

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
August 10, 2020
Board Meeting 4:00 – 5:00 pm

Call to Order

By order and permission of the Governor, the meeting was held by combination of on site and virtual attendance (Zoom). The meeting was called to order at 4:02 p.m. by President Gron.

Present via Zoom: Monta Frazier, Gary Gron, Vern Jorck, Billie Whitted and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator. Mike McIver, Attorney.

Absent: Brenda Tallent and Angie Wieneke

Approval of Minutes

The minutes of the July 13, 2020 board meeting were reviewed. Wilkerson moved and Jorck seconded approval of the July 13, 2020 board meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 523 through 592 in the amount of \$307,581.17 were reviewed. Hatton made note of the following claims: Claim 450 is for funds transfer to TrustIndiana. Claim 561 to ILF for a virtual Conference. Claim 563 to Interactive Services for the database Wowbrary. Whitted asked about Claim 547 to Cornell University. Hatton explained that it is for a 13 week online Human Resources Course for Eck. Whitted moved and Wilkerson seconded approval to pay Claims 523 through 592 in the amount of \$307,581.17. 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. Our current fee is \$50.00. Hatton reported that our per capita rate has increased to \$50.08 for 2021. Hatton explained that the library is required by standards to offer this card, however, 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), there is little to no interest in this card. Hatton suggested raising the cost to \$55.00. Jorck moved and Frazier seconded that we set a fee of \$55.00 for a Non-Resident card. The Board was polled and all answered Aye. Motion carried unanimously.

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 Wilkerson seconded to approve membership with the State Library Consortium. The Board was polled and all answered Aye. Motion carried unanimously.

C. Declaration of Fiscal Body. Hatton reported that one of the provisions passed in SEA 410 last year was that public libraries need to declare their fiscal body in case of the need of a binding review. However, it seems there is still some debate on exactly who our fiscal body should be. Traditionally, it has always been the County Council as we are a countywide entity. Hatton added that as he read the code citation, he was concerned that the way it is written would make the Columbus City Council the body as there are more parcels and more assessed valuation contained within the city limits. McIver said he agreed with that assessment, as the statute is written. Hatton said he was awaiting a clarifying report from the State Library that hopefully would resolve the matter. Hatton said one of his concerns was that if the City Council is our fiscal body, Hope and out-lying areas could be left out of budget considerations. McIver said that the statute includes a provision that the County Council could object, but it would require a lawsuit to pursue the objection. Hatton said that we do have some time as this report is not due until October 1, but we also have to allow time for the fiscal body to affirm they received the declaration. Gron asked for a Motion to Declare the Columbus City Council as our fiscal body, pending further review that could change the declaration to the Bartholomew County Council before the deadline. Jorck moved and Frazier seconded Declaration of the City Council as our fiscal body. The Board was polled and all answered Aye. Motion carried unanimously. Hatton said he would report further information and clarification as he received it.

D. Criminal History Checks. McIver advised the Board of the necessity to have a provision in place by December 31, 2020 regarding criminal history checks for staff. Hatton said we can use the Indiana State Police for such checks, and that we currently use ADP for background checks.

E. Approval of Children's Patio Steps Brickwork. Hatton reported on the status of the Patio steps project. We are having difficulty getting all of the quotes required. McIver said there are some exceptions to the "three quote" requirement – if we have invited quotes from vendors and they do not respond, we could potentially move forward with the quotes we actually receive. Hatton suggested we would hold this discussion over until the September Board meeting to see if we receive other quotes.

Reports

A. 2021 Budget. Hatton discussed the 2021 budget. He made note of the COVID 19 factors that will affect the 2021 budget. He provided a breakdown of the various accounts to the Board. He advised, specifically in the Operating Fund, that he is not asking for increases in salaries and wages. He discussed the factors he took into consideration in calculating potential expenses. COVID response expenses were unexpected this year, however, we have filed for a reimbursement of approximately \$13,000 for purchases already made. He added that we do not expect those costs to go away anytime soon, so those increases were factored into the calculation.

Hatton reported that the advertised public hearing for the budget will be at the September 14 Board Meeting, with the adoption of the budget to be at the October 12 Board Meeting. He also stressed we must have a quorum at both of those meetings.

B. Publicity for the library. Gron said he saw an Orchid in The Republic for the Library. Hatton said that we appreciate those from our patrons. He also mentioned the positive article in the paper by Tom Jekel, stating we had been receiving very good press lately.

C. Staff reorganization. Hatton reported that Librarian Denise Wirrig would be retiring soon. Tyler Munn will be taking over Wirrig's responsibilities as Collection and Discovery Services Coordinator. Robert Mixner will be moving into the Reference Manager's position and we will be hiring a reference librarian to fill Mixner's vacated position. Hatton also reported that Eck has agreed to a modified job description that will shift her to a Human Resources focus from public services management. Whitted asked about the job descriptions. Hatton answered that our goal is for the staff to represent the community as a whole. We are intentional with our job listings to be sure we hire the best-qualified person for the job. Eck added that for the reference position, we listed the job on ALA to widen our search. Gron asked if we would be paying relocation expenses. Hatton responded we haven't in the past, but it may be something we would address in the future. Whitted asked if we posted the opening at Universities, and Hatton said that library science students know to check the ALA job boards.

Public Comment – 10 minutes

None.

New Business

Hatton reported that things seem to be improving regarding security issues. CPD is making more, routine patrols. We did look at some third party security firms, and found them to be expensive. We will continue to monitor the situation going forward.

Whitted mentioned news she had heard regarding an increase in COVID cases, and asked about the Library response to being open more hours with more patrons in the building. Hatton responded that we continue to encourage washing hands and they we are requiring masks inside in accordance with the state mandate. He added that the number of students on site after school has been minimal, way down from pre-COVID numbers. Jorck asked when we would be reopening the conference room for meetings. Hatton said Meeting rooms three and five and the Digital Underground are open now. In-person programming is still limited. We are continuing with Zoom presentations, and we have some outside programming/concerts scheduled. Whitted asked if we have a waiver for the meeting rooms over potential illness. Mclver said there is work being done on liability restriction waiver as part of the stimulus package. Hatton added that current wording exists and we will update our policy to reflect that.

Hatton reminded the Board of the next scheduled meeting on September 14, 2020. We will most likely still be virtual, but he will update the status when a decision is made.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:04 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President