

Minutes
Bartholomew County Public Library
Board of Trustees Meeting and Public Hearing
Library Conference Room
August 8, 2011

Call to Order

The meeting was called to order at 4:03 p.m. by Vice President Loesch.

Present: Gayle Loesch, Beth Stroh, Brenda Tallent, Robin Whited, Billie Whitted and Mike Wilkerson.
Library staff: Beth Poor, Director, Jason Hatton, Assistant Director, and Teresa Reynolds, Business Manager; Attorney, Mike McIver; Public: Ryan Lauer, Bartholomew County Council.

Absent: Betty Lu McGuire.

Stroh arrived and assumed leadership of the meeting.

Approval of Minutes

The minutes of the July 18, 2011 board meeting were reviewed. Tallent moved and Wilkerson seconded to approve the minutes as presented. Motion carried unanimously.

Financial Report

Claims 8651 through 8725 in the amount of \$163,575.38 were reviewed. Poor advised that there were fewer claims this month due to the lateness of the July meeting. She noted that claim 8666 reimburses the Operating Fund for the Talking Books expenditures. Claim 8667 is for the annual elevator inspection which is now covered by the Department of Homeland Security. A new certificate issued by the Division of Fire and Building Safety will be posted in the elevator upon receipt. Claim 8691 is for the Websense filter program. This covers all computers at Main Library and Hope Branch in addition to wireless access. Websense prevents access to websites disallowed in the Children's Internet Protection Act to which we must comply. Poor discussed claim 8704 to RWD for thermostat and electrical repairs and claim 8708 for Today's Business Solutions which covers maintenance of the PC reservation station. Wilkerson moved and Whited seconded approval of claims 8651 through 8725 in the amount of \$163,575.38. Motion carried unanimously.

Action Items

Since a member of the public was present, Poor called for introductions all around.

A. Public Hearing for 2012 Operating and LIRF Budgets. The Operating Budget that was considered during the July 18 meeting has been advertised on July 28 and August 4 in The Republic and Star Journal. Poor reviewed the Operating and LIRF budgets and explained the difference between a binding review and a non-binding review. To stay within the 2.9% growth quotient, the LIRF budget has been reduced from \$1,900,000 to \$1,488,004. If we exceeded the growth quotient we would receive a binding review from the county council.

Whitted asked about the rentals appropriation and if there had been increases. Poor indicated that this is the lease for rent of the annexed space at the Hope Branch and that the amount of monthly rent from the original lease has not changed.

Whitted also asked about CAGIT differences between columns A and B on budget Form 2. Poor indicated that the Department of Local Government Finance provides this information. Column A is for

the remaining months of 2011, while column B shows anticipated income for all of 2012. Thus Form 2 is an 18-month look at the budget.

Whitted asked if we are budgeting to continue Sunday hours the same as in the past. Poor said that the library will be open for Sundays during Fall 2011. The decision about 2012 Sunday hours can be revisited later based on usage rates in the fall. We exceed the highest classification of state requirements for weekly hours open without the Sunday hours. Funds allocated to that appropriation can be transferred to another budget appropriation.

No action will be taken at this meeting; this is the public hearing. The budget will be adopted during the October 10 meeting when the required time for County Council non-binding review has elapsed.

Stroh asked if there were any questions. Lauer asked about the availability of eBooks and audiobooks. Poor explained we currently purchase downloadable books through Overdrive. If a library user needs assistance in use of their device, our staff can help them. Downloads to a Kindle are still not available.

B. Resolution for participation in State Library Internet Consortium. The contract to continue membership in the Indiana State Library Consortium for Internet Access must be approved each year. By participating, the Indiana State Library handles all paperwork for the Universal Service Funds rate reduction, and participation in the consortium reduces the cost for the fiber connection and T-1 line to the Hope Branch. The BCPL Internet Use Policy includes language that complies with the Children's Internet Policy Act (CIPA). The consortium also requires this compliance. Wilkerson moved and Loesch seconded that we adopt the resolution. Motion was approved unanimously.

C. Resolution for Use of Credit Cards. The BCPL Credit Card Policy details the types of purchases that can be made on the issued credit cards. In accordance with the State Board of Accounts, recordkeeping and custody of the credit cards will be the responsibility of the Business Office. There must be an existing appropriation in the library budget for any purchases or charges made with the library credit card. The Library Director will determine who shall be authorized users of the cards Reynolds advised that the policy was sent to the State Board of Accounts for review and to see if changes were needed. The SBOA was satisfied with the policy.

Loesch moved and Tallent seconded that we adopt the Resolution to Authorize Credit Card Use. Whitted asked about how many cards and companies would be used. Poor answered that only one company would be used, and specific names would be assigned to the cards. Motion was approved unanimously.

