

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
January 14, 2019
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 Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Lindsey Bailey, reference Supervisor ; Mike McIver, attorney.

Absent: Angie Wieneke

Approval of Minutes

The minutes of the December 10, 2018 Executive Session and the December 10, 2018 board meeting were reviewed. Gron moved and Tallent seconded approval of the December 10, 2018 Executive Session minutes and the December 10, 2018 board meeting minutes as presented. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 17497 through 17564 and Claims 1 through 39 in the amount of \$1,017,995.58 were reviewed. Hatton explained the claim numbers indicate the change in accounting software. He made note of the following claims: Claim 17509 repays the \$700,000.00 temporary loan from LIRF to the Operating fund. Claim 17532 to Forster Electric is for lighting changes at Hope Branch and in the Children's area at Main. Claim 2 is for the ValueLine database. Claim 18 is for FireSticks for the TVs at Main and at Hope. Claim 23 to Kenny Glass is to repair the glass door in the Teen area, which was damaged by vandals. Claim 39 to Zeller Insurance is for renewal of our main policy. Wilkerson moved and Jorck seconded approval to pay Claims 17497 through 17564 and Claims 1 through 39 in the amount of \$1,017,995.58. 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. Jorck moved and Wilkerson seconded approval of the Treasurer's Bond as presented. Motion carried unanimously.

Action Items

A. 2019 – 2023 Strategic Plan. Hatton advised that this new Strategic Plan is very similar to the recent plan. The State requires that we have a 3 – 5 year plan. There was discussion about technology and changes in technology driving many areas. Hatton said that the library sees that in our circulation trends and in the comparison between e-materials and physical materials. We try to anticipate patron needs and demands and try to find the correct

balance. Whitted asked whether the Board felt that the number of years was sufficient. All agreed that a five-year plan was appropriate. Gron moved and Frazier seconded to approve the 2019 – 2023 Strategic Plan as presented. Motion carried unanimously.

B. End of 2018 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 \$266,557.91 was reviewed. Wilkerson moved and Tallent seconded approval of the Motion to Transfer Funds totaling \$266,557.91 within major categories. Motion carried unanimously. Hatton reviewed the Resolution to transfer funds from Capital Outlays to Personal Services totaling \$7,591.71. Jorck moved and Wilkerson seconded approval of the Resolution to Transfer totaling \$7,591.71 as presented. Resolution was approved unanimously.

E. Appointment of Board of Finance 2019. Whitted agreed to serve as President, and Frazier, Gron, Jorck, Tallent, and Wilkerson volunteered to serve as Members at Large to the Board of Finance. Board agreed unanimously to members of the Board of Finance 2019.

Reports

A. Children's Librarian Lindsey Bailey. Bailey gave a presentation on changes and innovations in the Children's department at the library. She talked about changes in the space, collection, and programs offered. There are several new interactive elements and dramatic play centers. She shared photos of new areas and staff outreach presentations. She discussed making the entryway to more welcoming, including an ever-changing interactive station as well as new bulletin and message boards.

Bailey reported that their focus is on ways to engage and immerse kids in programs. She discussed new ways they are building the collection in Children's, including, physical items, electronic devices, and ematerials. Staff members are talking to patrons about what they would like to have available. We have added bi-lingual kits and more early reader kits. The playaways and launch pads have been so popular, they don't stay on the shelves. We are also offering more for parents, such as special collections, parent resources, and items to meet home schooling needs. She also talked about on increased focus on family emphasis. New seating options and arrangements have been established. New game cabinets have been added and stocked with a variety of board games to encourage family interaction.

Bailey reported that in 2018, there were 568 in-library programs that drew over 7,000 attendees. There were also 278 outreach programs that reached 12,492 people. She mentioned staff members Jodi Prather, Kelly Kennedy, Becca McNair and Kate Grafelman who present various programs in-library and out in the public, including story-times, STEM and STEAM programs. One of the challenges is to find programs for such a wide variety of ages and abilities. We offer story-times for newborns through toddlers. We have added Pre-school STEAM programs which have been very popular. We have added additional programs to engage the "Tweens", ages 8-12, who sometimes fall into the crack between "kids" and "teens". Some tween programs are Word Nerds, Improv, Cursive Club and Coder Dojo.

We are also strengthening our partnership with BCSC, particularly CSA Lincoln. Because of their close proximity, they are able to visit the library and check out materials monthly. Every single student at CSA Lincoln has a youth access library card.

Bailey said that going forward, we will continue to evaluate our programs, our collection, and our physical space to best meet the needs of our patrons.

- Create a specific tween area
- Consider shelving alternatives to best utilize our space and best promote materials
- Community Read initiatives

Public Comment – 10 minutes

None.

New Business

Eck reported that BCPL was awarded a grant to send four staff members, Eck, Dakota Hall, Sandy Allman, and Kelly Kennedy, to the Harwood Public Innovators Lab to be held in Indianapolis in March. They will be a part of a contingent of 50 library staff people from 15 different libraries around the state who were chosen to receive this scholarship to attend.

Adjournment

There being no other business to come before the board, the meeting adjourned at 5:01 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President