

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
August 15, 2022  
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:01 p.m. by Vice President Frazier.

Present on site: Monta Frazier, Laura Hack, Stephen Shipley, Billie Whitted, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator. Mike McIver, Attorney.

Present via Zoom: Gary Gron, Vern Jorck

Absent: None

Approval of Minutes

The minutes of the July 11, 2022 meeting were reviewed. Wilkerson moved and Shipley seconded approval of the July 11, 2022 meeting as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 474 through 556 in the amount of \$380,277.98 were reviewed. Hatton made note of the following claims: Claim 497 for ABCMouse database. Claim 528 to Margaret Sullivan Studios. He reminded the Board that a portion of the total due is funded by a grant from Heritage Fund. Whitted asked if she would be meeting with the Board and Hatton said that she would. Claim 547 to Tom Pickett for ukuleles for our Library of Things. Claim 548 for the Tutor.com database. Hack moved and Jorck seconded approval to pay Claims 474 through 556 in the amount of \$380,277.98. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Approval of Non-Resident Card Fee. Hatton advised that each year we must review our non-resident card fee, adopt an amount that is equal to or more than our operating expenditure per capita for Bartholomew County residents, and report this to the Indiana State Library. Hatton explained that the library is required by standards to offer this card, however, there are better options due to the reciprocal borrowing agreements among the majority of public library districts in the state and the availability of the Public Library Access Card (PLAC), so there is little to no interest in this card. He reported that the expenditures per capita is \$52.47 during 2021, down from \$52.94 in 2020. He suggested keeping the cost at \$55.00. Whitted moved and Wilkerson seconded that we keep a fee of \$55.00 for a Non-Resident card. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. 2022 Budget. Hatton discussed the 2022 budget. He reported that the Maximum Levy Growth is set at 5% for 2023. He provided a breakdown of the various accounts to the Board. He discussed the three funds. The Operating fund is our day-to-day expenses, including salaries, supplies, books, furniture, equipment, etc. The Library Improvement Reserve Funds (LIRF) is only for Capital expenses. The Rainy Day fund can be used for any kind of expense. He advised, specifically in the Operating Fund, that a priority is salaries and personal services. Whitted asked if there enough funds for future projects. Hatton responded that those expenses can also come out of Operating funds. He said our biggest project coming up is carpet at Main and at Hope. He presented more detail in graphs and handouts. He said our biggest cost is our people through salaries, insurance, PERF and FICA. He used information from the county, the city and the school corporation as comparison of positions elsewhere in the county. Based on the library income and high inflation, he is recommending a 5% cost of living adjustment. He also is recommending adjusting some individual salaries to be more in line with their position's salary range. This will be calculated using their years of service and translating that to a specific percentage of the range of their position.

Hack asked about the health insurance fund. Hatton said that we are self-insured. He said he, Eck and Williams are scheduled for a renewal meeting and we will adjust that amount as needed. Whitted asked what salary increases the county and the city are asking for. Hatton and McIver both indicated that they did not have that information. Hatton said the supplies and services funds were about the same as the 2022 budget, with the exception of fuel and freight. Couriers are passing along their increased fuel costs. He said we use Info Express for deliveries to libraries within the state and UPS for out-of-state deliveries. He said we significantly raised the amount for collection spending last year, so this year's funding will be similar to 2022. We joined the eBook consortium this year and that has saved a substantial amount on our collection development.

Hatton said that of our total budget, the percentage for personal services that includes salaries, insurance and PERF is 65.4% in the 2023 budget. He said that past year numbers have been very similar. Hack asked about the salary adjustments made last year and how they relate to the proposed 2023 numbers. She suggested that that those changes were Phase 1, and this is just Phase 2. Hatton agreed with that assessment, adding that these changes are fine-tuning those earlier adjustments.

Hatton reminded the Board about the budget process – the August meeting is for the Board to review the proposed budget. The September meeting will be the public hearing, and the October meeting will be for adoption. He asked for feedback on the proposed budget by the end of August. He asked for input on what they liked or what they had concerns about. The total budget amounts won't change, but we can change specific line items. Hatton said he feels this budget strikes a good balance between providing services to the public while still being responsible to the staff. Hack asked if he would provide a random, anonymous sample of four employees showing their salary before and after the proposed changes. Hatton said that was a great suggestion and said he would provide that information. Jorck asked if the total funds we receive would change if we didn't increase salaries. Hatton answered that the overall numbers would remain the same and those funds would simply need to be allocated to another line item. Jorck asked that based on the halfway point of the year, do we expect to have a surplus. Hatton answered that we should as we have every single year that he has been Director.

Public Comment – 10 minutes

Several members of the community attended the meeting to express their thoughts and opinions regarding materials available at the library, both in support and opposition. They expressed their opinions on materials, programs, the appearance of departments within the library, and activity outside the library. McIver reminded those wishing to speak that this time is for comment only, not questions or debate. Those making a comment were thanked for their input and reminded that we do listen to their concerns and evaluate their feedback.

New Business

A. At the conclusion of the comments, in reference to a concern about the agenda, Hatton said that the agenda is set by the Director and the Board President. He also stated again, that if there is a specific item causing concern, there are forms available for reconsideration of an item. He also described the process the library has set for a response. Hack asked how many reconsideration forms we have received in the last months. Hatton responded we have received none. Shipley asked if the Board has ever been involved in the selection of items for the BCPL collection. Hatton answered that they have not as this is a task conducted by professional Librarians. Shipley asked for a future forum where opinions from the public could be shared and members of the Board could more freely interact. Whitted asked if there was parent advisory committee. She further asked that there be an agenda item to discuss establishing one. Hack asked if Hatton felt the Library had responded to previous concerns. Hatton said we tried to respond to every concern raised. Dakota Hall, Teen Programming Librarian, came to the May Board meeting to discuss the Teen Collection. We also moved the Zine collection. Hatton also stated that he met for coffee with a member of the public that had raised concerns and invited every other person to discuss concerns with him as well. He said he also provides that information to the Board as it occurs. Whitted asked if we had the reconsideration forms available. Hatton answered that he brought several with him and that they are available from any BCPL staff person. Hack asked if they were available online. Hatton said they would be made available online going forward. He also said he would meet with Gron and McIver to work on having a structure for a public forum.

B. Hatton said that the Friends group has made Library merchandise available for sale. There is a link on the BCPL website for a limited time.

C. Hatton said the Bookmobile will be getting wrapped with the library logo. A temporary patch has been in place, but this will be a permanent wrap.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:37 p.m.

Attested:

---

Billie Whitted, Secretary

---

Monta Frazier, Vice-President