

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
December 10, 2018
Board Meeting 4:30 – 5:30 pm

Call to Order

Following the Executive Session, the meeting was called to order at 4:30 p.m. by Vice President Jorck.

Present: Monta Frazier, Gary Gron, Vern Jorck, Brenda Tallent, Angie Wieneke, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Mike Mclver, attorney.

Absent: Billie Whitted

Approval of Minutes

The minutes of the November 12, 2018 Board meeting were reviewed. Tallent moved and Frazier seconded approval of the November 12, 2018 Board minutes. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 17405 through 17496 in the amount of \$369,676.55 were reviewed. Hatton made note of the following claims: Claim 17427 is for the HistoryGeo a Genealogy database resource. Claim 17428 to AVC is for new Accounting software. Claim 17440 to EBSCO is our annual renewal for magazines and periodicals. Claim 17444 is for new tires for the Dodge Ram truck. Claim 17447 is for repairs to some grounds keeping equipment. Claim 17448 to HK is for repairs to the fuel filter on the BookExpress. Mclver asked how many vehicles the library has in its fleet. Hatton answered that we currently have four vehicles, the Bookmobile, the BookExpress, a Ford Transit Connect van and the Dodge Ram truck. He added that with expanding outreach programs, we may need to consider adding an additional vehicle in the next year or so. Claim 17459 is to renew our NovellList and Mango databases. Claim 17476 is for two sets of WorldBook encyclopedias. Claim 17488 is the \$50,000.00 transfer to LIRF. Claim 17489 is to reimburse ourselves for expenses in the Archives from money given to us by CIAA. Gron moved and Frazier seconded approval to pay Claims 17405 through 17496 in the amount of \$369,676.55. Motion carried unanimously.

B. Resolution to Delay Repayment of Temporary Loan from LIRF to the Operating Fund. Hatton advised that we need to approve a resolution to delay repayment of the loan from LIRF in the event that our December property tax draw is not deposited until 2019. Jorck asked how the decision is made whether to pay out of Operating or LIRF. Hatton answered that the use of LIRF money is restricted to uses outside the normal scope of library operations. Tallent moved and Wieneke seconded to approve the Resolution to Delay Repayment of Temporary Loan from LIRF to the Operating Fund in the amount of \$700,000.00 as presented. Resolution was approved unanimously.

Action Items

A. Approval of 2019 Salary Classifications, Ranges and Pay Schedule. The proposed 2019 Salary Classifications and Ranges were reviewed and discussed. Jorck asked how often the wage ranges are adjusted. Hatton answered that they are evaluated every year, but adjustments will usually be made every four to five years. When preparing the 2019 budget, Hatton included pay increases in the amount of 2.5% based on approval of the ranges in Salaries and Classifications. Discussion followed. Gron moved and Frazier seconded to approve the 2019 Salary Classifications, Ranges, and Pay Schedule as presented. Motion carried unanimously.

B. Approval of Library Director Salary for 2019. Jorck summarized the results of Hatton's performance evaluation as discussed during the Executive Session. He stated that Hatton excelled in all categories evaluated. Gron stated that the Board was unanimous in their assessment of Hatton's Directorship. Gron moved and Wilkerson seconded approval of a 2.5% increase in annual salary for Hatton for 2019 to \$89,624.20. Motion carried unanimously.

C. Renaming Library Plaza. Jorck advised he had met with Mayor Jim Lienhoop regarding renaming the Library Plaza to honor the Irwin-Sweeney-Miller family and their contributions. Discussion regarding costs involved indicate that it would be nominal to nothing as far as any expense to the Library. Hatton reminded the Board that 2019 is the 50th Anniversary for the I.M. Pei building and that Exhibit Columbus is planning an installation on the Plaza again this year. Also, he added that there has been discussion in the past about placing a plaque honoring Cleo Rogers on the premises and that Archivist Tricia Gilson is currently gathering information on Miss Rogers to move forward. Discussion followed regarding parameters and definitions about what would be involved in that undertaking. Wilkerson added that he felt we would need input from the Architectural community. The consensus from the Board was that everyone was agreeable to the name change, but would wait on a formal motion until we get a little more clarity from Mayor Lienhoop.

Reports

Hatton reported Old National Bank contacted us regarding our account, which has been dormant other than small interest deposits. Williams will follow up with them to update the signers on the account to be sure their information is current. Old National also approached us to consider putting that money into CDs. Jorck, Hatton, and Williams met with representatives from Old National to hear a proposal regarding rates and periods. Jorck said the idea of laddering investments would allow us to keep our money liquid. Frazier agreed, adding that even if we were forced to withdraw the investment, we would not be out our initial cash outlay. Jorck mentioned alternatives to the bank, a statewide investment consortium. McIver said we could consider those, but as we are Publically funded, there may be limited options. Frazier asked about FDIC coverage. Hatton answered that the funds would be covered, and that there is a list of depositories approved by the State for public funds. Hatton will follow up with them to consider moving forward after the first of the year.

Hatton reported that we are in the midst of reviewing and updating the BCPL Strategic Plan. It will be very similar to the previous plan, but we are still working on a final form. Jorck asked if this was a one year update. Hatton said that we just concluded the third year of the previous plan and that this plan will take us to 2021.

As part of the Strategic Plan review, Eck presented a Staff Achievement report. Frazier said that she was happy to see individual names in the report to be able to put a name to a face. She asked about homebound patrons and book deliveries. Hatton said that caregivers are allowed to pick up items for homebound patrons. Hatton added also that on Fridays, when the Bookmobile doesn't go out, Bookmobile staff have been delivering books to homebound patrons as well. Eck added that this is currently two or three patrons, with drop-offs once each month. Frazier said she was glad to hear that we were able to accommodate the patrons in that manner and that it dovetails nicely with other Bookmobile services.

Public Comment – 10 minutes

None.

New Business

None.

There being no other business to come before the board, the meeting adjourned at 5:16 p.m.

Attested:

Gary Gron, Secretary

Vern Jorck, Vice President