

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
August 13, 2018  
Board Meeting 4:00 – 5:00 pm

Call to Order

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

Present: Gary Gron, Brenda Tallent, Billie Whitted, and Angie Wieneke. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Mike McIver, attorney.

Absent: Monta Frazier, Vern Jorck, and Mike Wilkerson.

Approval of Minutes

The minutes of the July 16, 2018 Board meeting were reviewed. Gron moved and Wieneke seconded approval of the July 16, 2018 Board minutes. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 17025 through 17121 in the amount of \$212,898.32 were reviewed. Hatton made note of the following claims: Claim 17031 is for InfoExpress, the delivery service through the Indiana State Library. Claims 17066 and 17067 are for renovations to the counter and desk in the Mezzanine office. Claim 17074 is for PC Res – the software to control usage of public computers. Gron asked if this was an annual fee and Hatton responded that it is paid annually and covers both main and Hope. Claim 17082 is the renewal for the Morningstar Investments database. Claim 17093 to R & B Upholstery is for reupholstering four chairs and the leather table in the Director's office. Claim 17107 is for a one-year subscription for Homeless Patrons in the Library training course. Claim 17109 to First Financial Bank is for credit card usage, including payment Nugent for stone for landscaping improvements at the Hope Branch. Tallent moved and Gron seconded approval to pay Claims 17025 through 17121 in the amount of \$212,898.32. Motion carried unanimously.

Action Items

A. Internet Use Policy. Hatton reviewed suggested changes to the current Internet Use Policy. These include changes in use by younger children with a parent present. Hatton also noted that there were staff suggestions regarding establishing a family station for usage. Gron had a question regarding the language Adult/Guardian changing to Parent. Hatton discussed changes in section D3 regarding the language prohibited vs forbidden. Also discussed was the issue of copyright violations, which it was decided lies with the library user. Whitted asked about the time-out setting and if it could cut off a patron before a timed test was finished. Hatton responded that an automatic 30 minute extension after the first hour. He said that a longer time could be set for a patron. If we are aware of the need, staff can be extremely lenient and accommodating for those kinds of situations. Wieneke moved and Tallent seconded to approve the Internet Use policy as revised. Motion carried unanimously.

B. Approval of Non-Resident Card Fee. Hatton advised that each year we must review our non-resident card fee, adopt an amount that is equal to or more than our operating expenditure

per capita for Bartholomew County residents, and report this to the Indiana State Library. Our current fee is \$50.00, which is above our per capita rate of \$46.48. Hatton explained that the library is required by standards to offer this card, however, due to the reciprocal borrowing agreements among the majority of public library districts in the state and the availability of the Public Library Access Card (PLAC), there is little to no interest in this card. Hatton said there are currently none. Gron moved and Wieneke seconded that we set a fee of \$50.00 for a Non-Resident card. Motion carried unanimously

## Reports

A. .2019 Budgets. Hatton made note of some factors that will affect the 2019 budget, including the County potentially taking .02% off the top for new jail expenditures, the decision to go fine free and the effect that will have on our income, and the decrease in funds from the LSTA grant for Talking Books.

Hatton included a 2.5% increase in salaries and wages. Specifically, there is an increase in the Librarians line as Lindsey Bailey has moved to Full-time Librarian status. In addition, the change in the Library Assistant category is due to some changes being considered and the possibility of adding a Full-time position in Children's. There is also the possibility of changes in how we provide security at the Library. The rate the Sheriff's Officers charge increased during the time they have been at the library, but we have not increased what we have paid at all in the 6+ years they have been working here.

Hatton mentioned other line items and changes. The line for other insurance has been increased in anticipation of an increase for insuring the Large Arch. In conjunction with the City of Columbus, an appraiser will be surveying the Arch. The line for e-books has been increased. The savings we had hoped for in electricity costs has not been as large as we had hoped even though we did see a decrease. In keeping with a Master Plan for improvements within the library, an increase was included for furniture and equipment. Whitted asked where the county was regarding wage increases. Hatton responded that according to reports, the county is asking for 3%, while the city is doing a wage study. He also mentioned that insurance costs to employees will most likely see a very small increase. Gron asked if insurance was available to Part-time staff and Hatton said it was only to Full-time and Full-time equivalent employees. Whitted asked about morale among staff regarding changes in insurance premiums. Eck replied that there have not been any complaints and that overall staff is aware that we have great insurance. Hatton agreed that employee's cost for insurance is very low compared to other employers in the community. Whitted asked if that had any effect on turnover. Hatton responded that we are very competitive with other government entities. Whitted asked if employees were making use of the phone option for care. Hatton replied that the service we have, SwiftMD, is well used, with an average of 1-2 uses per month. Weineke indicated that she thought BCSC was using a 2.5% increase for salaries as well. Hatton reminded the Board that we would have our Public Hearing on the budget at the next meeting, September 10, and that the Adoption would take place at the October meeting, October 15. He stressed that we must have a quorum at both meetings.

B. Main Library Master Plan. Hatton discussed the Master Plan for the Main Library with the intent that we move slowly and intentionally, and that we make sure other groups are engaged. Rachel Borne has expressed interest on behalf of the Cummins Foundation in supporting the library through funding and planning. Local architect Louis Joyner has been working in conjunction with Cummins. Gron mentioned a similar collaboration with Cummins when Deborah Burke was engaged to design the Hope Branch. Hatton added that the plan would

not be just architecture, but library specific designs. Whitted asked about legal requirements regarding a bidding process. McIver answered that there are very formal procedures for bidding, etc. depending on the cost and scope of any project, however in the planning stages there is some leeway. Hatton added that a benefit of having Cummins involved improves the possibility of financial assistance from other entities. As a side note, he added that next year is the 50<sup>th</sup> anniversary of the building. After further discussion, the Board agreed that we should move ahead with planning and gathering information. Whitted asked about a tour of the building. Hatton agreed that would be a good idea, as there are a lot of needs and many wants that could be addressed. He suggested a tour after the September meeting for anyone interested.

Public Comment – 10 minutes

None.

New Business

None.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:52 p.m.

Attested:

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Gary Gron, Secretary

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Billie Whitted, President