

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
January 22, 2018
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:07 p.m. by President Whitted.

Present: Monta Frazier, Gary Gron, Vern Jorck, Brenda Tallent, Billie Whitted, and Angie Wieneke. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Tyler Munn, reference Supervisor ; Mike McIver, attorney.

Absent: Mike Wilkerson

Approval of Minutes

The minutes of the December 11, 2017 Executive Session and the December 11, 2017 board meeting were reviewed. Jorck moved and Tallent seconded approval of the December 11, 2017 Executive Session minutes and the December 11, 2017 board meeting minutes as presented. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 16378 through 16474 in the amount of \$1,285,587.13 were reviewed. Hatton made note of the following claims: Claim 16378 repays the \$800,000.00 temporary loan from LIRF to the Operating fund. Claim 16405 is the transfer to LIRF as budgeted. Claim 16448 to Foundation Center is for the Online Foundation Directory database, which is being paid through a Heritage Fund grant. Claim 16472 to Zeller Insurance for renewal of our main policy. Gron moved and Jorck seconded approval to pay Claims 16378 through 16474 in the amount of \$1,285,587.13. Motion carried unanimously.

B. Approval of Treasurer's Bond. Hatton advised that the Treasurer's Bond in the amount of \$35,000.00 must be approved by the board each year and filed with the Records office. Whitted moved and Wieneke seconded approval of the Treasurer's Bond as presented. Motion carried unanimously.

Action Items

A. Resolution to Reduce 2017 Rainy Day Fund Budget. Hatton advised that we received our 1782 Notice and based on that notice, we must reduce the amount appropriated for the 2017 Rainy Day Budget in order to fully fund the 2018 Rainy Day Budget. If we reduce the 2017 Rainy Day Fund to \$75,000.00, we preserve the ability to spend the full 2018 amount of \$290,224.00. Tallent moved and Jorck seconded to approve the Resolution to Reduce 2017 Rainy Day Fund Budget. Motion carried unanimously.

B. Temporary Loan from LIRF. Hatton explained the need to borrow funds from our LIRF funds to meet Operating Fund expenses until we receive our next tax distribution. A Resolution to Establish a Temporary Loan from LIRF in the amount of \$800,000.00 to the Operating Fund was reviewed. Gron moved and Tallent seconded approval of the Resolution to Establish a Temporary Loan from LIRF to Operating Fund for \$800,000.00. Resolution carried unanimously.

C. Correction of Salary Schedule. Hatton presented a corrected 2018 salary schedule for approval. He noted that the salary on the schedule for Michelle Copple was incorrect. Gron moved and Jorck seconded to approve the revised Salary Schedule effective January 1, 2017. Motion carried unanimously.

D End of 2017 Transfers. Hatton explained that it is necessary to eliminate any negative balances in appropriations. Transfers within major budget categories can be made by motion. Transfers between major budget categories must be made through a resolution. The Motion to Transfer Funds within major categories in the amount of \$100,737.00 was reviewed. Jorck moved and Tallent seconded approval of the Motion to Transfer Funds totaling \$100,737.00 within major categories. Motion carried unanimously. Hatton reviewed the Resolution to transfer funds from Personal Services to Capital Outlays and Personal Services to Other Services and Charges totaling \$38,824.00. Tallent moved and Gron seconded approval of the Resolution to Transfer totaling \$38,824.00 as presented. Resolution was approved unanimously.

E. Appointment of Board of Finance 2018. Whitted agreed to serve as President, and Tallent and Jorck volunteered to serve as Members at Large to the Board of Finance. Board agreed unanimously to members of the Board of Finance 2018.

Reports

A. eResources. Staff member Tyler Munn, chair of the eResources committee gave a presentation on the databases currently offered at the library. His PowerPoint presentation covered statistics for 2017 regarding usage, cost, and interest in the top databases. The most popular databases with our patrons are Overdrive, Hoopla, Ancestry.com, Freegal, Tumblebooks, and Mango Languages. He also gave details about what is available to our patrons in each of these databases. He explained that Overdrive is only eBooks, while Hoopla offers music, movies, TV series as well as eBooks. He described the difference in cost structure between the two. In Overdrive, the library purchases titles, some of which are permanent additions to our catalog while others have a limited number of circulations. In Hoopla, the library is only charged when an item is checked out. Jorck asked if there was a confirmation of checkout before the library is charged. Munn said that we are charged only for what is actually checked out.

Munn explained that the eResource committee is responsible for keeping stats on the databases, deciding how best to promote the resources, overseeing trials of new online resources, deciding whether to approve or deny renewals of current databases, and seeking alternative funding for specific databases through gifts and grants. Hatton added that assistance and promotion for new eResources comes from vendors like Midwest Collaborative and through word of mouth with other libraries.

Munn told the board that each month a different resource is highlighted in the library newsletter and program guide. In addition to the actual eResources, the library offers patrons assistance through the book-a-librarian program, walk-in assistance, and scheduled days for Digital drop-in. Staff members are also going out into the community to support and promote the resources at Community Centers. Jorck asked which Community Centers were being used and Munn told him that currently, we are working with Lincoln Central Neighborhood, Anderson Community Center and Foundation for Youth.

Whitted asked about the significant increase in Hoopla and whether it could be attributed to increased outreach programs. Munn responded that in addition to the outreach, making the titles visible in the library's catalog was a big factor. Wieneke asked if the orange access cards gave kids access to these resources and Munn told her they did. Wieneke and Frazier discussed how to better promote those cards at the Junior and Senior high school levels.

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 5:10 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President