

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
February 12, 2018
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:01 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; Christina Kelley, Young Adult Librarian; Mike McIver, attorney.

Absent: Angie Wieneke

Approval of Minutes

The minutes of the January 22, 2018 Board of Finance meeting and the January 22, 2018 Board meeting were reviewed. Gron moved and Wilkerson seconded approval of the January 22, 2018 Board of Finance minutes, and Tallent moved and Jorck seconded approval of the January 22, 2018 Board minutes. Motions carried unanimously.

Financial Report and Approval of Claims

A. Claims 16475 through 16542 in the amount of \$1,002,931.54 were reviewed. Hatton made note of the following claims: Claim 16475 is for a temporary loan to the Operating fund in the amount of \$800,000.00 from LIRF. Claim 16514 is for the ValueLine database. Claim 16515 is for new servers and server racks. Claim 16542 is for the Consumer Reports database. Gron moved and Wilkerson seconded approval to pay Claims 16475 through 16542 in the amount of \$1,002,931.54. Motion carried unanimously.

Action Items

A. By-laws Ratification. Hatton advised that we are required to re-affirm our by-laws every three years. The suggestion was made to change the language in Article 2, Section 3 from “such travel” to “such expenses” to broaden the options covered in that section. All agreed that was reasonable. McIver advised that our by-laws are based on the template from the State Library. The by-laws were further reviewed and discussed. Tallent moved and Wilkerson seconded to ratify the by-laws as amended. Motion carried unanimously.

Reports

A. Teen Services. Young Adult Librarian Christina Kelley gave a presentation on the programs and services now being offered by the library. She discussed outreach programs at the detention center including Readers Advisory and DIY projects. She has been able to replicate many programs held in the library at the detention center. She commented on one resident who, after being released from the Detention Center, came to the library with family

because of that outreach program. She talked about programs at Main and Hope for teens and tweens. She discussed some of the difficulties for kids getting to the Main library and the Hope branch, particularly early teens and tweens because of transportation, but those issues are being discussed to try to find solutions. She talked about the addition of three part-time employees in teen services, which has enabled her to offer 5 – 20 teen programs per month, a substantial increase. She mentioned teen game night, manga and anime programs, and teen café. Two staff members, Deb Gaff and Dakota Hall will be attending an all-expenses paid coding conference and training in Chicago. Jorck asked Kelley to explain manga, which she said is a Japanese-style book that is read from back to front and is very popular among teens and young adults.

Kelley discussed the Teen Advisory Board (TAB), which she initiated in 2013. Teens volunteer to attend TAB meetings to discuss suggestions for books, programs, etc. She noted the increased interest in teen movie night after the addition of free popcorn, with attendance rising from 5 to over 20. She also talked about upcoming programs including a series of events around International food tasting. The first meal will be from China, hosted by a member of TAB and that member's family. Gron asked for additional information about her outreach at the Detention Center and whether there were any other outside locations planned for outreach. She said Kelly Kennedy is currently in discussion about providing services at the Behavioral Health Center.

B. 2017 Statistics. Hatton provided a handout with 2017 statistics including a comparison with data from four previous years. He said these were good numbers for us, with overall increases across the board and a positive impact for the year. He noted the continuing trend in declining circulation of physical materials and the increasing circulation of downloadable materials. He said there was a decent increase in internal programs and a very significant increase in outside programs.

The decrease in reference transactions is explained by people's increase use of home computers and search engines. Instead of calling the library, they use Google. He also noted the decrease in desktop computer usage and the corresponding increase in WiFi usage. He felt this trend would continue as more and more people use their own devices throughout the library as opposed to being tied to a desktop computer.

McIver mentioned the door counter change in early 2016. Hatton said there was still some question about the 2015 numbers, but was confident of the 2016/2017 numbers due to that change. Whitted asked if the trends shown in the statistics were likely to continue. Hatton said yes, and that future planning at the library is centered on those trends. Jorck asked how the visits numbers were compiled and was told that a unique number was counted 1 time per month. Hatton said for instance, it could conceivably count his number every time he received a notification on his phone, but those numbers would then be falsely inflated, so the 1 time per month gave the best picture..

Whitted asked if there were any surprises in the statistics. Hatton mentioned the increase in circulation of non-fiction downloadables, especially in juvenile non-fiction. He said that was due in large to concentrated efforts to build that specific collection by Jodi Prather and Kelly Kennedy. He also attributed some of that increase to the growing outreach efforts by our staff in area schools. He said technology continues to effect the trends, with physical CDs and

DVDs on the decrease and downloadables on the increase. The outlier on that trend was periodicals, which saw the opposite with no real explanation.

Whitted asked how the trends will affect how we use our resources for continued outreach. Hatton responded that we are still considering some internal reassignment; who is at the desk; who is out in the community; whether we need to reallocate some of those resources. He commented that our vehicle situation is tight, not yet critical, but definitely needs to be considered. McIver asked about the budget and whether additional funds had been allocated to downloadables due to the current trends. Hatton stated that the Collections Committee looks at all of the numbers when they consider recommendations. Obviously, downloadables are really important to a growing segment of patrons, but should those additional funds come from physical books. We have to be sensitive to patrons' concerns about a lack of books. Hatton further discussed the difference in value for varying types of materials. Physical books are durable and the life expectancy is good. Some downloadables are restricted on the number of times they can circulate before we have to purchase a new copy, and the initial cost of downloadable items is still so high, it can be cost prohibitive.

Public Comment – 10 minutes

None.

New Business

The dates for the March and April meetings was discussed. The 2 weeks of spring break interfere with our regular 2nd Monday of the month schedule. For both March 12 and March 19, at least 3 Board members indicated they would be unavailable. Hatton advised that by moving the meeting up, some financial information might be incomplete due to not receiving statements from the banks. All agreed to moving the meeting forward to March 5, with the understanding that not all financial statements would be available. Hatton also asked that the April date be discussed. All agreed to move the April meeting back to April 16.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:55 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President