

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
December 11, 2023
Board Meeting 4:00 pm – 5:00 pm

Call to Order

The meeting was called to order at 4:03 p.m. by President Gron.

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

Present via Zoom: None

Absent: Stephen Shipley

Announcements - None

Approval of Minutes

The minutes of the November 13, 2023 Executive session and regular meetings were reviewed. Doup-Pandit moved and Jorck seconded approval of the November 13, 2023 Executive meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously. Wilkerson moved and Hack seconded approval of the November 13, 2023 regular meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 846 through 924 in the amount of \$791,379.30 were reviewed. Hatton made note of the following claims: Claim 857 transfer from TrustIndiana savings to First Financial checking. Claim 887 to Indiana State Library for OCLC online cataloging. Claim 895 to Margaret Sullivan Studios for Strategic Planning final deliverable. Claim 896 to Mango Languages database. Claim 904 to Repp & Mundt for punch list and Construction management fee. Claim 913 to Zeller Insurance. Claim 923 to Louis Joyner for consulting. Hack moved and Jorck seconded approval to pay Claims 846 through 924 in the amount of \$791,379.30. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Adoption of 2024-2028 Strategic Plan. Copies of the Strategic Plan were provided for Board members. Hatton reminded the Board that this action is only for adoption of the plan. The facilities assessment is just a report and no adoption of it is necessary. He reviewed the points of the plan, including the mission, vision and values, covering the strategic areas of focus. Frazier moved and Wilkerson seconded the Motion to adopt the 2024-2028 Strategic Plan as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. Setting 2024 Board Meeting dates. Hatton suggested moving the regular meeting date from the 2nd Monday of each month to the 3rd Monday. He reminded the Board that we have already been moving several meetings back a week, including the January meeting to allow more time for end of year transactions and reports to be prepared, and the March and October meetings due to Spring and Fall breaks, respectively. He also mentioned the potential conflict with BCSC School Board meetings, if we run late. He proposed the following dates for the 2024 meetings: January 15, February 19, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16. Hack moved and Doup-Pandit seconded approval to schedule the 2024 board meetings as presented. The Board was polled and all answered Aye. Motion carried unanimously.

C. Holiday Closings. Hatton presented a list of Holiday and other closings for 2024. Jorck moved and Hack seconded approval to adopt the 2024 closings as presented. The Board was polled and all answered Aye. Motion carried unanimously.

D. Finke Memorial Name Change. Hatton presented a letter from the family of Marvin Finke in which they requested that the name of the Memorial be changed to the Helen and Marvin Finke Children's Collection, including a change in the book plates going forward. Wilkerson moved and Hack seconded approval to change the name of the Memorial as requested. The Board was polled and all answered Aye. Motion carried unanimously.

E. Resolution to Use a Treasurer Stamp to Sign Checks. Hatton proposed that a name stamp be acquired for the Treasurer to be used on the occasions when it isn't convenient for the Treasurer to sign checks between normally scheduled board meetings. Jorck moved and Doup-Pandit seconded approval to use a name stamp for the Treasurer. The Board was polled and all answered Aye. Motion carried unanimously.

F. Policy Updates.

1. Time off for Voting Policy. Doup-Pandit moved and Wilkerson seconded approval of the Voting Policy as presented. The Board was polled and all answered Aye. Motion carried unanimously.

2. Cell Phone stipend. Hatton clarified that the stipend would be paid out monthly on the first check each month. Hack moved and Frazier seconded approval of the Cell Phone Stipend Policy as presented. The Board was polled and all answered Aye. Motion carried unanimously.

3. Meeting Room Policy. Frazier moved and Jorck seconded approval of the Meeting Room Policy as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Patron services: Extents and Limitations Policy. Wilkerson moved and Jorck seconded approval of the Extents and Limitations Policy as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. Director's Report.

1. Teen design area. Since the flooring project is complete and the elevator project is underway, we can begin addressing furniture and design needs for areas within the library. We will begin looking at space usage and furniture needs for the Teen area.

2. National Historic Landmark. Hatton said that there has been a suggestion to nominate the library for this designation. He said it wouldn't necessarily impose controls over usage and design unless there are federal grants involved. It would make us eligible for some grant programs. There is a fee of \$20,000 for each nomination. General consensus was that it is appropriate to allow Louis Joyner to move forward.

3. Elevator. The elevator will be out of commission beginning tomorrow, December 12. The project is expected to last 4-5 weeks. The temporary fix has held well, but the permanent solution will be best.

4. Programs: Recent and upcoming events at the library including Cocoa and Crafts in conjunction with the Not So Silent Night event throughout downtown and the Festival of Lights Parade.

Public Comment – 3 minutes per speaker

None.

New Business

Hatton reminded the Board of the next meeting – January 15, 2024.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:12 p.m.

Attested:

Laura Hack, Secretary

Gary Gron, President