

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
Hope Branch Library Annex  
November 21, 2011

Call to Order

The meeting was called to order at 4:02 p.m. by Vice President Loesch. Stroh arrived and assumed leadership of the meeting.

Present: Gayle Loesch, Beth Stroh, Brenda Tallent, Robin Whited, Billie Whitted and Mike Wilkerson.  
Library staff: Beth Poor, Director, Jason Hatton, Assistant Director, Teresa Reynolds, Business Manager, David Miller, Hope Branch Supervisor; Mike Mclver, attorney; Ann Herron, BCLA President.

Absent: Betty Lu McGuire.

Herron, president of Bartholomew County Library Associates, was introduced to the members of the board by Poor. Herron opened the meeting by sharing the expectations and duties of her position and the various ways that BCLA assists the library throughout the year. One is the Annual Book Sale and the ongoing Book Sale. Diane Spofford and Herron co-chaired the Annual Book Sale this year and it was successful. About 60 volunteers participated at the Hope Branch Book Sale. Miller mentioned that the Book Sale is as much a goodwill gesture as a money maker. It draws people who might not have been library users and provides the opportunity to acquaint them with the library and its services. The Membership Drive is another important part of Herron's duties and there are about 300 current members. Fundraising is assisted by writing personal notes to potential members for a more personal connection. The Program Committee works with staff members Jennifer Tchida for children's programs and Mary Clare Speckner for the Distinguished Speakers series and other adult programming.

Approval of Minutes

The minutes of the October 10, 2011 board meeting were reviewed. Hatton noted that he was not present at the October meeting as listed. Loesch moved and Wilkerson seconded to approve the minutes as corrected. Motion carried unanimously.

Financial Report

Claims 8920 through 9050 in the amount of \$860,148.91 were reviewed. Poor reviewed several claims on the list. She noted the large amount included three payrolls, the loan from LIRF in the amount of \$500,000.00 and reimbursement to the Operating Fund from the LSTA Talking Books grant. Claim 8967 was for repainting the lines and ADA spaces in the parking lot. 8972 to AWE purchased three Early Learning stations for the children's department. Claim 8939 purchased insurance coverage on the new bookmobile. Other claims were for various conference registrations, computer equipment, online subscriptions and software. Claim 9037 for Dunlap & Co. was for curb repairs, and 9050 for Beth Poor reimburses the petty cash account. Whitted moved and Tallent seconded approval of claims 8920 through 9050 in the amount of \$860,148.91. Motion carried unanimously.

Action Items

A. Appointment of Nominating Committee. A nominating committee must be appointed so that the officers for 2012 can be elected during the December 2011 Library Board Meeting. Tallent, Whitted, and Wilkerson volunteered. The duties include identifying a slate of candidates for the offices. All current board members are eligible for election.

## Reports

A. Sunday Hours 2012. During ongoing discussions about this topic, costs and outcomes have been the focus. Because supervisors need to establish work schedules for January, the board needs to make a decision about Sunday hours in 2012. The 2012 budget includes \$21,686 to pay staff members who work on Sunday, and, if the library is not going to have Sunday hours, those funds can be reassigned to other library costs such as materials, utilities, and supplies.

Poor listed the staffing needs and some of the issues related to opening on Sunday. Hatton provided board members with statistics of a typical Saturday contrasted with the hours and statistics for a typical Sunday. Hatton emphasized that computers are used heavily though this use seems to be from persons who visit the library on most other days, too. He said we are not gaining new patrons. Most services are down by 30% compared to Saturday statistics.

Stroh mentioned that county residents are limited in availability of services such as those the library offers and would offer on Sunday. Miller discussed the issues related to the purpose of patrons' visits to the library. Fostering a sense of community is also the goal of the library, and Sunday hours could help with this change.

Board members inquired about Sunday hours in past decades, and Poor responded that the schedule had been from the Sunday following Labor Day to mid-December and January through May excluding Easter and Memorial Day weekends.

Stroh moved that the January-April schedule be maintained for 2012 and that the previous schedule of September-December, January-May with closings for holiday weekends be established for September 2012 to May 2013. Adjustment to the 2012 Operating Budget would be made to fund the additional Sundays. Whitted seconded. Motion carried unanimously.

B. Update on Hope Branch Library. Miller indicated that recent months have been busy with special events including Hope Heritage Days. The Hope Library hosted a Halloween event in which children dressed up, and Miller escorted them to trick-or-treat on the square. The event promoted positive public relations for the library. For Talk Like a Pirate Day, Miller read pirate stories in the park and the children made flags. They also searched for hidden treasure in the library. Miller presented a Title I program at the Hope Elementary School and encouraged children and adults to apply for library cards. Miller participated in the Civil War Days reenactment of historical figures as well.

At the recent ILF Annual Conference, Miller, along with Josh Wolfe (former BCPL Children's Librarian) from Monroe County Public Library, presented a program delineating the differences between supervising a small and a large library.

C. Library Director annual review. Stroh will email the review document to all board members. Members will complete it and send it back to Stroh. She asked that evaluations be returned to her in two weeks to allow her time to compile the results. At the next meeting on December 12, board members will discuss the results in executive session at 3:30.

## New Business

A. Poor noted that the bookmobile is back on the road after getting the new plate and registration in order.

B. Hatton advised that there were some very worthwhile programs at the ILF Annual Conference.

Adjournment

There being no other business to come before the board Stroh declared the meeting adjourned at 5:02 p.m.

Respectfully submitted,

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Robin Whited, Secretary

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Beth Stroh, President