

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
May 14, 2018  
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:02 p.m. by President Whitted.

Present: Monta Frazier, Gary Gron, Vern Jorck, Brenda Tallent, Billie Whitted, Angie Wieneke and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Mike Mclver, attorney; Linda Iwamuro, BCLA treasurer.

Absent: None

Approval of Minutes

The minutes of the April 16, 2018 Board meeting were reviewed. Gron moved and Wilkerson seconded approval of the April 16, 2018 Board minutes. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 16736 through 16822 in the amount of \$230,350.35 were reviewed. Hatton made note of the following claims: Claim 16768 to Carrier is for air conditioning service and repair. Gron asked if this was through Carrier direct or through a third party service. Hatton answered that it is through Carrier directly as part of a long-term service agreement. Claim 16781 to Sue Breeding is for Domain name and hosting for the Historic Columbus website. Claim 16782 to Capira is for the Library mobile app. Mclver asked about the claim for service on the Bookmobile and whether it was related to the service performed last month. Hatton responded that this service was performed on the inverter and was not the generator again. Jorck moved and Tallent seconded approval to pay Claims 16736 through 16822 in the amount of \$230,350.35. Motion carried unanimously.

Action Items

A. Circulation Policy. Hatton distributed copies of the proposed Circulation Policy. Major changes included the elimination of fines, changing checkout limits, and reducing the time before an item is set to lost from 45 days to 21 days. He advised the Board that there would still be fines for lost and damaged items. Mclver shared that the New Albany-Floyd County Library recently eliminated overdue fees. Mclver asked when the policy would go into effect. Hatton responded that the target date is June 15 due to necessary changes in the software. Gron asked about lost or damaged items and replacement costs. Hatton said that due to the library binding and processing, the cost of most items is higher than a vendor such as Amazon can offer. Hatton indicated that there would be "soft launch" before June 15. Staff will be explaining the new policy to patrons and there will also be a press release to notify the community at large of the changes. Hatton also told the Board that he and staff are aware that

some patrons feel compelled to donate when they have held a book too long and that such donations will be accepted. After further discussion, Whitted called for a Motion to accept the Circulation Policy as presented. Wieneke moved and Wilkerson seconded to approve the Circulation Policy. Motion carried unanimously.

B. Waiver of outstanding fines and old debt. Hatton advised that there are debts for fines and fees in the system that are uncollectable. Most are attached to dormant accounts that cannot be purged due to said debts. Some debts were incurred more than 20 years ago, but were not addressed when we changed software. Hatton distributed a handout regarding the old debts and how they were accrued, whether it was overdue fees or lost/damaged items. The total amount of unpaid debt is approximately \$912,000 with approximately \$675,000 being uncollectable. Hatton was asked if this debt was recorded as Accounts Receivable. He advised it is not and does not appear in the General Ledger. Frazier asked if waiving these amounts would require revising the budget for the library. Hatton answered that for the 2018 budget, the income expected from fines and fees was reduced. The library has collected approximately \$17,000 in fines and fees so far in 2018. He explained that the income is generated by all fines and fees including lost and damaged items, which will continue to be collected, and overdue fines, which will be eliminated. Whitted asked whether we would continue to use a collection agency for the lost and damaged fees. Hatton answered that we will continue to evaluate that service. Whitted asked for a Motion to waive and clear the accounts of unpaid bills and uncollectable debts from patron accounts for the year 2010 and any date prior to 2010 as well as all overdue and processing fees from 2011-present. Gron moved and Jorck seconded to approve said Motion. Motion carried unanimously.

C. Memorandum of Understanding (MOU) regarding Literacy Task Force. Hatton presented information regarding the partnership between the library and the Literacy Task Force. A copy of the proposed MOU was distributed to Board members. Through this partnership, BCPL will assume the duties of the Book Express that had previously been operated by the Literacy Task Force. Hatton explained that the Book Express is a vehicle that goes to areas in the community to distribute free books and to provide on-site programming and/or craft projects. In these areas, the population is generally transient and the library suffers financial loss when books or other items are checked out and the residents move before the materials can be collected. The Literacy Task Force intends to give the vehicle to BCPL to continue this program. Questions have arisen about whether or not the Literacy Task Force is a legal entity, how the vehicle is currently titled, licensed and insured, and who actually has the legal right to sign it over to the library. The MOU addresses the matter that if title is transferred to the library and the Literacy Task Force ceases to exist, the library has no further obligation to the Task Force.

