

MINUTES OF THE LEBANON PUBLIC LIBRARY BOARD
OCTOBER 28, 2008

Vice President Linda Jones called the meeting to order. Members attending were Linda Jones, David Koehler, Karen Richards, and Marsha Truitt. Emmadell Sturgis, Sharon Wood, and Jane Myers were unable to attend. Also attending were Dan Sulkoske, Kramer Inc., David Truitt, Library Attorney, and Kay Martin, Director.

The Mission Statement was read in unison. The 2009 Budget had been presented at the September meeting. David Koehler made the motion and Marsha Truitt gave the second to adopt the 2009 Budget.

The Treasurer's report was shared. David Koehler said that we are doing great. Glenna Lenox was able to get an advance on the property taxes. David also shared information using the Planning Tool. The claims were shared. Marsha Truitt made the motion and Karen Richards gave the second to pay claims 9188-9405.

The Secretary's report was shared. Karen Richards made the motion and David Koehler gave the second to approve the minutes.

Dan Sulkoske shared that the top floor is close to completion. The Library will have the occupancy permit a week from Friday (November 7). He said that they tried to reuse the lights from B. J. Goodwin, but that they may not be able to be used. He is ordering the partition for the new meeting room. It should be in by the November meeting.

Sarah Bourg, the Young Adult Librarian, shared about her department and programs. She has been sponsoring a "Passport to the World" program. They meet the third Thursday of the month and discuss facts, food, and crafts of the country. So far, there have been over 103 participants and most of them are repeats. She is adding videos about the countries to her collection.

Under Action Items, Health Insurance for 2009 was up for renewal. The insurance for staff members is down 10% for next year. It is the same plan and same coverage. Karen Richards made the motion and David Koehler gave the second to adopt the Renewal of 2009 Health Insurance.

LEU's (Library Education Units) were given to staff members for attending the training on the day's we were closed in the preparation for going live with Evergreen. Kay Martin gave an update on Evergreen and talked about how well the staff handled all the opening day problems of the new system. In preparation for Evergreen all the weeding and relabeling was finished. Jim Corridan, Assistant to the State Librarian, Michael Peters, the IT person from the State Library and a gentleman from Equinox were here on October 13, the day we went live with Evergreen. They were very complimentary to our staff on how well they handled the "go live" and the patrons that came in that day. The first week on the Indiana Evergreen system the intra-library loan sent through Pillow

Express was 80 books. We will need to go to two days of pick up by Pillow Express because the number of intra-library loans is increasing every week.

Lebanon Public Library will send email reminders three days before an item is due and the day the item is due. The Board has agreed to joining the Unique Collection Agency which will send two notices, and a third notice which will bill the patrons for the items they have not returned or for unpaid fines. David Koehler made the motion and Karen Richards gave the second to utilize "Unique", the collection agency.

Plaques for Ruth Lucas and Beth Crawford have been hung on the main floor of the Library and Beth's plaque was paid for by her children.

The next Board meeting will be November 25, 2008 at 4:00 p.m. David Koehler made the motion and Marsha Truitt gave the second to adjourn. Following the meeting, Board members toured the upper floor.

Marsha Truitt, Secretary

Sharon Wood, President