

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
April 10, 2023
Board Meeting 4:00 – 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, Vern Jorck, Stephen Shipley, Billie Whitted, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator. Mike Mclver, Attorney.

Present via Zoom: None

Absent: Laura Hack

Approval of Minutes

The minutes of the March 20, 2023 meeting were reviewed. Frazier moved and Shipley seconded approval of the March 20, 2023 meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 200 through 267 in the amount of \$429,203.51 were reviewed. Hatton made note of the following claims: Claim 232 to Jack Laurie is for a portion of the flooring project. Claim 251 to TBS is for the new Simple Scan station. Claim 261 to Swank for movie licensing so that we can show movies in the library. Claim 265 to Communico for a digital platform. Whitted moved and Frazier seconded approval to pay Claims 200 through 267 in the amount of \$429,203.51. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Capital Assets Policy. Hatton explained that the State Board of Accounts has started preliminary information gathering for our Audit. One of the items they are requesting is our Capital Assets list. He said that we haven't changed the limit in several years and it should be updated to reflect rising cost/values of large items we purchase. He suggested we update a policy setting the threshold at \$7,500. Any purchase over that threshold is required to be on our Capital Assets list. Exceptions would be our collections, which fall under a different reporting category and computer purchases from \$2,000 up to the \$7,500 threshold, which are considered capital assets, but not required to be on the list. Wilkerson moved and Jorck seconded approval of the Capital Assets Policy as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. Main Library Elevator. Hatton explained the issues with the current elevator and the necessity to replace it. He said we have received three bids for replacement and presented the information as provided by the vendors. Mclver explained that the Board has three options of how to proceed. He explained the differences between viewing the replacement as being

routine maintenance, an emergency, or simply the normal bid process. There was discussion regarding the three paths. Frazier moved and Jorck seconded that the replacement work be declared an emergency allowed by IC 5-16-1-1.6 based on the fact that this mechanical failure endangers the safety and welfare of the public, staff, and necessary governmental operations. The Board was polled and all answered Aye. Motion carried unanimously.

Hatton then reviewed the three bids we received. One was from Oracle Elevators. The others were from TKE and Kohne. There was discussion regarding the bids. Wilkerson moved and Shipley seconded that we accept the bid from Oracle Elevators in the amount of \$119,900.00 as it was the lowest bid. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Director's Report.

1. Update on the progress on the flooring project. On the back staircase to the Mezzanine, the treads are done. The main staircase work will begin around 4/17. The tilework in the Create area, Story Time room and Archives hallways is in progress.

2. Legislative update on SB12, amended to SB380.

B. Teen Diversity Audit. Dakota Hall and Rachel Akemon reported on the audit. They said all Teen fiction is finished. They reported that the data had been analyzed. The results showed that there is still work to be done on the diversity and inclusivity of the items in our collection. Hatton added, after the presentation, that this concludes Phase 2. Phase 3 will now begin which is the process of determining what we need to do going forward. He said we will continue to update the Board as it progresses.

C. BCPL Create. Stefanie Day, Create Librarian, reported on the change from Digital Underground to BCPL Create. She reported on the goals set for Create going forward. They would like to be open all of the Library's hours. She said they would also like to be able to offer training and classes, including 3D printing, photo editing, etc. She said they are improving their current space, but would ultimately like to have more physical space.

Public Comment – 3 minutes per speaker

None.

New Business

A. Recognition of Service for Billie Whitted. Hatton recognized that this would be Whitted's last meeting as a sitting Board member. He expressed his gratitude and the gratitude of the library staff for her 4 terms of service. He said he appreciated her commitment to the library and to the community at large.

Whitted said she was very proud of what the Board accomplished while she was a member. She mentioned several projects that were initiated and most completed during her tenure, including the Plaza Renovation, Red Room refurbishing, the Annex at Hope, the addition of an Archivist to the library staff, the current flooring project, increased Children's programming, the acquisition of the Book Express. A small reception was prepared for Board members, staff and visitors to express their gratitude to Whitted personally.

Hatton reminded the Board of the May 8 meeting.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:14 p.m.

Attested:

Mike Wilkerson, Secretary Pro-Tem

Gary Gron, President