Hatton explained that Valerie Baute, Bookmobile Manager, will also manage the Book Express duties. Jorck asked what the cost to the library would be. Hatton answered that a part-time employee will be hired, with primary duty being to drive the Book Express. During the time that the Book Express is not out, that staff member would be performing duties in the library. Tallent asked about maintenance on the vehicle. Hatton told her that currently, maintenance is performed on the vehicle in-house at BCSC and they would continue that maintenance as well as supplying gas for the vehicle. Gron asked about the name currently on the title. Hatton responded that we do not have a copy of the title, but Karen Garrity indicated it was titled in the name of The Literacy Task Force.

Jorck asked where the funds for the books and supplies for the Book Express come from. Hatton responded that those funds come from donations. Also, some funding came from BCSC when Karen Garrity was on staff there. Whitted noted that it says “classroom on wheels” in the language about the program. She asked if there would be a certified teacher on board. Hatton said we would not be requiring a certified teacher be on board. McIver suggested changing the language to outreach as opposed to classroom. Whitted asked if there would be any reporting required for the Express for any grants. Hatton said that no grants currently exist. Gron asked for specs on the vehicle. Hatton indicated that the vehicle is a 2008 box truck, but had no further information beyond that. McIver asked if the vehicle would be used for any purpose other than Book Express. Hatton responded that it would not be used for anything else. Whitted and Gron both expressed concerns about the title; to be sure there were no stipulations on disposal of the vehicle and to be sure the title was clear of liens or obligations before any possible transfer.

Frazier asked where the Express would be parked. Hatton responded that with our growing fleet of vehicles, it would most likely be parked in the parking lot as the garage is full. Frazier expressed concern over there being only one person on the Express when it goes out, both for the safety of the BCPL employee as well as any potential issues with children being inside the vehicle. Hatton explained that we are hiring one part-time employee whose main duties would be the Book Express during the warmer months when it would go out into the community, and during the rest of the year that employee would have duties inside the library or on the Bookmobile. A second person would be on the Express with that employee and that would be a BCPL staff member as available or through a system of volunteers from a partner entity. Whitted summarized the concerns the Board has about going forward with the MOU. After further discussion, the Board decided to table any action until there was more information. McIver will update the MOU to reflect suggested edits. Hatton said that he would contact Karen Garrity for more information on the vehicle and the title and see if there are any current photos of the vehicle. He said he would give Garrity the opportunity to come to the next Board meeting to help clarify the situation and answer any further questions.

### Reports

A. Summer Reading. Eck reported that Summer Reading is starting soon. The theme for this year is “Libraries Rock!” The 2018 program runs from May 21 to July 27. There will be opening celebrations at both Main and Hope Branch. Main - June 4, 5:30pm – 7:00 pm and Hope - June 5, 5:30 pm – 7:00 pm. Activities will include face painting, henna painting, a bounce house, rock painting and musical performances. Approximately 500 people attended the 2017 opening celebration. There will be challenge and bingo cards available for patrons and staff and volunteers will be on hand to explain the cards. Prizes for completing the cards include Little Caesar coupons, toys, and books, both new and gently used. Grand Prizes include a Record Player, a Bicycle, Baseball tickets, Kings Island tickets and an overnight stay at the Story Inn.

### Public Comment – 10 minutes

Linda Iwomura attended the meeting. She told the Board that she is the incoming treasurer of the Bartholomew County Library Associates (BCLA) and that she has worked with

the Literacy task Force in the past. She will be able to use that past experience and the model discussed at this meeting moving forward on behalf of BCLA.

New Business

No new business.

Adjournment

There being no other business to come before the board, the meeting adjourned at 5:05 p.m.

Attested:

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Gary Gron, Secretary

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Billie Whitted, President