and halon fire extinguishers. Loesch asked if we have fire/disaster drills. Poor explained that a drill is being planned for this same meeting. Discussion followed regarding a "Code Blue" plan for lock down or what procedure is in place for securing the building if needed. Poor explained that with ten other exits in addition to the regular main floor and lower level entrances, we can pull the fire alarm and empty the Main Library in case of an intrusion emergency. For severe weather, public and staff take cover in the lower level art prints area. Doors are left unlocked to provide shelter for others.

Stroh asked about the parking and if there has been any change. Poor said that the parking lot is a dangerous shortcut for people taking their children to Lincoln Elementary and Central Middle schools. Various solutions were discussed. It was decided that speed bumps should be installed to reduce the dangers to pedestrians. Poor will get quotes to get the speed bumps installed.

Whitted stated that it was nice of us to loan book carts to the View Point Books to assist them in their move to a new location. Poor noted that the View Point has been very supportive of library programs, and that we felt it was appropriate to help them.

Adjournment

There being no further business, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Betty Lu McGuire, Secretary

Beth Stroh, President