

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
April 16, 2018
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:03 p.m. by President Whitted.

Present: Monta Frazier, Gary Gron, Brenda Tallent, and Billie Whitted. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Mike McIver, attorney.

Absent: Vern Jorck, Angie Wieneke and Mike Wilkerson

Approval of Minutes

The minutes of the March 5, 2018 Board meeting were reviewed. Gron moved and Tallent seconded approval of the March 5, 2018 Board minutes. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 16607 through 16735 in the amount of \$418,115.85 were reviewed. Hatton made note of the following claims: Claim 16664 to HK Auto/Truck Service is for generator repair on the Bookmobile. Claim 16669 to N2N is for Creative Cloud subscription. Claim 16684 to Bridgeall Libraries Limited is for CollectionHQ. Claim 16714 to SirsiDynix for additional services including Accelerated Reader. Frazier asked if that module is now available and Hatton responded that it was. Claim 16716 to Movie Licensing USA is for a Copyright Compliance Site License for the year, which allows us to show movies in the Library. There was discussion about the age of the Bookmobile and its life expectancy as far as repairs and potential replacement. Tallent moved and Frazier seconded approval to pay Claims 16607 through 16735 in the amount of \$418,115.85. Motion carried unanimously.

Action Items

A. Circulation Policy. Hatton advised the Board that he was not asking for Action on the Circulation Policy at this meeting, but rather make it a discussion only, and would table any action for a later date. He talked about the elimination of fines and fees and the impact on the Library. He noted several proposed changes in the circulation policy including changing the expiration of cards from 4 years to 3 years, changing the time an item is set to lost to 21 days and eliminating process fees. Hatton distributed handouts with information regarding fines and fees over the past several years. He explained the categories of items long overdue, damaged, lost and how each category was represented in the total amount of fines and fees assessed, collected and/or waived. Tallent asked why some amounts were waived. Hatton explained that there could be extenuating circumstances in some cases. He and Eck told of some actual instances where fees were waived, including a fire in a patron's home, an illness or hospitalization, an adult incurring fees on a child's card, a small fine causing an out of proportion argument from a patron, etc. Hatton said his desire was to make the policy fair

across the board to all patrons. Frazier asked what the policy is regarding setting an item to "lost". Hatton responded that it is currently 45 days. She then asked what the library considers "damage" to an item. Hatton responded that it does not include normal wear and tear from regular use. An item is set to damaged when an item is returned wet, usually from coffee or other drinks, swimming pool, beach or pets, damage caused by negligence such as pet damage, any item returned with mold, mildew or food residue. McIver asked if there was an option to recall an account from the collection service once it has been referred, and Hatton responded that we do have that capability. We can suspend or recall collection attempts if it is our mistake or if there are unusual circumstances. He also advised that the collection service has no personal information on the accounts, other than name, address and current amount owed.

Reports

A. Staff In-Service. Hatton reported that the library will be closed to the public on May 17 and on October 8 for staff in service training.

B. Summer Feeding program. Hatton reported that BCPL will be a meal site for a summer feeding program in partnership with BCSC Food Service. The service will be available weekdays throughout the summer. McIver asked where the meals would be served and Eck answered that it would be in the conference room. Frazier asked if the courtyard just outside the conference room would be used. Hatton answered that it is being considered if a resolution for some of the door issues can be found.

Public Comment – 10 minutes

None.

New Business

No new business.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:33 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President