

## **Minutes of the Lebanon Library Board of Trustees**

**Tuesday, September 27, 2011**

The Lebanon Public Library Board of Trustees Meeting was called to order by Vice President, Barby Strange at 4:15 p.m., on Tuesday, September 27th, 2011.

The Vice-President immediately opened the public hearing on the 2012 budget. Glenna Lenox was present from the Lebanon Public Library Staff to explain the essential portions of the upcoming year's budget. Special attention was noted that Glenna was successful in presenting an argument to the Department of Local Government Finance about a significant error that she had noticed in the proposed budget previously approved by that office. Glenna and Tony Robbins, our accountant, had additional discussion with the DLGF Representative, who later uncovered an error on their part, and agreed with the viewpoint of Glenna and Tony. An amount was restored to the budget that was indeed significant. That item was re-incorporated into the budget that was reviewed for public hearing, this date.

After the remarks of Glenna, Barby Strange called for comments from those of the members of the public that were present. (Note: No individuals were present other than members of the Library Staff and Board). No one chose to make any comments about the budget, and the budget hearing was closed at approximately 4:24 p.m. upon motion by Barb Sears, and second by Dick Milam, both regular sitting members of the Lebanon Public Library Board.

The regular monthly meeting of the Lebanon Public Library Board of Trustees was convened immediately thereafter under the directions of Vice President Barby Strange. She asked that David Truitt, Board Attorney, and acting Secretary, make note of the members that were present, and those that were absent, for purposes of roll call. Present for today's meeting were Barby Strange, Karen Richards, Barb Sears, and Dick Milam, regular Board Members. In addition, Glenna Lennox, Library Staff; Kay Martin, Executive Director; and David Truitt, Board Attorney, were present.

Regular Board Members absent today included President, Jane Myers, who was away for vacation, Emmadell Sturgis, and Linda Jones, who was also away for vacation.

Several members of the staff were present to present information and concerns to the Board over business operation changes implemented by the Board at last months meeting, after an extensive ongoing study for the past several months.

Vice President Strange opened the floor for the staff members to make presentations and speak. As an introductory measure, the members of staff introduced themselves as follows: Anna Goben, Connie Bruder, Marie Brown, Jim Brown, and Jocelyn Lewis. Each member introduced themselves and their

particular service position within the Library. The Board also introduced themselves to staff, in case they were unaware of names. Those wishing to make information available to the Board were provided with the opportunity. A statement was presented to the Board, dated September 27th, 2011, with the names of all those present wishing to appear at the Board Meeting. A second handout was provided, as well, indicating wage and earnings rates for librarians, dated in May of 2010. Copies were made available to pass around to all the Board Members. The materials were distributed, as the members of staff left the meeting room. Prior to their departure, the Board explained their rationale in making their decisions, due to the ongoing challenges of the State and County Budgets.

One other representative from Staff, Yvonne Welty, Adult Services Librarian, also appeared. She was present to express a different viewpoint than the other staff members.

Once everyone had an opportunity to speak, the staff members retired from the room to return to their positions, and the Board resumed the business at hand for the monthly meeting.

### **SECRETARY'S REPORT**

Minutes from the August, 2011 meeting were deferred to the October Meeting, as they had mistakenly not been placed into the Board's packet for consideration at the September meeting.

### **TREASURER'S REPORT**

Treasurer, Karen Richards, indicated that State Audit Report had been received and reviewed by her, along with Tony Robins, our Accountant. The Library's Report was found to be error and omission-free. Financially, the Library is following the current budget as reviewed with the Board on the enclosed Financial Tool Report.

### **CLAIMS**

Claims were presented to the Board and reviewed. These included Claim Numbers 14559 through 14754. Member, Barb Sears, moved for approval of the claims, and member, Dick Milam, seconded the motion for approval of the claims. All present voted in favor of the motion on the floor.

