

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
August 14, 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, and Stephen Shipley. Library staff: Jason Hatton, Director; Michelle Williams, Business Services Coordinator; Mike McIver, Attorney.

Present via Zoom: None

Absent: Mike Wilkerson

Approval of Minutes

The minutes of the July 10, 2023 meeting were reviewed. Frazier moved and Jorck seconded approval of the July 10, 2023 meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 528 through 620 in the amount of \$667,141.50 were reviewed. Hatton made note of the following claims: Claim 541 to Farber Specialty Vehicles is for the new BCPL Express. Claim 548 to Jack Laurie, which is paid from LIRF, is Application #6 for the flooring project. Claim 549 to Repp & Mundt for the flooring project. Claim 550 to Paycom is the initial outlay for our new Payroll/Timekeeping software. Claim 551 to ABCMouse is a database. Claim 554 to American Paper is for 10,000 eclipse glasses for the eclipse in April 2024. Claim 603 to Viewpoint is being paid out of a grant from Heritage Fund. Claim 609 to Corrigan is the final payment for the moving services during the flooring project. Claim 614 is for Tutor.com, another database. Claim 617 to Jack Laurie is for Application #7 of the flooring project. Jorck moved and Frazier seconded approval to pay Claims 528 through 620 in the amount of \$667,141.50. The Board was polled and all answered Aye. Motion carried unanimously.

Jorck asked about the appropriation report and the Personal Services category specifically. Hatton said that we are aware of the remaining balance and how it relates to the months left in 2023. He said that we are not filling the vacant Assistant Director position and that part-time hours are being scrutinized by the dept. managers. He also said we are looking at other money saving measures. Jorck asked about the shipping category and Hatton explained that UPS costs had risen by a large margin over the last year. He said we are switching to USPS for shipping services, which will provide a great relief on shipping costs.

Action Items

A. Indiana State Library Erate 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 said we meet the requirement that we be compliant with Children’s Internet Protection Act (CIPA). He reminded the Board that we have to reaffirm our membership in the consortium annually. Doup-Pandit moved and Hack seconded to approve membership with the State Library Consortium. The Board was polled and all answered Aye. Motion carried unanimously.

B. Resolution to Dedicate the Stephen W. Suckow Atrium. Hatton presented the proposal to dedicate the atrium in the name of former Director Stephen W. Suckow. Hack moved and Frazier seconded approval of the resolution dedicating the atrium as the Stephen W. Suckow Atrium. The Board was polled and all answered Aye. Motion carried unanimously.

C. Patron’s Rights and Responsibilities. The board continued the discussion from the 7/10/2023 meeting. The draft was edited based on suggestions from the board at the 7/10 meeting. Members made suggestions for additional edits regarding some language. Jorck moved and Frazier seconded approval of the Patron’s Rights and Responsibilities as amended. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Director’s Report.

1. Flooring update: Hatton reports that the project is done, well before the projection date. He said there is still a punch list of items to be finished, e.g. cove base and rubber stair covering. He commended the staff for adapting to the changes and being flexible as the timeline shifted, sometimes with very little notice. He recognized Michelle Copple as the project manager for the time, energy, and effort she put into the project. She acknowledged help from the staff and the part that played in the success of the project. Hack asked if there would be recognition for the staff and Hatton answered that we have plans for a staff appreciation day in September.

2. Exhibit Columbus. There have been safety concerns expressed regarding the installation on the Plaza. He said those issues are addressed in the MOU that Exhibit Columbus bears responsibility.

3. Strategic Plan Update. Margaret Sullivan continues work on the plan. It will be presented to the staff on 8/24. There will be focus groups on 8/25. On 8/26, there will be presentations on the Plaza with refreshments. Presentation Boards and information will be posted at the Hope Branch as well.

B. 2024 Budget Preview. Hatton said we are working on the budget. It will be ready for Public Hearing at the September 11 board meeting, with adoption scheduled for the October 16 meeting. He presented the budget and some changes being considered. He said he is considering adding a line for program supplies and also separating some lines such as Other Professional Services to be clearer about what is being paid out of each account.

C. Reference Services Update – Claire Powell. Powell talked about changes in the Reference Dept. including a location change that came with the flooring project. She acknowledged the work her staff has done to keep providing services as they were in the

middle of the relocation. She presented statistics showing they had over 11,000 reference questions since the start of the year. She said computer usage was almost 6,000 through May. She said we are approaching pre-pandemic numbers. She spoke about collaborations with other departments at BCPL including, Bi-lingual story times, Summer reading Events, Bookmobile and BCPL Express participation, Podcasts and Book Bites, United Way and Columbus Mental Health among others.

Powell said it is exciting to bring the Reference area full circle, to resume the same area for reference at the building's beginning. She sees many possibilities with their new/old space, with the computers, printers, copiers, scanner and the new Legal Aid kiosk.

Public Comment – 3 minutes per speaker

One public comment. They love the new flooring. They are happy about the concerts on the plaza, and they were excited to be able to check out games from the Library of Things.

New Business

Hatton reminded the Board of the September 11 meeting.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:13 p.m.

Attested:

Laura Hack, Secretary

Gary Gron, President