

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
December 13, 2021
Board Meeting 4:30 – 5:30 pm

Call to Order

By order and permission of the Governor, the meeting was held by virtual attendance (Zoom). President Gron called the meeting to order at 4:23 p.m.

Members Present by Zoom: Monta Frazier, Gary Gron, Vern Jorck, Stephen Shipley, Billie Whitted, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams. Mike McIver, Attorney.

Absent: Laura Hack

Approval of Minutes

The minutes of the November 8, 2021 board meeting were reviewed. Wilkerson noted that Hack's name was missing from the Members Present list. Wilkerson moved and Shipley seconded approval of the November 8, 2021 board meeting minutes as amended. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 778 through 845 in the amount of \$494,312.88 were reviewed. Hatton made note of the following claims: Claim 800 to Arphax is for the HistoryGeo database. Claim 806 is for our appropriated transfer of \$50,000.00 to LIRF. Claims 835 and 836 to Repp & Mundt for brickwork and Red Room renovations. Claim 845 to Zeller Insurance for our annual policy renewals. Jorck moved and Wilkerson seconded approval to pay Claims 778 through 845 in the amount of \$494,312.88. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Approval of 2022 Salary Classifications and Pay Schedule. Hatton said that the State Board of Accounts (SBOA) asks that the Library Board approve Classification and Pay Schedules. The proposed classifications and schedule have been provided to the Board. Jorck moved and Wilkerson seconded approval to accept the 2022 Salary Classifications and Pay schedule as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. Approval of Library Director Salary for 2022. Gron summarized the results of Hatton's performance evaluation as discussed during the Executive Session. He stated that the comments were glowing. He said that the Board appreciated the direction of the Library through the Pandemic and financial upheaval of 2021. Frazier added that the

reviews were outstanding and weighed heavily on the merits for the compensation decision. Gron advised that Hatton's annual salary for 2022 would be set at \$98,000.00. Hatton thanked the Board for their review and expressed gratitude for the honor of serving the library and directing a great staff. Gron said that based on his perspective from the corporate arena, Hatton's concern for staff members was refreshing and much appreciated. Frazier moved and Shipley seconded approval of the Resolution to set the Directors salary as presented. The Board was polled and all answered Aye. Motion carried unanimously.

C. Report of Nominating Committee for 2022 Board Officers. The 2022 slate of officer nominations are as follows: Gron – President, Frazier – Vice President, Whitted – Secretary, and Shipley – Treasurer. No other nominations were made from the floor. Wilkerson moved and Jorck seconded that the slate of officers be approved as presented. The Board was polled and all answered Aye. Motion carried unanimously.

D. Setting 2022 Library Board Meeting Dates. The State Library requires us to set dates for the coming year's Library Board meetings and include these in our Minutes. Hatton said the meetings are normally on the 2nd Monday of each month, but could be altered. He proposed the following dates for the 2022 Library Board meetings: January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 15, September 12, October 10, November 14, and December 12. Hatton presented the Board with a list of dates with a brief overview of reports or actions. He also noted that he was recommending the June meeting be held at the Hope Branch, depending on whether the Board was meeting live or virtual. He also asked the Board for input on the potential for conflicts for the March and October meeting dates due to BCSC breaks. Frazier said that both of those dates are in conflict with the BCSC schedule. Hatton suggested moving both meetings back one week to March 21 and October 17 respectively. Frazier moved and Shipley seconded to schedule the 2022 board meetings as amended. The Board was polled and all answered Aye. Motion carried unanimously.

E. Approval for joining Indiana Digital Library Overdrive Consortium. Hatton reviewed details of joining the Consortium. He said that he and the Collection Committee agree that they see no downside to joining the consortium. He said that titles can be shared among consortium members, while BCPL patrons would still have "first dibs" access to titles we select. He added that currently we pay \$12,000 per year for the Overdrive platform. If we join the consortium, the State Library would pay that fee. Whitted asked if this was a one-year contract. Hatton said the agreement is for two years, then auto renew after. He added that if we opt out, we would retain our titles. Whitted asked if we have to give notice to opt out and Hatton replied that we would have to give 90 days' notice. Frazier moved and Jorck seconded approval to join the consortium. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Staff Accomplishments. Eck noted highlights to the prepared document of accomplishments previously provided to the Board. She said she and Hatton agreed

that staff had been amazing in adjusting to changing circumstances and meeting the needs of our patrons. She made note of specific departments:

- ASD – hosting book clubs, preparing craft kits instructional videos, curbside service and in-person interactions with patrons. Fabulous job.
- CSD – transitioned to outdoor programming with tremendous attendance, story times averaged 75 attendees with a peak of 96. Amazing
- CIAA – provided access to over 2400 digital assets. Incredible
- Hope – bigger role in collection development, re-cataloging children’s collection
- Maintenance/Facilities – helping to coordinate the brick repairs and the Red Room/Conference Room renovations
- Marketing & Community Relations – new library card design, permanent signage for the Book Sale area, huge growth in Facebook and Constant Contact for Newsletter subscription
- Outreach – Book Express made 152 stops, partnered with BCSC food services, assisted in requirements for the new Book Express
- Reference – added notary service, new programming model
- TSD - assisted in the expansion of new types of circulating materials, cataloged ukuleles, Ozobots, video games
- Teen Services – continued offering Teen Book Boxes, attended and participated in clubs such as Anime Club and the Pride Committee
- Admin & Business Office – keeping us in great financial standing, assisting in overseeing and implementing projects and raises, institution of the Well-being Wall

Jorck asked when we were expecting delivery of the new Book Express. Hatton answered probably in the fall due to delays in getting materials, etc. Frazier thanked Eck for putting together the list and commented on the day-to-day requirements along with the higher-level activities. She especially noted the addition of the Well-being wall. She asked if there was access to a Staff Directory so that the Board could put faces to the names in the accomplishment list. Eck responded that we would look into how to make that accessible on a limited basis.

Public Comment – 10 minutes

None. There was discussion about guidelines for public comments regarding time allowance, etc. Hatton said he would put it on the January agenda for further discussion.

New Business

Whitted, noting increasing costs and inflation, asked what's down the road for the library financially regarding wages, etc. Hatton said he appreciated keeping this in mind and that there were no guarantees as we are dependent on taxes.

Hatton reminded the Board that the next meeting is scheduled for January 10. He said that we would most likely still be virtual.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:17 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President