

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
4:00 Library Conference Room
May 14, 2007

Call to Order

The meeting was called to order at 4:04 p.m. by President Stroh.

Present: Gayle Loesch, Betty Lu McGuire, Nedra Spinks, Beth Stroh and Billie Whitted.
Library staff: Beth Booth Poor, Director and Teresa Reynolds. Guests: John Tinkey.

Absent: Marvin Finke and Russell Taylor.

Approval of Minutes

Loesch moved and Whitted seconded that the minutes of the April 16, 2007 meeting be approved. Motion carried unanimously.

Financial Report

Spinks moved and Loesch seconded that claims 3823 through 3893 in the amount of \$141,026.63 be approved for payment. Motion carried unanimously.

Poor reported that we have contracted with Bill Rutan's Lawn Service for monthly heavy-duty cleaning of the parking lot and grounds to augment our routine morning maintenance.

Reynolds reported that we have received a CAGIT distribution which will prevent us from needing to take another loan from the Library Improvement Reserve Fund at this time.

Action Items

A. Materials Selection Policy. Poor advised that we should review our Materials Selection Policy every few years and make revisions if necessary. Stroh asked if there have been any challenges to the policy over the years, and Poor advised there has been none in recent memory. Whitted moved and Spinks seconded that we reaffirm the June 2003 Materials Selection Policy as written. Motion carried unanimously.

B. Francis Carr Memorial Scholarship. Poor read a letter sent to the board from Tyler Munn thanking them for the scholarship funds received for his Indiana University Master of Library Science classes. He enclosed a report on his progress and his grades for the past semester. Poor added that the Bartholomew County Library Associates had voted on May 8 to provide another \$700.00 and that they plan to give Munn an additional \$700.00 in the fall for a total of \$2,100 for 2007. Discussion regarding additional Carr Scholarship funds followed. It was noted that the Summer semester fees have been paid already by Munn. Spinks moved and Loesch seconded that \$1,250.00 in Carr Scholarship Funds be awarded Munn to reduce his personal investment in his education. Motion carried unanimously.

Poor, Reynolds and Wilma Perry will be attending the Budget Clinic at Jackson County Public Library on May 31. The 2007 budget has not been certified, because the 2007 Assessed Valuation for Bartholomew County is yet to be completed. Though the spring property tax installment also has been delayed, it is expected that 2008 budget preparation will follow the usual calendar with adoption of the 2008 budget no later than September.

Reports

A. Staff Personnel Evaluations. Poor reviewed the evaluation process and how the form has changed. Staff members complete a self-evaluation form which is reviewed and discussed with the staff member's supervisor. The evaluation form previously used a number rating system to answer questions. It was later changed to be customized to the individual job description to provide a more accurate assessment of performance. Poor evaluates all business office, custodial, and reference staff members as well as department supervisors. She also reads all evaluations and uses the information to determine raises for the next year.

Stroh asked if goal setting is a part of the evaluation as a measurable method to determine improvement. Poor stated that the staff is already working at a high level of expectation and that goal-setting can become part of the annual evaluations. Poor will send copies of an updated 2007 sample evaluation form to board members prior to the next board meeting. Stroh will e-mail a blank copy of the form that she must complete for her employer for Poor to examine. Stroh will send to the board members the evaluation form used to evaluate the library director.

B. By-Laws. Poor distributed copies of the BCPL Library Board By-Laws. If the designated day or time for monthly board meetings needed to be changed, it could be accomplished by changing the By-laws. No current action was required.

C. Legislative Update: Poor reported that a change in Indiana Law now prohibits serial meetings in which some of the board members could begin a meeting on one day while other board members would conclude the meeting on a subsequent day.

D. Personnel. Poor announced that we have re-hired Art Douglas as a part time Maintenance employee. Douglas will work after hours on weeknights and will be part of the Saturday and Sunday rotations. He will be assuming the duties that had been performed by Janice Everroad. Everroad previously split her time between cleaning in the morning and handling interlibrary loan requests in the afternoon. The number of requests for interlibrary loan has increased to the point that we now need Everroad to process the interlibrary loans on a full-time basis.

D. Tinkey asked when the library is going to be a smoke free campus. Poor said it already is smoke free, though we can't police the outdoors area all of the times to enforce the ordinance. Tinkey thanked Poor for posting the Library Board minutes on the BCPL web site each month. Poor explained that minutes of the past month's meeting must be approved by the Library Board before the minutes can be posted for the public.

New Business

None.

Adjournment

There being no further business to conduct, Stroh adjourned the meeting at 4:45 p.m.

Respectfully submitted,

Betty Lu McGuire, Secretary

Beth Stroh, President