

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
February 11, 2019
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:00 p.m. by President Whitted.

Present: Monta Frazier, Gary Gron, Vern Jorck, and Billie Whitted. Library staff: Jason Hatton, Director; Michelle Williams, Business Services Coordinator; Nick Eddy, attorney.

Absent: Brenda Tallent, Angie Wieneke, and Mike Wilkerson

Approval of Minutes

The minutes of the January 14, 2019 Board of Finance Meeting and January 14, 2019 board meeting were reviewed. Gron moved and Jorck seconded approval of the January 14, 2019 Board of Finance minutes and January 14, 2019 board meeting minutes as presented. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 40 through 115 in the amount of \$320,177.40 were reviewed. Hatton made note of the following claims: Claim 47 is for a new light fixture in the Children's area at Main. Claim 72 to HK Auto is for tire repair on the Bookmobile. Claim 83 is to Niche Academy on online service for both staff and patron use. Claim 88 to RB Digital is for the Zinio platform and content, which is our e-magazine service. Frazier asked if there were statistics available for use of our online and e-services and Hatton answered that there are and that he would go into more detail when we discuss the 2018 statistics. Jorck moved and Frazier seconded approval to pay Claims 40 through 115 in the amount of \$320,177.40. Motion carried unanimously.

Action Items

A. End of 2018 Transfers Amendment. Hatton explained that one transfer was missing in the resolution approved at the January 14, 2019 Board Meeting. Hatton reviewed the Amendment to the Resolution to transfer funds from Other Operating Supplies to Personal Services for \$2.51. Gron moved and Frazier seconded approval of the Amended Resolution to Transfer totaling \$7,594.22 as presented. Resolution was approved unanimously.

B. Cancellation of Outstanding Warrants. We are required to cancel any warrants that are outstanding after two years. The money is to be added back into the fund from which the checks were written. A Resolution was presented listing warrant 14372 totaling \$1.93 for cancellation February 11, 2019. Frazier moved and Jorck seconded approval of the Resolution to cancel the outstanding warrant as listed. Resolution was approved unanimously.

Reports

A. 2018 Statistics. Hatton provided a handout with 2018 statistics including a comparison with data from previous years. He noted the trend in declining circulation of physical materials as more people are using e-readers, etc. for downloadable materials. He discussed some reasons for the shifting trends. The removal of fees in June 2018 and renewal procedures were contributing factors. He explained some of the trends were not a surprise. Circulation among adult cardholders lean towards physical materials versus ematerials while teen circulation in the opposite. Stats also show that teen circulation was up over all formats. Children's circulation was as expected. Gron asked about the BCPL teen definition, which is 13 – 18 years of age. Hatton explained that the overall decrease in circulation could be attributed to new policies regarding renewals and how they are counted. Whitted asked about addressing the "tween" segment of cardholders, patrons from age 8-12. Hatton answered that we are determining what goes into that age group, and that it has been very much a focus of staff.

Hatton pointed out that the number of patron visits have increased by 9%. Jorck asked if this was a continuing pattern from 2017. Hatton answered that the numbers for 2017 and 2018 are solid numbers. The counts from 2016 were questionable due to a different door counting system in place at that time.

Hatton said he was surprised at the increase in the count on desktop computer use. He also stated that early learner computer use has skyrocketed.

Hatton noted that we have also had a big jump in outside programming. Gron asked about the economic impact of increased programs and attendance. Hatton answered that our first obligation is to meet Standards requirements and that the financial impact is secondary.

Whitted asked about the demographics of the people attending our programs. Hatton responded that the majority of attendees are Senior Citizens. Children's programs are always well-attended as well. Frazier asked how far in advance we plan programs. Hatton answered that generally at least a month in advance, to allow time to gather materials, if needed and to promote the programs in the monthly guide. He added that we would like to get to the point of having programs planned quarterly as opposed to monthly.

Public Comment – 10 minutes

None.

New Business

Hatton reported on legislative news. There is currently a bill that would require libraries to go through binding review process with the council for budget. Possible consequences would include making the Library Board elected officials and caps being placed on cash reserves. There is a hearing scheduled for February 14, 2019 and he will report back with status.

Hatton advised the Board that we will be renaming the Bookmobile and Book Express department to the Outreach Services department. Sandy Allman will be switching from Reference Librarian to Outreach Librarian. There's no net change, we'll just be shifting some pieces to best serve patrons. Whitted asked about the status of the Book Express. Hatton said he would be meeting with Karen Garrity soon for further conversation about the Express and would report back after that meeting.

Hatton reminded the Board of the next scheduled meeting on March 11, 2019 at 4:00 pm.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:47 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President