

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
February 10, 2020
Board Meeting 4:00 – 5:00 pm

Call to Order

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

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, Children's Librarian; Mike McIver, attorney.

Absent: Angie Wieneke

Approval of Minutes

The minutes of the January 13, 2020 Board of Finance Meeting and January 13, 2020 board meeting were reviewed. Tallent moved and Whitted seconded approval of the January 13, 2020 Board of Finance minutes and Wilkerson moved and Whitted seconded approval of the January 13, 2020 board meeting minutes as presented. Both motions carried unanimously.

Financial Report and Approval of Claims

A. Claims 69 through 144 in the amount of \$350,549.82 were reviewed. Hatton made note of the following claims: Claim 87 to Brose Partington is for installation of the Frida Bench on the Plaza. Claim 96 to Findaway is for Playaways and LaunchPads. Claim 98 to Graham Plumbing was for services to a water meter. Claim 106 to Louis Joyner is for consulting fees. Claim 121 to Staublin is for the door access system at Hope Branch. Claims 129 and 130 are for new databases through Scholastic and Recorded Books. Claim 134 to Experience Technology is for the projector in the Red Room. Hatton reported that there are still upgrades to be done in the Red Room and there is an anonymous donor who has promised funds for the entire project as well as a pledge of matching funds from the Friends of BCPL. Frazier asked about expenses for programming and asked about funds from the Friends group for those programs. Hatton responded that we have shared costs for programs with the Friends so that we were able to expand our programming, which will be covered in more detail when he reviews the 2019 statistics. Jorck moved and Tallent seconded approval to pay Claims 69 through 144 in the amount of \$350,549.82. Motion carried 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 operating fund. No Resolution is required, but we are required to present a list of said checks. A list was presented showing warrant 14823 in the sum of \$25.74 and warrant 15239 in the sum of \$5.99, totaling \$31.73 for cancellation as of February 10, 2020.

Action Items

None.

Reports

A. 2019 Statistics. Hatton provided a handout with 2019 statistics including a comparison with data from previous years. He said these statistics will be used for the 2019 Annual Report. He noted that Childrens programs, in particular, were up; nearly doubling from 1782 to 2294. Gron asked how this compared to other libraries, and Hatton answered that we really won't know until all libraries have submitted their 2019 reports and those results are posted. Jorck asked is we were serving more children or serving the same children at more programs. Bailey responded that more than just additional programs, we are offering more diverse programming so we are seeing different kids.

Hatton pointed out an increase of 22% of actual attendees for programs. Jorck asked about the difference between inside and outside programming. Hatton answered that we bring outside speakers/presenters into the library for programs, but outside programs refers to our staff presenting something away from the library. He noted that attendance is split evenly between inside and outside programs.

Hatton specifically noted a decline in reference contacts while meeting room usage was up. He reported excellent feedback on changes in the Children's Area making it more welcoming. Bailey said that after the changes, usage in the area has risen substantially. Hatton added that the investment into the improvements has been paying off. Hatton explained that some of the changes in the circulation numbers can be attributed to the recent auto-renewal function and by offering items in multiple formats; books, eBooks, Playaways, audiobooks and downloadables. Whitted asked what a Playaway is. Hatton described it as an electronic device dedicated to a single book. They are a good option, as CD players become more scarce, making it difficult for patrons to use CD audiobooks.

Hatton noted that Non-fiction circulation is up, which Eck noted can be traced back to the Collections Committee members' efforts to provide more such items.

Hatton remarked that some numbers, particularly DVDs for instance, can be skewed by the auto-renewal function. He added that DVD downloadables are down; our source for those, Hoopla, doesn't always have good content. Music downloadable numbers are significantly reduced. We stopped using the music source Freegal due to its cost and Hoopla is nowhere near the same content and options.

Hatton reported that our financial situation is very healthy. We were able to end the year without needing to borrow from LIRF, making LIRF usable for its purpose to improve the Library. He noted that we are the 16th largest system in the State. Gron expressed that is it a very positive report. Whitted asked if there had been any further efforts to pursue additional branches. Hatton responded that there has been nothing recently. He said he felt that our increased outreach programs have addressed some of those requests. We have established Satellite collections in some outside locations meaning we can provide some services without the overhead of another BCPL site.

B. Lindsey Bailey, Childrens Librarian. Bailey said that their big goal has been to make the Childrens space more welcoming and that they have made great progress. She said the improvements have been staff directed – procedures, programs and services, determining what does and does not work. She noted several specific points of concern - computers with lower usage, picture books not being browsed, and tweens with no dedicated space. She and members of her staff talked to patrons and parents to get feedback. The early learning computers were moved to child-sized desks and usage increased significantly. Regarding the picture books, it was difficult to browse them as they were shelved. Patrons were looking for specific genres, e.g. dinosaurs, Disney, pirates, etc. The picture books have now been

reorganized by topic. Over 6000 books were processed and Bailey said that the Technical Services Dept. (TSD) was a huge part of the success of the process. She said the change has been well received with positive feedback expressed. She said there has been a Tween space established, with the hours from 2 pm – 6 pm dedicated solely to tweens; a time when they don't have to share the space with adults or toddlers.

Bailey reported that we have added ADA accessible desks at the computer station and made improvements to the various play areas. Overall, the entire space is more appealing. She also mentioned that the new storytime kits are displayed on a slatwall in the area. She reminded the Board that she would be conducting a tour of the Childrens area after the meeting, but most likely they wouldn't see the kits because they are usually all checked out. The Board thanked her for her report and said they looked forward to seeing the space.

Public Comment – 10 minutes

None.

New Business

Gron said he was happy to see good press for the library in The Republic recently. Hatton agreed and reported that we are always working to improve our relationships with the media for positive outcomes.

Hatton reminded the Board of the next scheduled meeting on March 9, 2020 at 4:00 pm.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:11 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President