

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
Library Conference Room  
December 12, 2011

Call to Order

The meeting was called to order at 4:00 p.m. by President Stroh following adjournment of the Executive Session.

Present: Gayle Loesch, Betty Lu McGuire, 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; Mike McIver, attorney.

Approval of Minutes

The minutes of the November 21, 2011 board meeting were reviewed. Loesch moved and Whitted seconded to approve the November 21, 2011 minutes as presented. Motion carried unanimously.

Financial Report

A. Approval of Claims. Claims 9051 through 9114 in the amount of \$130,824.41 were reviewed. Poor pointed out specific claims on the list. Claim 9069 to RWD covered routine HVAC maintenance and checking on the refrigerator in the meeting room kitchen. The refrigerator was purchased in 1969 and cannot be repaired. A replacement is being researched. Claims 9072 for Staublin Technology for alarm monitoring service; claim 9088 to replace brakes on the library van; 9100 to Carrier to replace a bad switch and relay. Claim 9107 to First Financial Bank for credit card expenses for professional meetings and eReaders for the staff to use in their instructional sessions. An after holidays session will be offered to assist patrons who are new owners of digital devices. Tallent moved and Wilkerson seconded approval of claims 9051 through 9114 in the amount of \$130,824.41. Motion carried unanimously.

Whitted asked about year end carry-over amounts and Reynolds advised that an accurate amount will not be available until after the end of December. The 2011 Operating Budget will close following transfers and payments to be approved during the January 2012 board meeting.

B. Approval of Resolution to Delay Repayment of Loan. McGuire moved and Loesch seconded approval of a resolution to delay the repayment of the \$500,000.00 loan from LIRF to the Operating Fund in the event that a tax distribution is not received by December 31, 2011. The loan would then be paid in full no later than June 30, 2012. The resolution was unanimously approved as read.

Action Items

- A. Election of 2012 Board Officers. The 2012 slate of officers was presented as follows:
- President - Beth Stroh
  - Vice President - Billie Whitted
  - Secretary - Mike Wilkerson
  - Treasurer - Brenda Tallent

Whitted moved and Whitted seconded approval of the slate as presented. Motion carried unanimously.

B. Adoption of Job Classification and Salary Schedule for 2012. Poor recommended keeping the starting ranges at the adopted 2009 rates. If current staff receive a raise, everyone will make at least 3% more than a newly hired employee. Tallent moved and Loesch seconded that the Classification and Salary Schedule for 2012 be adopted as presented. Motion carried unanimously.

C. Approval of Library Director Salary for 2012. Stroh reviewed board evaluation notes that found that Poor exceeded expectations in all categories of job performance. Information is shared; input is sought from patrons, board members, and staff. Surveys are used effectively and the board appreciates Poor's efforts. The county is getting great leadership. Wilkerson moved and Loesch seconded that the library director salary be increased by 3% to \$92,315.81 (44.38/hour). Motion carried unanimously.

D. Approval of Staff Salaries for 2012. Stroh reviewed recommendations for staff wages. Whitted moved and Whitted seconded approval of the salary schedule for staff members for 2012. Loesch recused herself from voting. Motion carried.

E. Approval of Library Board Meeting Calendar for 2012. Poor provided a list of dates for the 2012 board meetings. McGuire moved and Tallent seconded acceptance of the calendar for 2012.

January 16	July 16
February 13	August 13
March 12	September 10
April 9	October 8
May 14	November 19
June 11	December 10

## Reports

A. Main Library electrical system. Poor, Hatton, and Elzy Sipes met with a representative from Duke Energy to discuss the condition of the building electrical system. The representative did not seem to be concerned about the age of the equipment. Sipes has arranged for MERCI Electric to conduct an inspection and report back about possible updates and/or repairs that may need to be done. Poor recommends that the transformers not be moved above ground unless it becomes necessary.

B. Gutenberg Project. Poor advised that Overdrive has included access to the ebook Gutenberg Project which allows access and downloading of more than 20,000 books that are in the public domain. Instructions to download these books are on the library website.

Stroh noted the CIAA architecture models on display on the main level. Poor advised that Rhonda Bolner and a CIAA intern created the display. Poor would like to keep some of the models on permanent display in the gallery area.

Poor reviewed statistics and advised that circulation is down a little from last year but still will be over one million for 2011. Reference assists are up, and downloadable materials continue to increase every month. Thus far in 2011, we have provided 1,443 programs with 23,850 people in attendance.

New Business

None.

Adjournment

There being no other business to come before the board Whitted moved and McGuire seconded to adjourn the meeting at 4:35 p.m. Motion carried unanimously.

Respectfully submitted,

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Robin Whitted, Secretary

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Beth Stroh, President