### **ACTION ITEMS**

The Board next discussed and read by title, the Lebanon Public Library Yearbook Borrowing Policy. All yearbooks are now under lock and key, in a cabinet. The policy is required to maintain proper use of these valuable sources of information. First reading of this policy was approved by the Board of Directors.

Kay Martin reported that letters have gone out for renewals to all of the township trustees that are under contract services with the Lebanon Library District. This program was heavily favored by the patrons that utilize the service through their township trustees, and it is expected that this program will continue with each of those trustees who previously signed contracts. In particular, very positive feedback was received from Charles Warburton, Trustee in Clinton Township, former Worth Township Trustee, Rob Guest, and newly serving Worth Township Trustee, Clinton Bohn. Kay related that President Myers will help with answers to questions that Trustee Bohn has, as soon as she returns from vacation. All of the trustees that are participating, and their patrons within each individual township are helping build advocates for the Lebanon Public Library in their respective townships.

### **DIRECTOR'S REPORT**

Kay Martin and Glenna Lenox both appeared before the Boone County Council, as part of the annual Budget Approval and Review Process. Glenna made the presentation to the Council as to the Library's plan that is being used to implement budgetary cuts and revisions. Members of the County Council did commend both Kay and Glenna for taking actions that they felt needed to be done, in advance of some of the recommendations made by the Council to other office holders and agencies in the Budget Review and Adoption Process for the coming fiscal year.

Kay gave a brief report on the successful implementation of serving areas of Boone County that are classed as "un-served territory". This has been a very successful program over the past year, with much effort and work from the Director, and staff, and the individual trustees that have signed up for the program made available in the past year or so. Kay also indicated that they were receiving more day care traffic in the library, which perhaps is an indication that the economy is starting to pick up, and that there may be overall improvement starting in the economy.

Kay next related the efforts of the local Farmer's Market to generate more interest and participation. Kay has actively pursued working with the group, and a suggestion has been made to perhaps relocate the Farmer's Market back to one of its former locations in the Washington Street area in front of the Library. Some of its momentum was curtailed due to the recent transfer of the former Executive Director. Kay is going to make contact with the manager of the local Pizza King, to make sure that allowances are made to assure access to that business in the event the market is relocated to the block of Washington Street, between Meridian and East Street. In the past, Pizza King has been successful selling lunch to many of the vendors.

The next topic from Kay was that of SAMS. This is an acronym for Small and Medium Sized Library's Association, and Kay recently attended a conference for this organization, which Kay also helped start. Kay was a professor during the conference, and helped assist with several class sessions.

## **NEW BUSINESS**

There was no new business brought to the Board.

## **OLD BUSINSS**

The Library Business Plan appeared on the agenda. That had actually been discussed at the commencement of the meeting today, when staff was present.

Under the topic of Boone County Learning Network, Kay advised the Board that Audra Poe, former Executive Director had resigned her position, and there was yet to be a replacement named to take her place.

Under the dedication of stained glass windows, Kay advised the Board of two separate dedication ceremonies. One person had been unable to make the proceedings on Saturday, when originally scheduled, so a special Friday dedication was arranged by Kay to accommodate them. This way, all parties who had contributed toward the donation, construction and installation of the beautiful new windows were able to attend and obtain a true appreciation of this donation to the Library. Several additional patrons were able to attend on Saturday, and cake was available to distribute as part of the celebration. There was also the presence of the "Lego Man", and his display, as part of the "Back to the Fifties" celebration in downtown Lebanon.

## **EVALUATIONS**

Kay indicated that the job descriptions had all been updated, and reviewed with all parties concerned on staff. All of these turned out very well.

## **ADJOURNMENT**

There being no further business to come before the Board, Karen Richards moved to adjourn, and Barb Sears seconded the motion. Unanimous vote to adjourn was then made.

The next General Board Meeting is scheduled for Tuesday, October 25th, 2011, commencing at 4:15 p.m.

Respectfully submitted,

David Truitt, acting Secretary