

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
Library Conference Room  
March 8, 2010

Call to Order

The meeting was called to order at 4:07 p.m. by President Stroh.

Present: Gayle Loesch, Nedra Spinks, Beth Stroh, Brenda Tallent, Russell Taylor and Billie Whitted. Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager.

Absent: Betty Lu McGuire.

Approval of Minutes

The minutes of the January 11 board meeting and the January 11 board of finance meetings were reviewed. Loesch moved and Whitted seconded that the minutes of the January 11, 2010 board meeting and board of finance meeting be approved. Motion carried unanimously.

Financial Report

Claims 6961 through 7044 dated January 12<sup>th</sup> through February 8<sup>th</sup> in the amount of \$239,629.52 were reviewed. Reynolds noted that claim 7044 is for partial payment of the Red Room renovation. Discussion followed with a listing of the equipment purchased. Whitted moved and Spinks seconded that claims 6961 through 7044 in the amount of \$239,629.52 be approved for payment. Motion carried unanimously.

Claims 7045 through 7071 dated February 9<sup>th</sup> through February 22<sup>nd</sup> in the amount of \$90,189.42 were reviewed. Poor explained that claim 7059 for Nading Mechanical included payment for the replacement wall lighting at Hope Branch. Whitted moved and Taylor seconded that claims 7045 through 7071 in the amount of \$90,189.42 be approved for payment. Motion carried unanimously.

Claims 7072 through 7130 dated February 22<sup>nd</sup> through March 8<sup>th</sup> in the amount of \$130,948.80 were reviewed. Whitted moved and Tallent seconded that claims 7072 through 7130 in the amount of \$130,948.80 be approved for payment. Motion carried unanimously.

The Resolution to Cancel Outstanding Warrants was reviewed. Reynolds explained that the resolution allows for checks still outstanding after two or more years to be canceled.. Reynolds advised that amounts would be added back into the funds from which the checks were written. Loesch moved and Spinks seconded that the resolution to cancel outstanding warrants be approved as presented. Motion carried unanimously.

A representative from AFLAC contacted the library about offering supplemental insurance to our employees through a tax deferred payroll deduction. Reynolds explained the program as presented. Stroh asked if we had done any comparison research with other such companies. Reynolds advised that we had not. After much discussion, the board determined that they are not interested in endorsing this product or having the representative speak with employees. They felt that the purchase of supplemental insurance should be left to the individual employees and not offered through the library. Reynolds will notify the representative of their decision.

Stroh asked if we have had any problems with our banking as a result of the conversion from Irwin Union to First Financial. Reynolds advised that so far everything has gone smoothly. Poor noted that that legislation to allow libraries to use electronic banking probably will be passed by the Indiana General Assembly.

### Action Items

A. Meeting Rooms Policy. Poor discussed recommended updates and changes to the meeting room policy that are necessitated by the use of the online reservation system.. She explained that patrons have adapted to the online registration system quickly. Poor discussed the various features available. Whitted asked if patrons can print their confirmations, and Poor said yes. Users have the option to schedule extra time for set-up and clean-up. Users can see, via the web site, whether a room is available for the desired date and time. Stroh asked if a paper application is still an option. Poor said that a paper application still can be submitted at the front desk. The new policy changes the minimum advance registration from 48 hours to 24 hours. The number of people that each room can accommodate has been increased. Tallent moved and Whitted seconded that the Meeting Room Policy be approved as amended. Motion carried unanimously.

### Reports

Poor announced that Spinks' term on the board will expire on April 18, 2010. Spinks will be completing the maximum of 16 consecutive years of service. Her term could continue past April 18, if necessary, until a replacement has been appointed. Tom Bigley's office has contacted the Bartholomew Consolidated School Corporation regarding this appointment.

Loesch noted that the March minutes should include a statement that we were unable to hold a meeting in February due to lack of a quorum, even though meetings were attempted on February 8, 15, and 22.

A. Red Room Upgrade. Poor will demonstrate the upgrades in the Red Room following the board meeting.

B. Poor and Systems Manager Anna Smith have been working with Sirsi/Dynix to create specifications and a contract for upgrades to our acquisition-circulation-online catalog system. This planning process takes several months, and the goal is to finish by December 31, 2010.

C. Stroh has received many favorable comments about the Overdrive downloadable books. Poor advised that we do not intend to renew services from NetLibrary, because it is difficult to use and statistics indicate low circulation. Overdrive is more patron-friendly and experiences much greater use by the public.

Whitted asked if we would be getting e-books and Poor said yes.

Whitted also asked if PLAC card users download books from any library in the state. Poor explained that only patrons from a library subscribing to the service can download the books. If a PLAC user applies for a card from a library that offers downloadable services, then the PLAC user can take advantage of these services.

D. Poor reviewed statistics for January/February. Circulation is down 5% as compared to last year for the same period. Reference requests are down, but requests for items not on the shelf are up. Attendance at programs was also higher in 2010.

E. Poor announced that the library will be closed on Friday, April 9<sup>th</sup> so that the staff can attend the ILF District 6 meeting in Jennings County Public Library. Most staff members will be participating. Anyone who chooses not to attend must use a vacation day or work the following day on Saturday, April 10. The library will be open on Palm Sunday but will be closed on Easter Sunday.

F. Whitted asked about the publishing of the LAR-Library Annual Report in THE REPUBLIC. Reynolds advised that this is a report that is required every year by the State Board of Accounts. It was a new requirement in 2010 to advertise the summary page in the local newspaper. The report was published twice because the first ad excluded page 2 of the report. THE REPUBLIC ran the ad again in its entirety at no charge. This report is used by the State Board of Accounts when they conduct an audit. Whitted asked for a copy of the report, and Reynolds will provide copies for all of the board at the next meeting.

G. Loesch complimented Jason Hatton's latest article in THE REPUBLIC which reported 2009 statistics and record-high library use.

#### New Business

None.

#### Adjournment

There being no other business to come before the board, the meeting be adjourned at 5:00 pm. Motion carried unanimously.

Respectfully submitted,

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Brenda Tallent, Secretary

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Beth Stroh, President