

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
March 8, 2021
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 4:04 p.m. by President Gron.

Present via Zoom: Monta Frazier, Gary Gron, Vern Jorck, Stephen Shipley, Billie Whitted, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Valerie Baute, Outreach Services Manager. Mike Mclver, Attorney. Laura Hack, guest.

Absent: Angie Wieneke

Hatton introduced Dr. Laura Hack as the incoming Board member appointed by the BCSC School Board. He said her appointment is effective April 18, 2021, with her first official meeting as a Board member being the May 10 meeting.

Approval of Minutes

The minutes of the March 8, 2021 board meeting were reviewed. Jorck moved and Wilkerson seconded approval of the March 8, 2021 board meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 100 through 171 in the amount of \$304,818.09 were reviewed. Hatton made note of the following claims: Claim 135 to the Galecia Group is for the Dial-a-story platform. Claim 137 to HK is for service on the Book Express. Claim 170 to Niche Academy is for their database of tutorials for staff and patrons. Frazier asked if the Dial-a-Story was an annual subscription. Hatton answered that it is contracted on a tier system based on number of stories. Frazier asked if they were stories provided by Galecia Group or recorded by staff members. Hatton replied that we record our own stories. Whitted moved and Frazier seconded approval to pay Claims 100 through 171 in the amount of \$304,818.09. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

None.

Reports

A. Outreach Services – Valerie Baute, Manager. Baute reported that Outreach Services, including Bookmobile, Book Express and homebound delivery, has been extremely busy this year. COVID restrictions shaped our pandemic procedures over the last year. On the

Bookmobile and Book Express, we limit visits to one household at a time or one class at a time on our school visits. We encourage social distancing and require masks on all patrons aged eight and older. The vehicle interiors are sanitized between each stop and books are quarantined the same way we do at the library.

Baute reported that the Bookmobile has gained new users in patrons who don't want to come to the library. Our number of homebound patrons also increased. Patrons that used that service were people who were quarantining, or were high-risk individuals or had a new baby in the household. She reported that in December 2020, we had 62 homebound deliveries and in January 2021, there were 18. In addition to the delivery of library items, Outreach team member Sandy Allman provided the "Book-a-librarian" services to homebound patrons at Greentree and Four Seasons for help with electronic devices. Allman also continued to make stops with the Book Express, mostly in lower economic areas. Baute said we had secured grants from the Kiwanis and the Reeves Foundation. She said the focus is on getting books that kids want, not just random books. She said that three High School Seniors did book drives as their senior project, with one student gathering over 3,000 books. Atterbury Job Corps also planned a book drive and specifically asked what we wanted, again, so that we can get the right book to the right kid.

Baute reported on other Outreach projects. We have started a collection of Alzheimer and Dementia Memory kits. We have satellite collections at several locations in town, such as Just Friends, CRH, Horizon House, and Turning Point. Gron asked if we used the van for delivery of these items, and Baute answered that we do use the van for homebound deliveries, or if it is a pre-set spot, we use the Bookmobile or the Book Express. Jorck asked if book donations go directly to the Book Express. Baute answered that some donations are designated by the donor for the Book Express. As an example, one Senior performed 30 hours of service for their Senior Project, specifically for the Book Express. Hatton added that we have an understanding with the Friends group that some items go to the Book Express while some go to the Friends' book sale when Allman secures donations for the Book Express. Baute added that extra items go to the book sale or to the small off-site satellite collections.

B. Child Safety and Protection Policy/Performer Contract. Hatton reported that he took the suggestions made by Board members, and collaborating with the Childrens' and Teen staff, the policy and contract have been edited. He reminded the Board that the library is a mandated reporter of abuse. The policy changes the unsupervised child age from 8 to 10. It also lays out the parent or guardian responsibility, and what we do if a child is still here after our closing time. It addresses the parent or guardian role in choosing materials. Our staff is happy to offer assistance, but it comes down to the parent's decision. Gron asked if we needed training for staff and volunteers that documents BCPL has done its due diligence. Hatton answered that the Department of Child Services has training available. McIver asked if new employees are provided with a copy of the Personnel Manual, and if so, an acknowledgement could be built into that document. Hatton said that all new employees are required to read the Personnel Manual. He added that Eck is looking at ways to make our on-boarding process more robust to address things like that. Whitted said that the specific examples were good to have and she appreciated the efforts. Hatton agree that it does make it clearer.

Hatton addressed the Contract for Performers. He made note of Section B where it makes clear that BCPL has the right terminate the contract up to the date of the program. Gron asked if there was any remedy if something happened during the program. Hatton answered

that language could be added to address that possibility. Jorck asked if there was merchandise sold at the programs and where there any restrictions if so. Hatton responded that generally we do not allow sale of merchandise. There are a few exceptions, such as an author making copies of their works available for sale or if we are partnering with Viewpoint Books, for example. They could sell items related to the program.

Hatton said that fees for programming are sometimes paid by BCPL and sometimes by the Friends group. He suggested using the same basic contract, with language changed to the Friends. He said that BCPL staff process most of the contracts, but having a separate, but mirror one for the Friends assures we're on the same page for behavior expectations. Gron asked if we were ready to take action on the policy and contract. Hatton suggested bringing it back for official action at the April meeting. There is no rush to action as we have not resumed live programming at this time. Gron asked that any specific amendments or suggestions be sent to Hatton prior to the April meeting.

Public Comment – 10 minutes

None.

New Business

Hatton reminded the Board of the next meeting on April 12 and added that a decision on in-person or remote attendance would be addressed closer to the meeting date.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 4:40 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President