

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
Library Conference Room  
June 13, 2011

Call to Order

The meeting was called to order at 4:00 p.m. by President Stroh.

Present: Gayle Loesch, Betty Lu McGuire, Brenda Tallent, Beth Stroh, Robin Whited, Billie Whitted and Mike Wilkerson. Library staff: Beth Poor, Director, Jason Hatton, Assistant Director, and Teresa Reynolds, Business Manager; Mike McIver, attorney.

Poor introduced Hatton to the board for those members who had not met him yet.

Approval of Minutes

The minutes of the May 9, 2011 board meeting were reviewed. Wilkerson noted a correction to be made to the motion to adjourn the meeting. It reads "Taylor seconded" but should read "Wilkerson seconded" to adjourn the meeting. Whitted moved and Wilkerson seconded to approve the minutes as corrected. Motion carried unanimously.

Financial Report

Claims 8454 through 8541 in the amount of \$216,941.96 were reviewed. Reynolds explained that claim 8518 included purchase of a Cricut machine. This cutter allows us to create our own vinyl or paper letters. The CSD activity room has been repainted and quotes from books and authors will be placed on the walls. Claim 8518 also covers payment GrantStation software which had to be ordered online. Poor referred to claims 8481 for elevator repairs, 8497 for an upgrade to our wireless internet system, 8502 for an annual backflow preventer test, 8522 was for installation of the new TV above the ASD circ desk, and claim 8531 which pays for our ILL delivery system.

As a result of receiving the spring distribution of property tax and license excise tax, we are able to repay LIRF for the loan to the Operating Fund. It is preferable to eliminate any outstanding debt prior to June 30<sup>th</sup> for accounting purposes. Funds for the reimbursable Talking Books Subregional grant have been received also from the Indiana State Library. Poor advised that several staff members will be attending the budget workshop in North Vernon on June 16<sup>th</sup>. We hope to learn about the 2012 annual growth quotient during the meeting. Tallent moved and Loesch seconded approval of claims 8454 through 8541 in the amount of \$216,941.96. Motion carried unanimously.

Poor reviewed the Treasurer's Report. She noted that money in the Rainy Day Fund could be used to cover an Operating Budget shortfall, if a CAGIT distribution error was corrected during 2012.

Action Items

A. Annual Adoption of Internet Use Policy. Poor advised that staff wanted to make some additions and clarifications to the current policy. No one under the age of 13 can use the computers in the adult area of the Main Library. A 30-minute use extension is possible and allowed for two sessions per day. Chat and texting are allowed. Hatton discussed issues regarding the time extensions before the automatic cut off. The computer provides warnings about the amount of time the patron has left, so that the information can be saved or printed. When time is finished, the computer automatically closes the user's connection.

Changes will be made to Section B #1 and #2 'Residents' will become 'A Resident' and 'he/she' will become 'his/her.' McGuire moved and Loesch seconded the motion to approve the Internet Use Policy. Motion carried unanimously.

B. Annual Adoption of Out-of-County Borrower Fees. Poor advised that we must offer non-resident borrower cards as well as PLAC. The current price of the PLAC card is \$50 as set by the state. Our non-resident cards are currently \$50 per individual or \$100 per family. By state statute, the out-of-county fee must be at least what the average local resident pays per year in taxes in support of the library. The current cost per capita is approximately \$43.00. Whitted moved and Tallent seconded re-adoption of the current fees. Motion carried unanimously.

C. Review of Proposed Library Board Bylaws. Poor received a bylaws template from the Indiana State Library. She reviewed changes and new inclusions such as all seven board members comprising the Board of Finance, an annual calendar of meeting dates, statements concerning conflict of interest and nepotism, board insurance / bonding, treasurer compensation, allowable reimbursements to board members for conference or meal expenses. Whitted asked about the documentation of the conflict of interest sections. Poor explained that the items in this bylaws section are supported by BCPL's Conflict of Interest policy which can be read on the BCPL web site.

Mclver suggested that in Section 5 a quorum for the transaction of business should be defined as 4 of the 7 library board members.

### Reports

A. Long Range Plan Survey Results thus far. The first 100 responses came from online rather than paper surveys. Of the electronic-only respondents, more than 98% had checked out a book during the past 12 months. Poor provided a chart of other preliminarily totals. Lack of parking and restrooms are mentioned often. Poor will share the completed survey totals during the July meeting. Hatton added that bookmarks have been distributed around the community to inform residents about the library survey. Stroh noted that 70% of respondents thus far do not use the library on Sundays.

### New Business

A. None.

Stroh asked for questions or comments. Loesch suggested a 'meet the bookmobile' day after receipt of the new vehicle. Hatton advised a celebration of the new bookmobile is being planned. Whitted noted that the library looked nice for the Charles Osgood CSD Sunday Morning filming. It was also noted that Summer Reading Club has registered 456 adults. Stroh commented on the success of the Hope Grand Ball.

### Adjournment

There being no other business to come before the board Loesch moved and Whitted seconded to adjourn the meeting at 5:00 p.m. Motion carried unanimously.

Respectfully submitted,

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Robin Whited, Secretary

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Beth Stroh, President