

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
May 13, 2019
Board Meeting 4:00 – 5:00 pm

Call to Order

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

Present: Monta Frazier, Gary Gron, Vern Jorck, Brenda Tallent, Billie Whitted, Angie Weineke, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Valerie Baute, Bookmobile Manager, Sandy Allman, Outreach Librarian; Mike McIver, attorney.

Absent: None

Approval of Minutes

The minutes of the April 8, 2019 Board meeting were reviewed. Jorck noted the omission of his last name in one paragraph. Motion to approve minutes as amended. Gron moved and Wilkerson seconded approval of the April 8, 2019 Board meeting minutes as amended. Motion carried unanimously.

Financial Report and Approval of Claims

A. 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. Frazier asked when we expect to receive the distribution. Hatton replied that we should receive it by the end of June. A Resolution to Establish a Temporary Loan from LIRF in the amount of \$300,000.00 to the Operating Fund was reviewed. Wilkerson moved and Tallent seconded approval of the Resolution to Establish a Temporary Loan from LIRF to Operating Fund for \$300,000.00. Resolution carried unanimously.

B. Claims 277 through 364 in the amount of \$648,874.80 were reviewed. Hatton made note of the following claims: Claim 310 to Communico for implementation and subscription for website, app, room reservation, and events scheduling. Claim 318 to Frank's Tree Service for stump grinding after trees were removed at the Visitors Center. Claim 320 to HK Auto/Truck Service was for repairs/service on the Bookmobile, the Book Express and the truck. Claim 325 to Johnson-Witkemper for fine arts insurance. Claim 363 is for the temporary loan. Claim 364 to Hypertec for Adobe Creative Cloud licenses. Jorck moved and Weineke seconded approval to pay Claims 277 through 364 in the amount of \$648,874.80. Motion carried unanimously.

Action Items

None.

Reports

A. Bookmobile, Book Express and Outreach – Valerie Baute and Sandy Allman. Baute gave an overview of the Bookmobile's activities throughout the county. She mentioned a gift from a patron, which allowed them to add some interactive features and puppets to the bookmobile to engage children when they visit. She discussed the fact that they are able to develop good relationships with the patrons who use the bookmobile services. They get to know their patrons very well. Because of that, they are able to select books that meet specific needs and to individualize selections for their various regular stops. She mentioned that in addition to Four Seasons being a regular stop, there is also an off-site collection there. She reported that while circulation statistics for the bookmobile are steady, the number of home-bound patrons we serve is growing.

Allman said that she has transitioned from the Reference Department to the Outreach and Book Express Department. She reported that since April 11, the Book Express has made 12 stops at eight locations. She has also attended three events with the Book Express – Senior Project Opportunity Day, which has already resulted in one confirmed Project, Earth Day at the Recycling Center, and the Literacy Festival. On the stops, we have interacted with over 450 people and distributed more than 600 books. During the three events, there were an additional 200+ people and over 100 books were distributed. She discussed how much the kids appreciated the books that they can keep. To replenish the books that are given away, Allman reported that First Financial is sponsoring a book drive, some items are holdovers from last year, and there have been two Senior Project Book Drives. There are more events planned for June and July, including partnering with Parks & Rec for their Race to Play program and every Monday with Colleen Ferry-Sullivan, the Tooth Ferry. The Book Express will also be at the Bartholomew County 4-H fair in July. Allman said that we are looking for partnerships with outside groups as well.

Hatton added that the Book Express is a nice complement to the Bookmobile in that we are able to get the right book for the right person. Both programs enhance family engagement with the Library. Baute added that the Bookmobile has been providing such services for 60 years, since the program was initiated by Cleo Rogers in 1959.

Whitted asked about safety on the Bookmobile and Book Express. Baute responded that no one ever goes alone on either vehicle, and that there have not been any issues thus far. She added that there is no money kept on either vehicle. Frazier asked if there was internet access on the vehicles. Baute replied that there is Wi-Fi and there are laptops for staff use. Frazier asked how the Book Express is running. Hatton answered that after some repairs, it is currently running. We are evaluating what our future needs may be and how best to address them.

Public Comment – 10 minutes

Jorck asked about the satellite collection at FFY. Eck responded that Allman maintains the collection once every month. She checks for lost or damaged books. She also talked about our Junior Librarian program, in which participants are trained in how to care for the collection in areas such as collection maintenance, shelf reading, etc. Hatton said that we take advice from the staff at FFY regarding specific items for that collection to best suit the needs and wants of their clients. Frazier asked if the items stay at FFY permanently. Eck responded that

the items in that collection are not cataloged with the circulating collection; they are designated solely for FFY in-house use only. She added that sometimes items do “walk out” of the FFY building, and those are replaced as needed.

New Business

Hatton reported on the Summer Reading Club. We are working with The Republic to prepare our June/July Activities program. The Republic has sold advertising for the program and they will be printing and distributing the programs. They will print and deliver 5000 copies to the library for us to distribute also. Jorck asked who prepared the programs. Hatton said that Staff member Kaelyn Staley does most of the design work with support from several other staff members for content, proofreading, etc. Frazier asked about the costs involved. Hatton said that we normally print our programs in-house, so the cost is based on our contract copy charges.

Hatton mentioned a minor issue with Sirsi-Dynix, our integrated library system for circulation. There is no immediate concern and we have addressed cyber security and passwords security. He also said that we are documenting all steps taken to insure data security.

Whitted asked about the timeline for Exhibit Columbus. Hatton answered that it would be sometime in August. He added that Gron is currently reviewing the MOU.

Hatton reminded the Board of the next scheduled meeting on June 10 at 4:00 pm.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:52 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President