

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

Call to Order

The meeting was called to order at 4:02 p.m. by President Gron.

Present on site: Monta Frazier, Gary Gron, Laura Hack, Vern Jorck, Dawn Doup-Pandit, Stephen Shipley, and Mike Wilkerson. Library staff: Jason Hatton, Director; Michelle Williams, Business Services Coordinator; Joe Joyner, HR Generalist; Mike McIver, Attorney.

Present via Zoom: None

Absent: None

Approval of Minutes

The minutes of the September 11, 2023 meeting were reviewed. Jorck moved and Frazier seconded approval of the September 11, 2023 meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 689 through 772 in the amount of \$562,527.29 were reviewed. Hatton made note of the following claims: Claim 730 to Cengage for Gale Courses. Claim 742 to Kenny Glass for replacement of damaged window at Childrens entrance. Claim 746 to Move Creative for Countywide Community App. Claim 753 to Repp & Mundt for flooring project. Claim 764 for Tumble Books database. Claim 767 to Zoobean – software for Summer Reading tracking. Wilkerson moved and Shipley seconded approval to pay Claims 689 through 772 in the amount of \$562,527.29. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Adoption of 2024 Budget. Hatton reviewed the budget as previously presented at the September Board meeting. He discussed the three sections of the budget – Operating, LIRF and Rainy Day. The total budget for 2024 is \$5,482,556.00. He said he had reconsidered some numbers and had adjusted to allow for 4% pay increase for all staff. Gron asked for a Motion to adopt the 2024 budget as presented. Wilkerson moved and Jorck seconded approval of the Motion. The Board was polled and all answered Aye. Motion carried unanimously.

B. 2024 Salary Classification and Pay Schedule. Hatton presented the 2024 Pay Schedule. He said we are continuing with our current semi-monthly pay schedule.

Joe Joyner, our new HR Generalist, reported on the analysis he has done on our wage scales and classifications. He said after an in-depth analysis of our current staffing and wage

scales, it was determined that a new classification is required to represent our growing staff needs. The proposal is for the existing Marketing and Public Relations Manager and the recently added Human Resources Generalist to now fall under the classification of “Operations Staff-certified.” This new classification will require staff to hold “professional certification” or continuing education in their field and is based on the average pay scale of Marketing managers and HR professionals of ten similarly sized libraries in the state of Indiana. Jorck asked why the minimum rate for Facilities was so low. Hatton answered that we don’t normally hire in at that rate, but the minimum has to be set somewhere. He said that in the current Facilities staff, no one is under \$16.00 per hour and the majority were higher than that. Gron asked for a Motion to adopt the 2024 Salary Classification and Pay Schedule as proposed. Hack moved and Doup-Pandit seconded approval of the 2023 Salary Increases as proposed. The motion passed with 6 votes in favor and 1 abstention.

C. Establishing Nominating Committee for 2024. Hatton said that the slate of officers can be voted on at the December Board meeting. Gron asked for volunteers, stating he would volunteer. Wilkerson and Doup-Pandit volunteered to serve on the committee. The Board agreed on the committee as proposed.

## Reports

### A. Director’s Report.

1. Strategic Plan update: Hatton reported that we received a draft of the plan. The BCPL committee has gone over the draft and suggested updates and edits, which have been conveyed to Margaret Sullivan. He said we hope to present the plan at the November meeting, with Margaret Sullivan present. He said we hope to adopt the plan in December. He reminded the Board this would just be adopting the plan, and that implementation would be in subsequent meetings.

2. Staff Day was held on October 6. There was a presentation on conflict resolution as well as team building activities.

3. The Outreach team accepted an award for Community Inclusion.

4. Author Soman Chainani was onsite for a presentation in September. We are also encouraging attendance to a series of online Author talks. Attendees sign up and are emailed a link to join.

5. Work on the elevator is set to begin November 6. We expect to be without an elevator for 30 days.

6. Nature Hike at Night was very successful, with 22 people participating. The Tour of the City Cemetery is tonight (10/16). Dr. Pamela Morris is scheduled to give a talk on Free Speech and Conflict. On October 27, we will host our Annual Fall-o-ween event.

Hack said she appreciated the information on upcoming events and programs.

7. Hatton recommended that due to scheduling conflicts, the Board should plan to have their executive session in November for the Director Review. The Board agreed to the

Executive Session at 3:30 pm on November 13, 2023, with the Regular meeting to begin immediately following.

Public Comment – 3 minutes per speaker

None.

New Business

None.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 4:47 p.m.

Attested:

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Laura Hack, Secretary

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Gary Gron, President