

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
August 12, 2019  
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:07 p.m. by President Billie Whitted.

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

Absent: Angie Wieneke and Mike Wilkerson

Approval of Minutes

The minutes of the July 15, 2019 Board meeting were reviewed. Gron moved and Frazier seconded approval of the July 15, 2019 Board meeting minutes as amended. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 546 through 635 in the amount of \$618,378.99 were reviewed. Hatton made note of the following claims: Claim 562 is the investment of \$375,000.00 into TrustIndiana from the Rainy Day fund. Claim 575 to Circle R Mechanical is for installation of a water gauge. Claim 587 to Forster Electric is for two new lights in the Children's Dept. office. Claim 613 to Thirst is a partial payment for design services for the new logo. Claim 629 to Repp & Mundt is an installment for Brick Repairs throughout the Plaza and surrounding brick areas. Claim 630 to the Indiana State Library is for the Trustees Summit that Hatton and Jorck will be attending. Tallent moved and Jorck seconded approval to pay Claims 546 through 635 in the amount of \$618,378.99. Motion carried unanimously.

B. CD at Old National Bank. Hatton explained that the CD we purchased in June is due to mature on September 6. Per State Board of Accounts guidelines, we have to deposit any interest earned; it cannot be rolled over. He suggested we request that Old National deposit the interest into our account and establish a new CD for another 3 months. Frazier moved and Tallent seconded approval to close the existing CD, deposit the interest, and open a new CD. Motion carried unanimously.

Action Items

A. 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. 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. Gron moved and Frazier seconded that we set a fee of \$50.00 for a Non-Resident card. Motion carried unanimously.

### Reports

A. 2020 Budget. Hatton made note of some factors that will affect the 2020 budget. Specifically in the Operating Fund, he included a 3% increase in salaries and wages. He reminded them that the line for Talking Books would be zeroed out as the State has taken over all responsibility for that program. He included an increase in the total for Wages for Part-time janitors. There are increases in the lines for Professional Meetings and Other Professional Services. These two categories cover conference and seminar fees, some programming, cleaning service, shredding service, etc. There are also increases in the lines for our Collections, which includes books, magazines, CDs, DVDs and electronic resources. McIver asked about recent news regarding eBook publishers. There was discussion about how that factors into the need for an increase. Jorck asked whether we foresaw any need for HVAC repair or replacement. Hatton responded that we are pro-active on HVAC and have good maintenance practices to extend the life of our system. Whitted asked if computer replacements were included in the budget. Hatton responded that we hope to have that addressed by year's end. Whitted asked about the financial outlook for the economy and asked Hatton to prepare the numbers for a 2% overall wage increase in addition to the proposed 3%. He advised he would prepare a comparison. Whitted asked when the budget would be advertised. Hatton answered that it is submitted through Gateway, most likely at the end of August, but absolutely by the deadline of 10 days prior to the Public Hearing. Hatton further explained that Gateway is the Website for Local Government Finance to provide information to the Public regarding taxes and other public dollars.

Hatton reminded the Board that we would have our Public Hearing on the budget at the next meeting, September 16, and that the Adoption would take place at the October meeting, October 14. He stressed that we must have a quorum at both meetings.

### Public Comment – 10 minutes

None.

### New Business

Gron asked about the new logo and the timeline for implementation. Hatton said he hopes to launch it in time for Cleo Day. He will have more information by the September Board meeting. He reminded the Board that the Cleo celebration will be October 16 from 6:00 pm to 8:00 pm, with invited speakers and the unveiling of the Cleo plaque.

Hatton again reminded the Board of the need for a quorum at the next two meetings, September 16 and October 14, and asked if anyone had a conflict to please notify us as soon as possible.

Whitted asked about an emergency plan that Pat Bryant talked about last month, and wondered what the time frame for that is. Hatton said we have procedures in place now, but it is always being evaluated and adjusted as needed. He told the Board that there is a Staff In-service day scheduled for October 17, and that the updated plan would be discussed at that time. The library will be closed to the public for that day so that all staff can be present for the scheduled sessions.

Adjournment

There being no other business to come before the board, the meeting adjourned at 4:57 p.m.

Attested:

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Gary Gron, Secretary

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Billie Whitted, President