D. Mileage Rate. Whenever possible, the library van is to be used for travel to and from meetings. When the library van is not available, staff will be reimbursed for use of their own vehicle by filing an Indiana state mileage form with the Business Office. Our current mileage reimbursement rate is 20 cents per mile. The library is asking for the rate used by the state of Indiana, currently 44 cents per mile. Stroh mentioned that only mileage out of the daily routine can be counted. Poor explained that the library does not want reimbursement to move into the category of income for a staff member.

Tallent moved and Whitted seconded the library reimburse mileage at the prevailing rate established by the State of Indiana. Motion was approved unanimously.

E. Credit Card Policy. The board reviewed the policy as presented. Poor noted that it covers more than travel. Some vendors will not accept purchase orders or issue invoices. Tax exempt forms should be obtained from the Business Office before committing to any expenditure. An itemized report of expenditures shall be submitted with the return of the card on the approved form. All receipts from vendors and other supporting documentation for purchases must be attached to the report. Lost cards must be reported to the Business Office and the credit card company immediately.

This policy relates to any allowable item that can be purchased at a discount more efficiently using a credit card. Purchase orders will still be used for most items. Whitted asked about accountability of the cards. Reynolds will make certain that the charges billed and receipts reconcile and are allowable expenditures. Wilkerson asked about the card limit, and Stroh indicated that a reasonable limit will be suggested by the company. Whitted moved and Wilkerson seconded that we accept the credit card policy as presented. Motion was approved unanimously.

F. Travel Policy. Travel expenses for Library business within the county that are considered reimbursable are limited to registration fees for workshops or conferences and mileage for personal vehicles. Receipts must be attached to an itemized report of expenditures and must be submitted to the Business Office upon return to work. The Library Director must approve employee attendance at workshops and conferences.

McIver suggested adding a clarifying sentence that if there is a conflict between established policy and the policy of the State Board of Accounts, we will follow the policy of the State Board of Accounts. Their policy will supersede the library's policy.

Whitted moved and Loesch seconded that we adopt the amended travel policy. Motion was approved unanimously.

G. Approval of Talking Books contract for FY 2011. The new contract has not yet arrived. Poor explained that we currently provide service to 16 counties. The Indiana State Library may assign additional counties for BCPL to serve and that change may be delaying the contract.

Whitted asked if we loan nooks or electronic devices and Poor said no. Hatton said some libraries are trying it but it is very complicated due to digital rights management issues.

Reports

Long Range Planning. The Vision statement has been created, and now goals need to be set. Poor talked about the differences between what users indicated on their surveys and what people might really want. She reviewed the changes over the years for the library. She also indicated that use has increased every year. Even though patrons struggle with parking issues and bathroom issues, they do visit the library in increasing numbers. These issues may not be priorities.

Do patrons really want a coffee bar, or do they want to have a place where they can drink and eat in the library? We have the funds for a new branch; however, we do not have the funds for the staffing of the branch. Stroh indicated that the Bookmobile is the outreach for the library, making a branch unnecessary.

Poor noted that so long as we don't use bond issues or other tax-increasing methods, no user has ever asked about the expenses of providing new services such as downloadables, databases, wireless computer access, DVDs, and more.

A continuing question is how do we let the public know more about our services, and how do we create the expectation of looking to BCPL for services.

Twice over the past eight years, the Library Board has held a retreat to discuss issues about planning. Mission and vision were discussed during the 2003 retreat as the board members considered how to cure some bad public perceptions about the library. A result of that retreat was the discovery that the staff was fine, but some of the policies were outdated and negative. These issues were addressed by changes. The second retreat dealt with demographics of library use within the county and future services.

Loesch said that the discussion and study about a parking garage had been informative.

Stroh indicated that more open-minded thinking developed from past discussions and from the retreats. She indicated that this brainstorming could become a part of each meeting to develop the Long Range Plan. Poor indicated that she will send a draft of the next vision document. Poor advised that we must update the Long Range Plan annually and send a copy to the state as well as post it to our website.

New Business

A. Carr Memorial Fund Scholarship Request. Ryan Donnelly has requested assistance with his tuition in pursuing a degree in library science. He is currently taking Reference, Collection Development and Management, Cataloging, and Introduction to Research. Poor advised that Donnelly has been a part-time employee for seven years

Following discussion, the board decided to support a scholarship of \$750 from the Frances Carr Scholarship Fund for Ryan Donnelly to attend classes at Indiana University-Purdue University in Indianapolis fall semester to study library science. Whitted moved and Loesch seconded the motion, and the motion was unanimously approved.

Adjournment

There being no other business to come before the board, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Robin Whited, Secretary

Beth Stroh, President