

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
November 13, 2023  
Board Meeting 3:45 – 5:00 pm

Call to Order

The meeting was called to order at 4:00 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; Mike McIver, Attorney.

Present via Zoom: Margaret Sullivan, Margaret Sullivan Studios

Absent: None

Report

A. Draft Strategic Plan – Margaret Sullivan. To make the best use of time for Sullivan as she was appearing via Zoom, her report was moved up in the meeting. She presented an overview of the Strategic plan process. She reported on the evolution of the plan as she worked with staff teams and community members. The plan, in draft form, was presented through power point presentation and copies were distributed to Board members. Sullivan and Hatton walked through the next steps towards adoption of the plan.

Approval of Minutes

The minutes of the October 16, 2023 meeting were reviewed. Jorck moved and Doup-Pandit seconded approval of the October 16, 2023 meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 773 through 845 in the amount of \$300,767.93 were reviewed. Hatton made note of the following claims: Claim 791 to Stratosphere for digitizing equipment for Archives, paid for through a Grant from CIAA. Claim 810 to Ebsco is our annual periodicals renewal. Claims 811 and 812 were for payroll corrections. Claim 819 to Jack Laurie for the flooring project. Claim 829 to Patron Points for their Patron services and recommendations packages. Claim 845 for the Comics Plus database. Shipley moved and Wilkerson seconded approval to pay Claims 773 through 845 in the amount of \$300,767.93. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Election of 2024 Officers. The committee reported that 2024 slate of officer nominations are as follows: Gron – President, Frazier – Vice President, Hack – Secretary, and Wilkerson – Treasurer. No other nominations were made from the floor. Doup-Pandit moved

and Shipley seconded that the slate of officers be approved as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. Resolution to Set Director's Salary. Gron reported the findings from the Executive Session indicating a salary increase was warranted. Hack moved and Jorck seconded approval of an increase in the Director's salary of 4%, making an annual salary of \$107,016.00. The Board was polled and all answered Aye. Motion carried unanimously.

### Reports

B. Policy Updates and Additions. Hatton reported on updates and additions of several BCPL policies:

a. Voting Policy – allows staff reasonable time, up to 2 hours, to vote. It also allows for paid time for staff to serve as an election official

b. Cellphone Stipend Policy – allows for a \$30.00 monthly stipend for library use on a staff members personal cellphone.

c. Meeting Room Policy – an update to our current policy to change time required to reserve a room and to whom on staff those reservation requests are sent. It also updates the restriction on alcoholic beverages on site – with specific requests, that restriction could be lifted, with the director's approval.

d. Patron Services – addresses extents and limitations report was pushed to the December meeting.

### C. Director's Report.

1. Marvin Finke. Hatton reported that former Board member Marvin Finke recently passed away. There is a Memorial gift fund in the name of his first wife, Helen Finke for the Hope Branch Children's collection. He noted that Mr. Finke's family has designated that fund as a Memorial option through the Funeral home or through the library.

2. Celebrate the Story Walk. He reported that this is the 3<sup>rd</sup> year for the Story Walk and that there will be an anniversary celebration to celebrate the occasion.

3. Programs. Hatton noted several programs upcoming on the library schedule including Bi-lingual story times, the Hero's Tree for Veterans, and the Fall-o-ween event

### Public Comment – 3 minutes per speaker

None.

### New Business

Hatton reminded the Board that Gron will not be at the December 11 meeting and that Frazier will conduct the meeting in his absence.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:30 p.m.

Attested:

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Laura Hack, Secretary

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Gary Gron, President