

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
4:00 Library Conference Room  
August 11, 2008

Call to Order

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

Present: Gayle Loesch, Beth Stroh, Brenda Tallent, Russell Taylor and Billie Whitted. Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager; Tom Bigley, attorney.

Absent: Betty Lu McGuire and Nedra Spinks.

Approval of Minutes

The minutes of the July 14, 2008 meeting were reviewed. Whitted asked if the total amount indicated in the minutes concerning the June claims list was accurate, because it was unusually high. Poor explained that the LIRF temporary loan had to be repaid by June 30, and then a new loan from LIRF to the Operating Fund was made. Thus, more than \$3,00,000 was moved between funds, though it was not truly expended. Taylor moved and Loesch seconded that the minutes of the July 14, 2008 board meeting be approved. Motion carried unanimously.

Financial Report

Taylor asked about the claim for UPS charges. Poor explained that we use UPS for borrowing/returning out of state interlibrary loans. Instate loans are transported through the statewide Info Express delivery service. It was noted that there were more repair bills listed for the bookmobile. Poor advised that if tax disbursements are normal in 2009, we should move forward with the bookmobile replacement that's been on hold for three years. The Bookmobile staffers have seen the new Moroney bookmobile at the Jackson County Public Library. Loesch moved and Tallent seconded that claims 5312 through 5412 the amount of \$238,831.93 be approved as presented. Motion carried unanimously.

Reynolds reviewed the Treasurer's Report. Reynolds advised that as a result of our receiving the Fund Report Pay 2008 we must transfer money from the Operating Fund into the Levy Excess Fund. When we receive the 2008 budget approval notice, we can transfer the funds back into the Operating Fund.

During the July meeting, Stroh had asked about insurance limits on our bank accounts. Reynolds followed up with the State Board of Accounts and was told that any money above the FDIC insurance limit was guaranteed by the State of Indiana.

Whitted noted that she had received requests for additional Sunday hours. Poor advised that she would address that issue when we discuss the 2009 Budget.

Action Items

A. Technology Plan 2009 -2012. BCPL is required to submit a multi-year technology plan to the Indiana State Library in order to receive grant funds for our T-1 Internet lines. Poor advised that our technology plan is current through June 30, 2009. She has updated the information and is ready to submit the new plan for the period January 1, 2009 through June 30, 2012. She reviewed the plan and asked if there were any questions.

Whitted asked if the plan is posted on the library website. Poor advised that it was not now but could certainly be added immediately. Whitted also asked how many computers we should have available for public use. Poor said that it seems that the Main Library and Hope branch have sufficient public computers to meet the users' needs during most hours of the day. Whitted asked where we could place more computers, and Poor advised that the mezzanine or artwork areas were possibilities. Stroh added that the current placement in window niches provides some privacy for users.

Whitted wanted to know if we have a schedule for replacing our computers. Poor advised that we replace them when they cannot be repaired or upgraded. Many have had increased memory installed, and software is updated often. The computers that were donated by the Bill and Melinda Gates Foundation in 2001 are the oldest in use and are being replaced this fall. Four to five years is the usual life span for our computers. Whitted asked if we are getting the ENA and Universal Service Fund discounts as expected, and Poor answered yes.

Whitted moved and Taylor seconded approval of the Technology Plan for January 1, 2009 through June 30, 2012 be approved with the stipulation that it be posted on the library website. Motion carried unanimously.

B. Resolution to participate in the ISL Consortium for Internet Service. Poor reviewed the agreement which provides a majority of the funding for our T-1 Internet lines. Taylor asked how long have we participated in the state consortium, and Poor advised it has been seven or eight years. Taylor moved and Loesch seconded approval of the Resolution to participate in the ISL Consortium for Internet Service. Motion carried unanimously.

## 5. Reports.

A. Reduction of 2008 Operating Budget. Poor advised that we have received the 2008 Fund Report last week showing a lower tax rate than advertised. The new 2008 Operating Fund budget total is \$2,790,873 which is reduction of \$562,777. Poor advised that we can monitor spending and determine where to make the cuts at a later date to meet the December 31 deadline. Options include not transferring funds to LIRF, reducing the group health insurance deposits, using excess monies budgeted for T-1 lines, and slowing our transmission of materials orders during the last the months or the year. We also can use money designated in the LIRF Budget to purchase capital expenditure items when needed as allowed by law.

B. Budget 2009. Poor reviewed the budget draft showing reductions. Poor advised that she recommends no pay increases for 2009, that repairs and equipment costs be covered by LIRF funds, and that materials budgets be reduced as needed. Poor met with department heads today to discuss procedures for saving postage for mailing notices. Meetings with all staff members to talk about budget issues are scheduled for August 19.

If no transfer to LIRF is made, any unexpended approved appropriation balances can be moved into the Rainy Day fund.

Our next board meeting on September 8, 2008 is scheduled to be the public hearing on the 2009 budget followed by the budget adoption meetings on September 29, 2008. Indiana counties have been given a 2008 special extension of time for taxing units to finish their budget preparations, We expect that the BCPL budget process can be completed by September 30. Poor advised that she will be meeting with a new DLGF representative on August 12th

Poor reviewed the Library Improvement Reserve Fund budget for 2009. Stroh noted that if we spend LIRF funds, we are reducing the cash pool from which we can make temporary loans to the Operating budget. Poor commented that even with the expected expenditures for repairs, equipment, and a bookmobile in 2009, we still would have sufficient funds to use for the temporary loan as needed.

We have preserved Sunday hours at the current level.

Stroh requested that Poor send an email report to the library board members following the August 12 DLGF meeting and the August 13 public meeting to set tax rates for all Bartholomew County taxing units.

C. Poor reviewed 2008 statistics for circulation, reference assists, data base use, and programming. Loesch noted the increased interlibrary loan totals, and Poor commented that BCPL now is Indiana's second highest public library provider of interlibrary loans. Factors in this use are our daily Info Express deliveries and our willingness to loan audio books and music CDs.

#### 6. New Business.

Bigley updated the board regarding the claim by GOAM Media. The collections person was advised that we did not intend to pay the invoice, because we did not order the service. The collections person asked Bigley to make him an offer to settle, and Bigley again stated that we would not be paying anything. Poor said that she had checked the GOAM website and could not find data for any of her requests. Loesch wondered if the company has ever been reported to the Better Business Bureau.

Poor advised that BCPL is applying for a NASA grant for programming and materials related to space exploration. "Rocket into Reading" will be the 2009 Winter Reading Club theme.

Loesch announced that she has retired from the school corporation and is interested in attending the INCOLSA 2008 fall forum to be held here on October 1.

#### Adjournment

There being no further business to conduct, Stroh adjourned the meeting at 5:19 p.m.

Respectfully submitted,

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Billie Whitted, Secretary

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Beth Stroh, President