

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
June 11, 2018
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, Brenda Tallent, Billie Whitted, and Angie Wieneke.
Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Mike McIver, attorney.

Absent: Vern Jorck and Mike Wilkerson

Approval of Minutes

The minutes of the May 14, 2018 Board meeting were reviewed. Gron moved and Tallent seconded approval of the May 14, 2018 Board minutes. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 16823 through 16917 in the amount of \$274,722.79 were reviewed. Hatton made note of the following claims: Claim 16852 to Brooke Hawkins for work on the 301 Washington project. Gron asked if the library owns the copyright for the designs and Hatton told him we did. Claim 16874 to Interactive Sciences is for WOWbrary, a resource for new items. Claim 16899 to N2N is for 10 new computers. McIver asked about the number of computers and Tallent asked about the life expectancy of the computers. Hatton replied that this purchase is part of a replacement schedule for all computers in the library. Claim 16902 to Vertical Landscaping is for snow removal which occurred in February. Wieneke moved and Tallent seconded approval to pay Claims 16823 through 16917 in the amount of \$274,722.79. Motion carried unanimously. Hatton reminded the Board that we would be repaying our \$800,000.00 loan to LIRF before the end of the month. We do not have a Spring Property Tax distribution date, but we will have our funds by June 30. He advised that our cash position is good and we would most likely not be requesting a new loan in July.

Action Items

A. Memorandum of Understanding (MOU) regarding Literacy Task Force. Karen Garrity appeared on behalf of Literacy Task Force. By agreement, BCPL will be responsible for paying one staff member to drive the Book Express and the Task Force will be responsible for maintenance and gasoline. McIver advised he made the changes to the MOU as discussed at the May 14 Board Meeting. He reiterated that if BCPL discontinues the program, the program and the Book Express are to be returned to BCSC. Gron asked how the Book Express is titled. Garrity responded that it is titled to BCSC. Whitted asked about the condition of the vehicle. Hatton responded that it did need some sprucing up to make it more inviting, including a good cleaning and updated signage on the exterior to make it more visually appealing and to show the collaboration with BCPL. Whitted asked for a Motion to approve the MOU between BCPL

and Bartholomew County Literacy Task Force. Gron moved and Wieneke seconded to approve said MOU. Motion carried unanimously. Hatton said that interviews are being scheduled to fill the Book Express position. The target is to have it ready to take to the Bartholomew County 4H Fair.

Reports

A. Technical Services Department (TSD). Denise Wirrig, Department Head explained the responsibilities of TSD. There are five full-time employees in the department, and they represent 133 years of experience. Selectors decide what items they want for the BCPL collection; TSD is responsible for how we get it. After items are purchased and checked in, TSD catalogs everything. eServices are automatic, but TSD is responsible for every physical item we receive. Most libraries average 5-10 days to have an item processed. BCPL has an average of 2.5 days. Wirrig walked through the features on the BCPL search page. She discussed one of the newest features, the Accelerated Reader (AR) search. She demonstrated the slider/range option to help patrons find books at the desired reading level.

Wirrig also discussed the procedure for de-selecting and discarding or weeding items from our collection. We discard approximately 1000 items per month. Frazier asked how we decide what items to discard. Wirrig answered that several factors are considered, including age of the item, condition, content and circulation. Hatton used cookbooks as an example. They are some of the biggest movers and it can be difficult to decide what to discard. In that case, condition of the item is the biggest factor. Frazier asked how we did our weeding. Hatton answered that it is needs based. We have shifted Nonfiction materials to make more room for the Teen department. We are more systematic in our approach now and more intentional so that we get through the various areas consistently. Whitted asked what happens to items that are withdrawn and whether some of them were used as prizes for library programs. Wirrig answered that some are. Hatton added that when they are withdrawn, items become the property of the Library Associates. Some items then go into the ongoing book sale. Frazier asked if Book Bucks could be used to purchase these items, and Hatton said they could. He also added that some of the withdrawn items could go to the Book Express. Wirrig said some of the items could also go to the satellite collections.

Hatton commended Wirrig and the TSD staff on their efficiency. He stated that processing items and getting them to the shelves this quickly is not standard among libraries. McIver asked about the resources used for cataloging. Wirrig said they use WorldCat and the Library of Congress. Gron asked about the use of the Dewey decimal system. Hatton said that some libraries are using what is called the “bookstore model”. BCPL’s preference is to continue using the Dewey decimal system, with the addition of graphics to assist, but not replace, Dewey.

Public Comment – 10 minutes

None.

New Business

No new business.

Adjournment

Hatton reminded the Board that the July meeting would be on July 16 at 4:00 pm. He also advised that the October meeting would be moved to October 15 due to BCSC fall break and the BCPL staff In-service.

There being no other business to come before the board, the meeting adjourned at 4:33 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President