

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
September 10, 2018
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:00 p.m. by President Whitted.

Present: Monta Frazier, Gary Gron, Vern Jorck, Brenda Tallent, Billie Whitted, Angie Wieneke, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Mike Mclver, attorney.

Absent: None

Approval of Minutes

The minutes of the August 13, 2018 Board meeting were reviewed. Gron moved and Jorck seconded approval of the August 13, 2018 Board minutes. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 17122 through 17204 in the amount of \$312,957.04 were reviewed. Hatton made note of the following claims: Claim 17168 is for Landscaping at the Hope Branch. Claim 17171 is for door sweeps at the Hope Branch to try to relieve the skink problem. Claim 17174 is for our Genealogy databases. Claim 17187 is for the exterior graphics for the BookExpress. Tallent moved and Wilkerson seconded approval to pay Claims 17122 through 17204 in the amount of \$312,957.04. Motion carried unanimously.

Action Items

A. Public Hearing on the 2019 Operating, Library Improvement Reserve Fund and Rainy Day Budgets. No one from the public was present. Hatton reported on the reasons for increasing the requested amounts for personnel and for Engineering and Consulting. He explained that we are currently in the middle of an appraisal for the Large Arch. The results of that appraisal may increase insurance costs for the Library.

There was discussion about Security officers in the library. Hatton said that we are discussing a new approach to security involving having someone on staff dedicated to safety and security. We have spoken to some interested parties about that position, but no decision has been made. Jorck asked if there was financial assistance from the City or County. Hatton responded that the Library would be responsible for hiring/employing this staff person, and that there is no free service provided. Hatton said that we have had Off-duty Sheriff's Deputies in the Library as security for over 6 years. He reviewed for newer Board members the reasons for engaging the officers. We were going through a period of increasing problems; disruptive patrons and library visitors, fighting, the large number of students coming to the library after school, etc. He added that having the officers on site for security purposes has been very helpful. Gron asked if the officers were armed while in the library. Hatton answered that they are armed. As added benefits, they have immediate access to dispatch and they have arrest powers, unlike a security service, such as Securitas or Nighthawk Security. Wilkerson asked if they were uniformed. Hatton said that they aren't necessarily in their department issued uniforms, but they are identifiable as

Law Enforcement Officers. He said that the officers generally work a 4-hour shift, usually from 3p – 7pm. Frazier asked if Hatton felt that a 4-hour shift is a good time frame and he answered that we are reviewing that as well. Over school breaks, the officers stagger their shifts at the library as we don't experience that influx of students at the end of the school day. Jorck asked if the current security officers are BCPL employees and Hatton responded that they are independent contractors. Wilkerson asked if they patrolled the perimeter of the building and Hatton answered that they patrol both inside and outside the library. Hatton said that the main focus of on-going discussions is to reach a good balance between being welcoming and enforcement of rules for safety and security.

Jorck asked about the overall increase in the budget considering these issues. Hatton responded that we are \$1.00 below the growth quotient of 3.4%.

B. Update to circulation policy. Hatton advised that things are going well after eliminating overdue fines, however, we encountered an unexpected problem due to "lost" items. There have been several instances where a patron has paid for a lost item to expedite checkout, but then returned the item within a few days and requested a refund. This was causing a lot of extra work for staff at the circulation desks and in the business office to process the refunds. Hatton said that staff makes every effort to encourage patrons to look for items to avoid this situation. His recommendation is that we eliminate refunds on lost items that have been paid for. Staff will still renew an item to allow more than ample time for it to be returned. When a patron does pay for the lost item, they will be told by staff that there are no refunds and the receipt they receive will have "No Refunds" stamped on it. Gron moved and Jorck seconded that we update the circulation policy to reflect that there will be no refunds on lost items. Motion carried unanimously.

Reports

A. Employee Health Insurance. Hatton and Williams met with Cathy Dunn of Dunn and Associates and Brian Walsh from Johnson-Witkemper to review Employee Health Insurance. Hatton advised that being self-insured continues to work well for BCPL. SwiftMD usage is increasing. We will be using a new insurer in 2019. Dunn researched and presented 9 different quotes and a quote from Crum & Forster was selected. Hatton told the Board that employee contributions were not increased at all last year, and the increase for this year will be very small. Gron asked if flu shots were subsidized and Hatton told him they are free as part of our preventative measures coverage.

Public Comment – 10 minutes

None.

New Business

Hatton handed out fliers and talked about Steps Through Time this weekend, Sept 14 & 15. Displays and demonstrations with a focus on the history of Columbus and Bartholomew County will be situated throughout the library and on the Plaza.

Hatton reminded the Board that we will be adopting our 2019 budget at the October 15 meeting and that a quorum is critical.

Hatton said that the tour of the library will start following adjournment of the Board Meeting.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:35 p.m.

Attested:

Gary Gron, Secretary

Billie Whitted, President