

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
4:00 Hope Branch Library Annex
October 13, 2008

Call to Order

The meeting was called to order at 4:02 p.m. by President Stroh.

Present: Gayle Loesch, Betty Lu McGuire, Nedra Spinks Beth Stroh, Brenda Tallent, Russell Taylor and Billie Whitted. Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager, David Miller, Branch Supervisor; Tom Bigley, library attorney.

Approval of Minutes

After introductions were made, the minutes of the September 8, 2008 meeting were reviewed. Spinks noted that the minutes listed her as being absent, though she was in attendance. McGuire moved and Taylor seconded that the minutes of the September 8, 2008 board meeting be approved as corrected. Motion carried unanimously. The minutes of the September 29, 2008 meeting to adopt the 2009 budget meeting were reviewed. Loesch moved and Whitted seconded approval of the September 29, 2008 minutes as presented. Motion carried unanimously.

Financial Report

Poor noted that the County Council did not reply by the September 30 deadline with any comments concerning BCPL's 2009 budget submission.

Claims 5499 through 5608 were reviewed. Spinks inquired about the claim 5502 for Advantage One Color Lab, Inc. Poor explained that a number of Video Action Center U-matic format tapes of Bartholomew County local history and interviews were transferred to DVDs and will be available for circulation. We are using Carpenter Memorial funds to pay for the conversion.

Taylor asked if the Dunlap claim for Main Library brick repair work completed the project. Poor advised that brick repair was an on-going process and that more will need to be done. Taylor noted that repairs on the walkway wall at Hope Branch are needed. Poor replied that the order has been placed.

Whitted asked about the claim for SurveyMonkey.com and Poor explained that it is a web based company that allows us to conduct as many surveys as we want for a quarterly fee.

Spinks moved and Loesch seconded that claims 5499 through 5608 in the amount of \$256,833.24 be approved for payment. Motion carried unanimously.

Action Items

A. Approval of Talking Books contract FY2009. Poor advised that all funds to be received for the FY2009 Talking Books budget will be put into personal services. The new contract is for \$80,000.00 which is less than received last year. Taylor moved and Spinks seconded approval of the FY2009 Talking Books contract. Motion carried unanimously.

B. Nominating Committee for 2009 Library Board officers. Stroh asked for volunteers to serve on the nominating committee for the election of the 2009 officers. Spinks volunteered to chair the committee and Tallent and Loesch will also serve. They will submit a slate of officers at the November meeting.

Reports.

Sunday hours for 2008. Poor noted that the current 2008 schedule for Sunday hours began October 5 and would continue through December 14. She asked if we should consider reducing it based on use. Statistics show that there is a marked decrease in circulation on the weekend after Thanksgiving and during the month of December. Poor advised that we would be able to save approximately \$2,500 by closing on November 30, December 7 and December 14. Stroh suggested we post Sunday hours for the four weeks in October and the first four weeks of November and then cease Sunday hours until January 2009. Stroh asked about IUPUC library hours of availability as an alternate source for public use. Poor had already checked on hours and Miller confirmed Poor's information. Loesch moved and Taylor seconded that the library be open for four Sundays in October and the four Sundays in November prior to November 23rd. Motion carried unanimously.

Poor reported that when tested, the heat duct smoke detectors sent an alert to 911 which was received but failed to show on the alarm indicator panel in the front entry to the building. This has been a recurring problem. Elzy Sipes noted that the problem began after the renovation of the HVAC air handling equipment in 2000. Sipes arranged for Moses Electric to trace the wiring and it was determined that the detectors never were reconnected to the alarm panel. Repairs are being made to correct this issue.

Inspection by Carrier of the cooling tower revealed that though there is some deterioration with cracking inside of the tower, but the tower is serviceable for one more season. Poor explained that we must close the library during installation because a crane must be used to replace the tower. Whitted asked if we ever considered purchasing used HVAC equipment. Poor will inquire about the possibilities.

Stroh asked about the INCOLSA meeting that Loesch and Poor attended on October 1. Poor reviewed the topics discussed and Loesch found it very informative and interesting.

Whitted praised the library for starting the e-mail notification for books on hold..

The condition of trees and shrubs at main and Hope Branch was discussed. Poor asked for suggestions for replacements.

At Stroh's request, Miller explained how the annex was being used. He advised that story times were being held two to three times a month and attendance has been as high as 35 children. The space has also been used by local community groups for meetings. Poor noted that statistics for use at Hope have increased. The board commended Miller for doing a great job promoting library use by the community. Stroh advised the board appreciates his hard work.

Other items discussed included parking issues at the Main Library. Ideas for improvement were offered.

Poor reminded the board members that December is when the board does its annual review of her past year's performance. Stroh will forward copies of the evaluation form to the other board members.

Poor noted that the December board meeting is scheduled for the 8th. We will not be far enough into the month at that point to make the final 2008 budget reductions and transfers. The board members agreed to meet instead on Monday, December 22nd at 12:30 pm.

Adjournment

There being no further business to conduct, Stroh adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Billie Whitted, Secretary

Beth Stroh, President