

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
January 16, 2023  
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:03 p.m. by President Gron.

Present on site: Gary Gron, Laura Hack, Vern Jorck, 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: None

Absent: Monta Frazier, Mike Wilkerson

Approval of Minutes

The minutes of the December 12, 2022 Regular Meeting and Executive Session were reviewed. Whitted moved and Shipley seconded approval of the December 12, 2022 Executive Session minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously. Jorck moved and Shipley seconded approval of the December 12, 2022 regular Board meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 858 through 876 in the amount of \$336,880.47 and Claims 1 through 47 in the amount of \$216,217.91 for a total of \$553,098.38 were reviewed. Hatton made note of the following claims: Claim 873 to MSS for strategic planning sessions. Claim 876 to Zeller Insurance for policy renewals. Claim 13 to Bridgeall for Collection HQ. Claim 19 to Ebsco for Consumer Reports database. Claim 35 to Repp & Mundt for sidewalk replacement. Claim 40 to TK Elevator for annual service contract. Whitted moved and Jorck seconded approval to pay Claims 858 through 876 in the amount of \$336,880.47. The Board was polled and all answered Aye. Motion carried unanimously. Shipley moved and Whitted seconded approval to pay Claims 1 through 47 in the amount of \$216,217.91. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Approval of Treasurer's Bond. Hatton advised that the Treasurer's Bond in the amount of \$35,000.00 must be approved by the board each year and filed with the Records office. The bond for 2023 is for Stephen Shipley. Hack moved and Whitted seconded approval of the Treasurer's Bond as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. End of 2022 Transfers. Hatton reminded the Board that it is necessary to eliminate any negative balances in appropriations. Transfers within major budget categories can be made by motion. Transfers between major budget categories must be made through a resolution. The Motion to Transfer Funds within major categories in the amount of \$343,459.94 was reviewed. Jorck moved and Whitted seconded approval of the Motion to Transfer Funds totaling \$343,459.94 within major categories. The Board was polled and all answered Aye. Motion carried unanimously. The Motion to Transfer Funds between major categories in the amount of \$122,795.43 was reviewed. Jorck moved and Shipley seconded approval of the Motion to Transfer Funds totaling \$122,795.43 between major categories. The Board was polled and all answered Aye. Motion carried unanimously.

C. Resolution to Encumber Funds into 2023. Hatton reported that we were able to sign the contracts for the flooring project in 2022 and that there were funds left over from 2022, so we are allowed to encumber those funds over to 2023 to pay those contracts. He asked the Board to approve encumbrances from Operating, Rainy Day and LIRF. Whitted moved and Shipley seconded approval to encumber \$110,000.00 from 2022 Operating to 2023. The Board was polled and all answered Aye. Motion carried unanimously. Jorck moved and Shipley seconded approval to encumber \$150,000.00 from 2022 Rainy Day to 2023. The Board was polled and all answered Aye. Motion carried unanimously. Shipley moved and Jorck seconded approval to encumber \$45,000.00 from 2022 LIRF to 2023. The Board was polled and all answered Aye. Motion carried unanimously.

D. Appointment of Board of Finance 2023. Gron agreed to serve as President, Whitted agreed to serve as Secretary, and Shipley volunteered to serve as Treasurer/Member at Large to the Board of Finance. Whitted moved and Jorck seconded approval to accept the Board of Finance as appointed. The Board was polled and all answered Aye. Motion carried unanimously.

Jorck asked a follow-up question about the funds left over in the Other Services category. Hatton answered that initially, we thought we would be doing the flooring project in 2022, since we weren't able to do so, those funds were available to be encumbered. He also explained that the eBook consortium we joined in 2022 greatly reduced the amount we spent on eBooks, leaving those funds to be encumbered as well.

## Reports

### A. Director's Report.

1. We have received no new material reconsideration requests.
2. The Teen committee sent out the survey on January 9. It is available on social media and we have made paper copies available as well. To date, we have received 489 responses.
3. We have begun the interview process for the open Reference manager position. He reported that there is a great slate of applicants from which to choose.
4. Flooring project update: there is a 14-week lead-time for the carpet. It takes 10 weeks to cast the terrazzo flooring for the stairs, so we are looking at early April for that phase. Dan Perry is working on the schedule that will include 8 phases in total. We are working with a

company to do the moving of the collection and furniture. In the meantime, staff is doing purging and consolidating to prep for the big move. Regarding the abatement of the tiles in the staff area, in an abundance of caution, Hatton said it would be best to be closed for the time it took to remove the tiles. There is other work that might require closing to the public that could possibly be taken care of at the same time.

5. Statistics will be presented at the February meeting. As we try to get back to normal operations, the numbers are increasing towards pre-COVID levels.

Public Comment – 3 minutes per speaker

None.

New Business

A. Hatton reminded the Board members of the date of the February13 Board meeting.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 4:36 p.m.

Attested:

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Laura Hack, Secretary

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Gary Gron, President