

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
Library Conference Room
December 14, 2009

Call to Order

The meeting was called to order at 4:15 p.m. by Vice President Loesch.

Present: Gayle Loesch, Betty Lu McGuire, Brenda Tallent, Russell Taylor and Billie Whitted. Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager.

Absent: Nedra Spinks and Beth Stroh.

Approval of Minutes

The minutes were reviewed. McGuire moved and Tallent seconded that the minutes of the November 9, 2009 board meeting be approved. Motion carried unanimously.

Financial Report

Claims 6768 through 6861 dated November 10th through December 14th were reviewed. Poor noted claim 6802 for the web hosting fees for the Historic Columbus Indiana website. She also reviewed claim 6817 to Evanced Solutions which provides online registration for meeting rooms and events. Patrons will be able to access our meeting room calendar to check availability of rooms and dates and place a request for use online. They will receive a confirmation or denial of the reservation. Poor also reported the use of Utterback funds applied to Baker & Taylor invoices. Reynolds provided details for the invoices from RWD. McGuire moved and Taylor seconded that claims 6768 through 6861 in the amount of \$192,644.52 be approved for payment. Motion carried unanimously.

Loesch reported she has had compliments from patrons regarding our website and the bookmobile.

Taylor asked about repairs to the bookmobile. Poor advised that we are maintaining the present vehicle in good condition until we can replace it. A new bookmobile can be purchased when LIRF funds are no longer needed to support operating loans and can be used for capital improvements as intended.

Poor discussed upcoming repairs to air duct sensors that will be made by RWD and SimplexGrinnell. Sensors that shut down the ducts in case of a fire have been faulty since a bad rebuild of the air system in 2000. Most likely the sensors will need to be replaced.

Reynolds presented a Resolution to Delay Repayment of Loan from LIRF. She advised that it was not certain that we would receive our property tax distribution before the end of the year. Since we might not be able to repay the \$900,000 borrowed from LIRF for our operating expenses as required by law we need to approve a resolution allowing us to postpone repayment until June 30, 2010. Taylor moved and McGuire seconded that the Resolution to Delay Repayment of Loan from LIRF be approved as presented. Motion carried unanimously.

Action Items

The board agreed to alter the sequence of agenda items in setting salaries and job classifications for 2010.

C. Adopt Job Classification and Salary Schedule for 2010. Poor reviewed the minimum starting salaries and salary maximums that we must establish. McGuire moved and Tallent seconded to adopt the Job Classification and Salary Schedule for 2010 as presented. Motion carried unanimously.

A. Approve Library Director Salary for 2010. Loesch reported on the Executive Session to discuss Poor's annual review. The board members are very pleased with Poor's performance. Taylor recommended an increase in salary of 2% and discussion followed. Taylor moved and McGuire seconded that Poor's salary be increased by \$1,757.60 for 2010. Motion carried unanimously. Poor thanked the board for their generosity.

Whitted asked about compensation packages and questions regarding benefits. Poor explained library health insurance and retirement fund benefits.

B. Approval of Staff Salaries for 2010. Poor presented the recommendation for individual salaries for 2010 based on annual performance reviews and added duties for specific job descriptions. She noted that no increases were given in 2009 due to budgetary constraints. Whitted moved and Tallent seconded that the Staff Salaries of 2010 be approved as presented. Motion carried unanimously.

Reports

A. None.

New Business

Poor discussed replacing the fixtures surrounding the seating area north of the circulation desk at Hope Branch. A number of the current lights have failed. Replacing the wiring and ballast would negate the UL rating. The light fixtures will be replaced by Nading Mechanical with low profile round light covers and florescent energy-saving circular bulbs.

Repairs to the brick steps leading to the children's area have been made.

Poor reported the brick repairs to the outdoor ledge at Hope Branch have not occurred yet. One suggestion is pouring concrete over the brick ramp rather than continuing to repair the bricks. Taylor suggested putting an epoxy sealant over the concrete as well. Poor will research the possibility and cost of adding the sealant.

Poor also discussed INCOLSA and the Michigan Library Consortium.

McGuire asked about the possibility of some form of parking ID for board member vehicles because she had a card placed on her windshield during the last meeting. Poor said we keep a list of license plates for cars driven by library and visitor's center staff. If board members would like to send their information to Poor she will add them to our list.

New Business (continued)

Taylor advised Poor to keep up the good relationship with The Republic.

Adjournment

There being no other business to come before the board, the meeting be adjourned at 5:30 pm. Motion carried unanimously.

Respectfully submitted,

Billie Whitted, Secretary

Gayle Loesch, Vice President