

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
Library Conference Room  
December 13, 2010

Call to Order

The meeting was called to order at 4:14 p.m. by Vice President Loesch.

Present: Gayle Loesch, Brenda Tallent, Russell Taylor, Robin Whited and Billie Whitted.  
Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager, Mike McIver, attorney.

Absent: Betty Lu McGuire and Beth Stroh.

Approval of Minutes

The minutes of the November 8, 2010 board meeting were reviewed. Loesch asked if any corrections or additions were needed. Whitted noted that the minutes needed to be amended. The meeting was held at Hope Branch Library and Cummings was not present. Taylor moved and Whitted seconded to approve the minutes as amended. Motion carried unanimously. Poor advised that the minutes will be corrected and posted to the webpage.

Financial Report

Claims 7871 through 7969 in the amount of \$221,112.01 were reviewed. Loesch asked about claims for lawn service and Poor advised that we pay On the Mark Mowing for lawn maintenance at the Visitors Center. Bill Rutan's Lawn Service provides grounds cleaning for the main library and snow removal other than the parking lot.

Reynolds requested approval of a Resolution to Delay Repayment of Loan from LIRF. If we do not receive a tax draw by December 31, 2010 we will not be able to repay the loan as required by law. The resolution to delay repayment allows us to remain in compliance with the State Board of Accounts regulations while postponing payment no later than June 30, 2011. This resolution must be approved prior to 2011. If sufficient funds become available, we will go ahead and repay the temporary loan from LIRF. Tallent moved and Taylor seconded the Resolution to Delay Repayment of Loan from LIRF be approved. Motion carried unanimously.

Poor presented a Resolution to Provide Temporary COBRA Payments for staff member Michele Bottorff. Bottorff was struck by a car in September and is still on medical leave. She will not be able to return to work before her coverage as an employee with our insurance terminates. In order to maintain medical insurance she will have to elect COBRA. Litigation is pending between the responsible parties, and full reimbursement of premiums and claims paid by our coverage is included as a part of that process. Doctors anticipate that Bottorff will be able to return to work on January 3, 2011. The resolution allows the library to pay the COBRA premium for one month and can be prorated for a lesser amount of time. Taylor moved and Whited seconded the Resolution to Provide Temporary COBRA Payments be approved. Motion carried unanimously.

Action Items

A. Election of 2011 Board Officers. Taylor presented the slate of officers as follows: President – Beth Stroh; Vice President – Gayle Loesch; Secretary – Robin Whited; and Treasurer – Brenda Tallent. Taylor moved and Whitted seconded approval of the slate of officers as presented. Motion carried unanimously.

B. Adoption of Job Classification and Salary Schedule for 2011. Poor reviewed the Classification and Salary Schedule for 2011 noting that starting salaries would be increased by 1%. No change would be made to the maximum salary levels. This schedule must be approved by December 31, as this information is required for Indiana State Library annual report. Whitted asked what other libraries were doing regarding increases. Poor stated that it depends on local status as to whether or not they are giving raises. She advised we currently have 65 employees and that increases would total less than \$45,000. Loesch asked for a motion to approve the Classification and Salary Schedule for 2011. Whitted moved and Taylor seconded freezing the classification and salaries ranges at 2010 rates for 2011. Motion passed three to one. Tallent polled the board and Whitted, Taylor and Tallent voted aye to the freeze with Whited voting nay.

C. Approval of Library Director Salary for 2011. Loesch advised Poor that the executive session attendees all feel that Poor has done a great job and appreciate all that she has done. Whitted asked how long Poor has worked as the director. Poor responded she has been director since 2003 and has been employed by the library since 1973.

Whitted moved and Tallent seconded to freeze all salaries at the 2010 rate. Motion carried three to one. The board was polled as follows: Whitted, Taylor and Tallent voted aye to the freeze with Whited voting nay. Loesch did not agree with the salary freeze.

Whitted believes that the economy is going to get worse before it gets better. Taylor agreed and was concerned about the accountability factor. He stated that this is not a reflection on performance by the staff or the director. Tallent said we have an outstanding staff and director, but now is not the time to give raises. Whitted noted that all recommendations and suggestions by Poor have been good to date and thinks there is no reason to believe that this is the wrong time to give raises. She stated that this is almost a model for how to run our households.

Poor asked if any of the board members have been asked to report back to their appointing authority. Tallent stated that she has been asked for information. Whitted has been contacted by some people but also knows that our minutes are read online.

D. Approval of Staff Salaries for 2011. This was covered by the previous motion. Poor asked if she could inform the staff right away about the freeze and the board said yes.

Reports

A. Cooling Tower. Poor noted that the current fiberglass cooling tower has been in place for 16 or 17 years. This type of tower is rated for 10-year use, and it has developed holes and cracks. She has been advised that galvanized metal is more durable. Poor reviewed information received about weight, height, and position of controls for four brands of cooling towers. Poor recommended purchase of the Marley tower based on its cost, side position of controls, and light weight galvanized structure. Discussion followed about the

place of manufacture and warranties. Poor said the Marley is made in Overland Park, Kansas and the fiberglass tower is made in Niles, Illinois. Warranties are similar among the manufacturers, and Carrier will be responsible for maintenance. The price includes full installation. Poor noted that we may need to close the building for part or a whole day while the crane is on site for installation. Whitted moved to accept the bid from Carrier for the Marley in the amount of \$76,950. Whitted seconded and the motion carried unanimously.

#### New Business

Poor showed samples of the new library cards that will be available when the other cards have been depleted. If a patron wants one of the new cards, he or she might purchase it for \$1.00. Because the new cards have the barcodes preprinted, a user would have to change patron number when the new card is issued.

Poor reviewed holiday closings and will look at the calendar for next year to schedule meeting dates. The next meeting will be held on Monday, January 17, 2011.

#### Adjournment

There being no other business to come before the board, Taylor moved and Whitted seconded to adjourn the meeting at 5:25 p.m. Motion carried unanimously.

Respectfully submitted,

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Brenda Tallent, Secretary

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Gayle Loesch, Vice President