

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
4:00 Library Conference Room  
January 14, 2008

Call to Order

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

Present: Marvin Finke, Nedra Spinks, Beth Stroh and Billie Whitted. Library staff: Beth Poor, Director, Teresa Reynolds, and Tom Bigley, attorney.

Absent: Gayle Loesch, Betty Lu McGuire and Russell Taylor.

Approval of Minutes

Whitted moved and Spinks seconded that the minutes of the December 10, 2007 Executive Session meeting be approved. Motion carried unanimously. Spinks moved and Finke seconded that the minutes of the December 10, 2007 public board meeting be approved. Motion carried unanimously.

Financial Report

Finke moved and Spinks seconded that claims 4620 through 4681 in the amount of \$443,686.97 be approved as presented. Motion carried unanimously.

Action Items

A. End of 2007 Transfers and Encumbrances. Reynolds recommended transfers within each of the Operating Fund categories totaling \$64,510. Stroh asked why we still had a large balance in the T-1 Line available for transfer. Poor explained that we are required to budget for the full expense, even though we receive Universal Service Fund discounts and an Internet consortium grant from the State Technology Fund. Spinks moved and Finke seconded to approve transfers within major categories totaling \$64,510 as attached. Motion carried unanimously.

A resolution to make the following transfers between major Operating Fund categories was presented as follows for approval:

\$66,693.00 from Personal Services  
\$4,689.00 from Supplies  
\$25,942.00 from Other Services & Charges  
\$97,324.00 to Capital Outlays

Spinks moved and Finke seconded that the Library Appropriation Resolution to transfer between major Operating Fund budget categories be approved and signed as presented. Resolution carried unanimously. Reynolds will file copies of the resolution with the county auditor and the Department of Local Government Finance.

Poor noted that a Rainy Day Fund is already established but no funds have been transferred to it. She explained that LIRF funds may be accumulated for the purpose of anticipating necessary future capital expenditures including purchase of land and buildings, construction and improvements to existing structures, purchase of equipment and all repairs or replacements of buildings or equipment. In contrast, Rainy Day funds may be appropriated and used for any lawful purpose. This is why the State Board of Accounts approves and recommends transferring unexpended, unencumbered balances to a Rainy Day Fund.

Stroh asked why SBOA recommends using this fund and Poor advised the current volatility of the property tax payment situation may necessitate having funds available to meet payroll or other bills that cannot be paid with LIRF funds. Reynolds advised that we cannot transfer more than 10% of our Operating Budget to the Rainy Day Fund and that \$51,578.00 meets that requirement. Spinks moved and Finke seconded that the Resolution to Transfer Funds to the Rainy Day Fund in the amount of \$51,578.00 be approved. Resolution carried unanimously.

A Resolution to Encumber Operating Funds from the 2007 budget to be paid in 2008 was presented. Finke moved and Spinks seconded that the Resolution to Encumber Operating Funds with purchase orders 140 through 144 totaling \$26,120.00 be approved. Resolution carried unanimously.

Spinks moved and Finke seconded that additional claims 4682 through 4723 in the amount of \$20,304.52 be approved as presented. Motion carried unanimously.

B. Appointment of Board of Finance 2008. Stroh appointed McGuire, Loesch and Reynolds to the Board of Finance for 2008. Reynolds will contact the others to schedule a meeting.

C. Rental of Programming Space adjacent to Hope Branch Library. A lease agreement was received and reviewed by Bigley and Poor. If we choose to sign the lease Poor will arrange for renters insurance on library personal property and liability coverage. The owner also will provide liability coverage and coverage on the building structure. There being a consensus to sign the lease, Whitted moved and Spinks seconded approval of the lease with the initial expenditures for deposit and rent to be paid from the Carpenter Memorial Fund. Motion carried unanimously.

D. Approval of Talking Books Contract FY 2008. The contract has not been received.

E. Poor read a letter from Tyler Munn to the board thanking them for their past support with tuition scholarship money. Munn provided a financial report and his GPA of 3.90 as requested by the board. He is currently in his final semester of school and should receive his MLS degree in May of this year. The Bartholomew County Library Associates granted Munn \$1,000 in scholarship money for his final semester. Munn stated that he appreciates all of the financial support he has received to date and requests any additional assistance the board could offer. Spinks moved and Finke seconded to support Munn in his final semester by granting a \$500 scholarship from the Francis Carr Memorial fund. Motion carried unanimously.

5. Reports.

Bigley and Poor discussed the difficulties of towing cars of individuals who park in library spaces but are not using the library or the Visitor's Center. Poor reported on changes in staff at the Hope Branch library. Karen Alvis has resigned as branch manager and is leaving Indiana. Brenda McKinney will become full-time Branch Manager and Dave Miller will start the new position of Branch Supervisor on January 16, 2008.

The purpose of the LIRF fund was discussed at the December meeting, and Poor provided a requested list of projects for which the funds could be used in the near future. Priority items on the list are a new bookmobile, study chairs in Children's Services, and new carpet in the Indiana Room. Poor noted that Hope Branch is now 10 years old, and Main Library will be 40 years old in 2009. Stroh noted that it has been beneficial to be able to borrow from LIRF this year when Operating money has not been available. If we had to borrow from a bank, we would have to pay interest on the loan which would cost tax payers more and we would have to scale back on services.

6. New Business.

None.

Adjournment

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

Respectfully submitted,

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Billie Whitted, Secretary

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Beth Stroh, President