

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
Library Conference Room
January 16, 2012

Call to Order

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

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

Absent: Betty Lu McGuire and Mike Wilkerson.

Whitted moved and Loesch seconded that Whited be elected Secretary Pro Tem in the absence of Wilkerson. Motion carried unanimously.

Approval of Minutes

The minutes of the December 12, 2011 board meeting were reviewed. Whitted noted a correction was needed on page 2, Reports, Paragraph A., line 2. The sentence should read: "Poor, Hatton, and Elzy Sipes met with a representative from Duke Energy to discuss the condition of the building electrical system." Tallent moved and Whitted seconded to approve the minutes as corrected. Motion carried unanimously.

Financial Report

A. Approval of Year-End Claims. Claims 9115 through 9207 in the amount of \$1,084,745.82 were reviewed. It was noted that the total of the claims is inflated by \$500,000.00 for the repayment of a temporary loan to the Operating Fund from LIRF. The repayment was made prior to December 31, 2011 as required by law. We were also able to make the \$40,000.00 transfer to LIRF and to make a substantial deposit to the group insurance fund. Loesch moved and Whitted Tallent seconded approval of claims 7970 through 8055 in the amount of \$566,642.89. Motion carried unanimously.

B. Loan from LIRF. Whitted moved and Tallent seconded that a 2012 Resolution to Establish a Temporary Loan from LIRF to the Operating Fund in the amount of \$500,000.00 be approved as written. Motion carried unanimously.

C. Approval of 2012 Claim. Claims 9208 through 9237 in the amount of \$595,301.40 were reviewed. Poor noted that claim 9228 was for replacement computers and claim 9230 for carpet cleaning. The total included the loan from LIRF. The range of dates was incorrectly listed as 1/1/2012 through 12/31/2012. The correct date range is 1/1/2012 through 1/17/2012. Reynolds will reprint a corrected list to be signed at the February meeting. Loesch moved and Whited seconded that claims 9208 through 9237 in the amount of \$595,301.40 be approved as corrected and will be signed at the next meeting . Motion carried unanimously.

Action Items

A. End of 2011 Transfers and Encumbrances. Reynolds presented year end appropriation transfers. Transfers can be made to utilize balances in unspent appropriation balances to cover deficits in other appropriations. Transfer by Motion allows transfers within the same major budget category. Transfers by Motion totaling \$174,203 were reviewed. Tallent 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 \$131,067 were reviewed. Whitted moved and Tallent seconded that the Transfers by Resolution be approved as presented. Motion carried unanimously.

Resolution to Encumber Operating Funds was presented for approval. Purchase orders 208 through 211 totaling \$250,143 were prepared to encumber 2011 Operating fund obligations to be paid in 2012. Loesch moved and Whitted seconded the Resolution to Encumber Operating Funds totaling \$250,143 be approved. The resolution was approved unanimously.

B. Appointment of Board of Finance 2012. Loesch moved and Whitted seconded that all board members present be elected to the Board of finance. Motion carried unanimously.

C. Sale of 1997 Bookmobile. Poor reported a legal ad for the sale of the 1997 bookmobile ran twice in the legal advertisement section of the newspaper as required by law. The bookmobile was also put on list serve as well as making contract with other entities. No bids were received. Poor will bring any future offers to the board.

D. Approval of Reciprocal Borrowing with Contiguous Library Districts. Poor proposed that the Bartholomew County Public Library enter into reciprocal borrowing agreements with the public libraries in Decatur County, Jackson County, and Jennings County. Using the agreement with the Edinburgh Wright-Hageman Public Library as a model, this agreement would allow residents of the counties to get free library service from BCPL. Poor read several statements in favor of the agreements. Stroh related an experience of being able to use the Vigo County library as a graduate student and what a great service it was. Whitted also spoke in favor of the agreement. Whitted moved and Loesch seconded to approve reciprocal borrowing with Decatur, Jackson, and Jennings County. The proposal was approved unanimously.

E. Approval of Treasurer's Bond. The board is required to approve the Treasurer's Bond for the current term of office. Loesch moved and Whitted seconded that we approve the treasurer's bond as written. Motion carried unanimously.

Reports

A. Annual Report. Poor reviewed the report and focused on several statistics that indicate increased use by library patrons. Use of downloadable books and music has increase more than 300% from 2010 to 2011. Poor noted that the number of holds placed

for on-shelf items has grown. Reference assists are down, but online database use is up indicating that patrons are able to find answers on their own using the tools that we provide. Also included in the report is a list of community collaborations, partnerships, and continuing education.

Use of the website by unique visitors has increased. There were 119,723 unique users and August had the most hits. We have seen a substantial increase in hits from servers in Japan.

Whitted asked if the Guttenberg downloadable collection was being used. Poor advised that we had 167 used in the first month.

New Business

A. Ryan Donnelly scholarship request. Ryan Donnelly has requested a scholarship to secure financial support for his current semester of courses at IUPUI. Stroh pointed out that the funds are available in the account to support this request. The Library Associates do not have funds available in their budget. Tallent moved and Whitted seconded making a \$1250 scholarship available to Ryan Donnelly.

B. House Bill 1072. This bill included language that would make the budgets of taxing units with non-elected boards subject to binding approval by an elected body which for most libraries would be the County Council. The BCPL budget could be changed or reduced by County Council after the budget had been approved by the Library Board. Milo Smith is a member of the House Ways and Means Committee and could be contacted to share your thoughts about library board responsibilities. Poor included notes and talking points to share with Smith in the event that a call is made.

Adjournment

There being no other business to come before the board the meeting adjourned at 5:10 p.m.

Respectfully submitted,

Robin Whited, Secretary Pro Tem

Beth Stroh, President