

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
December 9, 2019  
Board Meeting

Call to Order

The meeting was called to order at 4:25 p.m. by President Billie Whitted.

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

Absent: Angie Wieneke

Approval of Minutes

The minutes of the November 11, 2019 Board meeting were reviewed. Gron moved and Jorck seconded approval of the November 11, 2019 Board meeting minutes as presented. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 896 through 979 in the amount of \$369,767.68 were reviewed. Hatton made note of the following claims: Claim 914 to Arphax is for the HistoryGeo database. Claim 928 to Demco Software is a prorated contract to continue use of Room Reservation and event software until our new software is up and running. Claim 946 to Louis Joyner is for the second phase of architecture and design services for furnishings. Claim 954 to ProQuest is for Microfilm of the newspaper for preservation purposes. Claims 960 and 963 were for services provided during the Cleo celebration events. Claim 968 to Zeller was the big annual payment for Insurance. Frazier moved and Wilkerson seconded approval to pay Claims 896 through 979 in the amount of \$369,767.68. Motion carried unanimously.

Action Items

A. Approval of 2020 Salary Classifications and Pay Schedule. Hatton said that the State Board of Accounts (SBOA) has asked that the Library Board approve Classification and Pay Schedules only, not individual salaries as we have done in the past. The proposed classifications and schedule have been provided to the Board. Hatton said that the Salary Ranges will remain the same as they did for 2019. The proposed 2020 Salary Classifications and Pay Schedule were reviewed and discussed. Jorck asked if any staff members were at the top of their classification range, and Hatton reported that there are currently two. Frazier asked if that meant no raise for them. Hatton reported that he had discussion with both staff members and that they are aware of their circumstance and were agreeable to remaining at their current rate. When preparing the 2019 budget, Hatton included pay increases in the amount of 3% based on approval of the ranges in Salaries and Classifications. Discussion followed. Frazier moved and Tallent seconded to approve the 2020 Salary Classifications and Pay Schedule as presented. Motion carried unanimously.

Whitted thanked Eck for preparing the list of staff accomplishments. Hatton agreed and went on to say that the list was created to show what incredible work the staff does throughout the year. This list is not meant to be an all-inclusive list that tries to document each individual achievement, but rather tries to paint a picture of overall accomplishment. Every single member of staff contributes greatly to the work we do every day. While we all are responsible for different parts, at the end of the day the incredible work we do is attributed to everyone. The front desk staff (the literal public face of the library), the behind the scenes work of TSD, the programmers, business office, collection developers, shelvers, those who create the amazing, creative displays that make this library more warm and inviting, the maintenance staff- EVERY single person is important and we couldn't do it without everyone's participation. Whitted expressed that all of the Board Members were very happy with the staff and impressed with the accomplishments of the year.

B. Approval of Library Director Salary for 2020. Whitted summarized the results of Hatton's performance evaluation as discussed during the Executive Session. She stated that Hatton excelled in all categories evaluated. She stated that the Board was unanimous in their high praise for Hatton's Directorship and the marketing and direction for the Library. She also stressed how pleased the Board is with the appearance of the library, particularly the brickwork around the library. Wilkerson moved and Frazier seconded approval of a 3% increase in annual salary for Hatton for 2020 to \$92,313.00. Motion carried unanimously.

#### Reports

A. Robin Whited. Hatton reported that Robin Whited, past Library Board member recently passed away.

B. Jorck wanted to follow up on the security questions at Hope Branch that were brought up at the November meeting. He stated that his church just installed a panic button that would automatically alert and dispatch police when pushed. He suggested that perhaps that might be wise for Hope. All agreed and Hatton indicated he would move forward with getting one installed.

#### Public Comment – 10 minutes

None.

#### New Business

Hatton reminded the Board that the next meeting is January 13 at 4:00 pm.

#### Adjournment

There being no other business to come before the board, the meeting adjourned at 5:02 pm.

Attested:

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Gary Gron, Secretary

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Billie Whitted, President