

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
Library Conference Room
January 17, 2011

Call to Order

The meeting was called to order at 4:05 p.m. by President Stroh.

Present: Gayle Loesch, Brenda Tallent, Russell Taylor, Beth Stroh, Robin Whited and Billie Whitted. Library staff: Beth Poor, Director, Teresa Reynolds, Business Manager, Mary Stroh, attorney.

Absent: Betty Lu McGuire.

Approval of Minutes

The minutes of the December 13, 2010 board meeting were reviewed. Whitted moved and Taylor seconded to approve the minutes as presented. Motion carried unanimously.

Financial Report

Claims 7970 through 8055 in the amount of \$566,642.89 were reviewed. Reynolds noted that some claims on the list were made to correct a posting error. She also noted that property tax money was received in time allowing us to repay LIRF for the temporary loan of \$300,000 to the Operating Fund. Whitted moved and Tallent seconded approval of claims 7970 through 8055 in the amount of \$566,642.89. Motion carried unanimously.

Claims 8056 through 8086 in the amount of \$81,489.83 were reviewed. Taylor asked about claim 8068 for AMCO Elevators. Poor explained that this is an annual maintenance fee which covers monthly inspections and routine maintenance. Tallent moved and Taylor seconded that claims 8056 through 8086 in the amount of \$81,489.83 be approved. Motion carried unanimously.

Poor reviewed the latest claims and banking information received from Dunn and Associates. She noted the dramatic drop in claims in the first quarter of the fiscal year. This means that our insurance fund is in very good financial condition but still needs to be replenished with remaining 2010 funds to compensate for the 2010 expenditures.

Action Items

A. End of 2010 Transfers and Encumbrances. Reynolds presented year end appropriation transfers. Transfers can be made to utilize balances in unspent appropriations to cover deficits in other appropriations. Transfer by Motion allows transfers within the same major budget category. Transfers by Motion totaling \$148,146 were reviewed. Loesch moved and Whitted seconded that the Transfers by Motion be approved as presented. Motion carried unanimously.

Transfer by Resolution allows transfers between major budget categories. Transfers by Resolution in the amount of \$53,431 were reviewed. Loesch moved and Taylor seconded that the Transfers by Resolution be approved as presented. Motion carried unanimously.

B Resolution to Encumber Operating Funds was presented for approval. Purchase orders 186 through 200 totaling \$507,092 were prepared to encumber 2010 Operating fund obligations to be paid in 2011. Poor noted that a delay in receiving the balance of our 2011 cash settlement has made it necessary to delay funds being deposited into the insurance fund and making the Transfer to LIRF. Taylor moved and Whitted seconded the Resolution to Encumber Operating Funds be approved. The resolution was approved unanimously.

C. Reynolds presented a resolution to establish a temporary loan from LIRF. Stroh asked why we needed to repay the 2010 loan and then borrow from LIRF again. Poor advised that we are required to repay temporary loans no later than December 31st of the loan year if we have the funds to do so. Because we received enough of the property tax draw before the end of the year, we were obligated to pay back the 2010 LIRF loan. Assuming that we will not have sufficient operating funds to meet all of our expenses going forward into the first quarter of 2011, we need to borrow from LIRF again. Loesch moved and Whitted seconded that the Resolution to Establish a Temporary Loan from LIRF to the Operating fund in the amount of \$500,000 be approved. Motion carried unanimously.

D. Appointment of the Board of Finance. Stroh requested volunteers to serve on the Board of Finance for 2011. Tallent, Whitted and Whitted volunteered to serve along with Reynolds. Tallent will serve as the Board of Finance President, Whitted will act as Secretary, and Whitted and Reynolds will serve as members at large.

Reports

A. Poor reported that the Main Library had been experiencing leaks in the roof during December and that they had lessened thus far in January. HRC will re-seal the atrium roof connecting the 1969 and 1987 sections of the Main Library when weather permits. Poor noted that the atrium glass roof had been guaranteed against leaks for 10 years in 1987 and had lasted 23 years instead.

New Business

A. Calendar of Library Board meetings for 2011. Poor advised that some adjustments to the regular meeting schedule of the second Monday of the month will need to be made due to scheduling conflicts. February 14th we can meet as usual. March required a change and the date was adjusted to Thursday, March 10, at 4:00 p.m. in the Red Room. The remaining dates April 11, May 9, June 12, July 18 (third Monday), August 8 or 15 (to be determined by the budget calendar when we receive it) September 12 at the Hope Branch annex, October 10, November 21 (third Monday),, and December 12.

B. Annual Report. Poor presented an annual report of statistics noting that circulation had increased in 2010 over 2009. Some of the Reference Assist stats decreased from 2009 probably because patrons can access information via the internet. During 2011 we hope to be able to track the logins made to the BCPL wireless system by persons who bring their own laptops and handheld devices to the Main Library and Hope Branch.

The reciprocal borrowing agreement with the Wright-Hageman Public Library in Edinburgh has been successful.

In the annual report, Poor listed staff participation in continuing education as well as community involvement on behalf of BCPL. Taylor noted that he appreciates having this information to refer to when asked about library business.

Stroh has been asked when we will have Kindle books available. Poor advised that Kindle books are available for download only by paying a fee to Amazon.com, so we do not provide them. We do offer free access to a growing collection of more than 1,000 eBooks and 1,500 audio books via Overdrive. Poor noted that we have purchased two Nooks so staff could be trained to assist patrons who bring in their own equipment. Whitted said she has also been asked about the Kindle books.

Poor reviewed downloadable services that we offer. She noted that Freegal from Sony Music has been well used during the two months since we began our subscription.

Adjournment

There being no other business to come before the board the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Robin Whited, Secretary

Beth Stroh, President