

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
September 12, 2022  
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 on site: Monta Frazier, Gary Gron, Laura Hack, Stephen Shipley, and Billie Whitted.  
Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams,  
Business Services Coordinator. Mike McIver, Attorney.

Present via Zoom: Vern Jorck

Absent: Mike Wilkerson

Approval of Minutes

The minutes of the August 15, 2022 meeting were reviewed. Shipley moved and Hack seconded approval of the August 15, 2022 meeting as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 557 through 630 in the amount of \$400,010.09 were reviewed. Hatton made note of the following claims: Claim 578 to Cengage for Gale Courses database. Claim 606 for NuWave Legal Documents database. Claim 613 to Repp & Mundt out of LIRF for repairs to the north sidewalk. Claim 618 to Stratosphere for access points. Hack moved and Shipley seconded approval to pay Claims 557 through 630 in the amount of \$400,010.09. The Board was polled and all answered Aye. Motion carried unanimously.

Strategic Plan Update

A. Margaret Sullivan via Zoom. Sullivan appeared via Zoom and shared information with the Board about her company Margaret Sullivan Studio of New York – a national design and strategy firm. She explained the purpose of their services is to give a framework and preliminary steps in strategic planning. She said we are currently in the first phase where we will develop strategies such as how we can be most relevant, facing daily challenges that are heightened, and addressing barriers to access. She addressed points such as vision, values, and mission. She said the next steps include interviews individually with Board members and a value survey. Gron asked what the catalyst was for doing this. Hatton answered that we last looked at long-range planning in 2015 and have not refreshed the plan since. He noted that we have future opportunities to consider. He summarized by saying this plan allows us to consider what we need to be and what the community wants us to be.

Action Items

A. Public Hearing on the 2023 Operating, Library Improvement Reserve Fund and Rainy Day Budgets. Hatton presented information on our revenue, tax cap credits, and the Max levy Growth of 5%. He noted that inflation is high, but this budget allows us to grow. In answer to questions posed at the last meeting, Hatton reported that the City is asking for 6% for civilian employees and 7.9% for officers, as well as some longevity pay. The county had asked for 5%, but the County Council initially approved only 3.5%. He said he is asking for 5% across the board, with adjustments for some managers and supervisors within the established salary ranges using longevity as a guide. He said this would affect 19 out of 65 employees with a median increase of 10%. Regarding other Personal Services funds, he said we had a good renewal meeting with Dunn & Associates. Supplies funding remains the same. In Services funding, there is an increase in Professional development. There were decreases in eBooks, databases, books, and periodicals. We made large increases last year as well as the savings from having joined the Overdrive consortium for eBooks. He did make an increase in repairs. He said the percentage of funding for Personal services is approximately 65%, which is normal and very similar to recent years.

Whitted noted that the county is going with 3.5% raises. She also noted that the quote we had for flooring was in April and, due to inflation, suspected the cost had gone up tremendously. She expressed concern for sufficient funding for building upkeep. Hatton responded that our cash position is still very good. We are always in the black at the end of the year. He said Louis Joyner would be talking about flooring later in this meeting. He said his plan is to encumber funds from 2022 budget to pay towards the full flooring costs. There was further discussion about raises. Jorck spoke in favor of 5% raises. Board members offered their opinions on raises. Gron said that 5% is the consensus among the members. Hatton reminded the Board that adoption of the 2021 budget is set for the October Board Meeting.

B. State Library Consortium. Hatton advised that being a member of the State Library Consortium allows us to take advantage of the assistance of ADTEC in filing the proper paperwork for ERATE reimbursement for internet access. As a member, we commit to Education Networks of America and we receive discounts for internet services. He reminded the Board that we have to reaffirm our membership in the consortium annually. Whitted moved and Frazier seconded to approve membership with the State Library Consortium. The Board was polled and all answered Aye. Motion carried unanimously.

C. Flooring Project – Louis Joyner. Joyner gave a presentation on flooring replacement. He noted that the use of the building has changed over time. The requirements for any flooring are that it must be maintainable, durable, and cost appropriate for quality. He also noted that we must consider the acoustic impact and the overall aesthetic of the library. He displayed samples of the materials chosen for various areas in the library, including porcelain tile, carpet in the stacks and reading areas, and premium vinyl tile for other areas. He said that the stairs would be redone in terrazzo for long-lasting durability.

Joyner said that installation will have an invasive aspect as desks, shelves, etc. will all be moved. He endorsed a Construction Manager model that can function as the General Contractor for the project. He said the schedule can be fluid with plans to be under contract by the end of the year. Hatton said that we are allowed to encumber funds as long as we are under contract. Joyner said that the timeline for getting materials is 3 – 4 months. Hatton

added that moving all of the stacks as well as all other furniture would require a great deal of coordination. Gron asked if flooring could be cut around the stacks. Hatton answered that is not ideal. We have done that in the past. By moving everything, there is a solid base, no patches as we currently have. Frazier asked about the sound on the tiles. Joyner said the small joints will help, but the brick and concrete construction do reflect sound. He described the library as a “lively” environment. They are considering different solution for sound absorption such as panels or ceiling inserts. Hatton said we are trying to strike a balance. Frazier agreed with the plan for a Construction Manager. Whitted asked about movable shelving in some areas. Joyner said that could be a part of the strategic plan. Hatton agreed that movable pieces would be nice and that flexibility is key.

### Reports

A. Director’s Report. Hatton reported on the establishment of the staff Teen Materials Subcommittee. He said they have setup a three phase process; 1) investigate best practices; 2) analyze the information gleaned; and 3) institute the findings at BCPL.

Hatton further reported that:

1. Together with our Friends’ group, we held a successful fundraiser through the sale of t-shirts and sweatshirts.
2. We are collaborating with First Christian Church for a Community Street Festival.
3. Regarding the current state of North Christian Church. BCPL is in possession of drawings and documents from the church for archival preservation. Archivist Tricia Gilson will evaluate the items going forward.
4. The results of the 2020 census has defined a new service area for us. Our served population will increase by 7.5% to 82,111.
5. We will be closed at both Main and Hope Branch on October 6 for staff in-service.
6. He met with Dave Hayward, City Engineer, about our parking lot. Hatton suggested some items to him regarding current spaces available and ownership of those spaces, redesignating some spaces and some off-site spaces. He is scheduled to appear before the city’s parking commission on September 15.

### Public Comment – 10 minutes

Several members of the community attended the meeting to express their thoughts and opinions in support of the materials available at the library. They expressed their opinions on materials, programs, the appearance of departments within the library, activity outside the library, and opinions on the staff raises question. McIver reminded those wishing to speak that this time is for comment only, not questions or debate. There was a sign-in sheet available prior to the start of the meeting and all who signed up were given their time to comment as they chose. 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. Hatton reminded the Board members of the date of the October 17 Board meeting and that we must have a quorum to adopt the budget.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:57 p.m.

Attested:

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Billie Whitted, Secretary

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Gary Gron, President