

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
July 13, 2020
Board Meeting 4:00 – 5:00 pm

Call to Order

By order and permission of the Governor, the meeting was held by combination of on site and virtual attendance (Zoom). The meeting was called to order at 4:08 p.m. by President Gron.

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

Present by Zoom: Angie Wieneke and Mike Wilkerson

Absent: Brenda Tallent

Approval of Minutes

The minutes of the June 8, 2020 board meeting were reviewed. Wilkerson moved and Jorck seconded approval of the June 8, 2020 board meeting minutes as presented. The Board was polled visually and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 434 through 522 in the amount of \$1,237,760.43 were reviewed. Hatton made note of the following claims: Claim 450 is for funds transfer to TrustIndiana. Claim 463 to Brose Partington is for repair to Large Arch. Claim 467 is for renewal of the Cypress Resume database. Claim 470 to Fastsigns is for the acrylic guards at the service desk. Claim 480 is for renewal of the Morningstar investment database. Claim 493 is for renewal of membership in the Columbus Chamber. Claim 495 is for renewal of InfoExpress contract. Claim 501 is for repairs to the garage door. Whitted moved and Frazier seconded approval to pay Claims 434 through 522 in the amount of \$1,237,760.43. The Board was polled and all answered Aye. Motion carried unanimously.

B. Motion to establish Account for Unemployment Compensation. Hatton reported that due to COVID 19 unemployment applications on the rise, we have received claims for a past employee. We are set up as a reimbursable employer, and we have received a billing for benefits. We need to re-establish the dormant account 1.83 Unemployment Compensation and we can transfer funds to that account from the existing account 1.71 Overtime Pay. Whitted moved and Frazier seconded approval to establish account #1.83 Unemployment Compensation and to transfer \$500.00 from existing account #1.71 Overtime Pay. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Operating hours. Discussion continued from last month's meeting regarding operating hours. Hatton stressed that any moves in adjusting the hours are to "right-size" our

hours for both financial and efficiency reasons. There are very few patrons after 8:00 pm and few before 9:00 am at Main. Adjusting our hours will allow supervisors to schedule more efficiently for peak hours. Sunday hours are a usage and budgetary question. The data that staff collected pre-COVID 19 was inconclusive as to our usage and libraries across the state vary in their practice. Post-COVID 19, we have to ask whether budgeting \$25,000.00 annually is a good investment.

Gron suggested that due to the Library's digital options, the need for "live" hours may change. Hatton agreed that we have seen a digital shift and that our digital numbers are increasing. Gron asked about implementation of new hours. Hatton said that sooner would be better for staff and scheduling. He added that the new hours could be temporary, maybe through 2020 to see the effect on patron usage and the financial impact. Jorck noted that some days and times for patron usage throughout the week are lower than Sunday numbers. He said he was not in favor of reducing daily hours and eliminating Sunday hours completely, and asked if the change was patron driven or staff driven. Hatton responded that any changes are for increased efficiency of staff scheduling and fiscal responsibility of our monetary resources. Frazier asked if we are seeing savings right now and what savings would we see. Hatton said that the savings from the proposed hours would be from the overtime pay not being needed anymore and that some part-timers would see reduced hours. As an example, if a part-time employee normally worked from 5pm – 9pm, they could only be scheduled until 7pm. Hatton stressed that that other hours could be adjusted so that we have more staff available during hours that usage is the highest. For weekday/Saturday hours, it is more about efficiency rather than fiscal reasons. Jorck asked if Sundays were staffed by full-time or part-time employees. Hatton answered that it was a combination of both. Gron asked about potentially keeping Sundays through this year and seeing what the numbers are, then reopening the discussion. Whitted asked if there were any increased Tech costs. Hatton said there aren't any known increases at this time. We constantly monitor our Wi-Fi for efficiency and bandwidth. We have considered replacing some older desktop computers with laptops. We don't have the burden of "delivering" a program like a college or university, so we have just the cost of the materials themselves. Whitted asked about increases in eBook costs. Hatton said we have increased our spending on eBooks, but the costs and availability is solely up to the publishers. Frazier asked how our patron usage has been in the last month and if we see it increasing. Hatton said there has been increased usage, but it is still down overall

Whitted asked if there any changes being considered for our Master Plan or future hiring. Hatton answered there are no new positions and we probably aren't going to fill every vacated position. Regarding Capital projects, we do have a quote for brick repair work for safety purposes. Gron asked where the Board was regarding the operating hours. Hatton recapped the discussion as Main hours of 9 am – 8 pm Monday through Thursday, 9 am – 6 pm on Friday and Saturday and closed on Sunday or the reduced weekday hours and resuming Sunday hours as normal in September. We would then reevaluate the Sunday hour decision at the first part of 2021, once we have a little more data on usage and further understand the budget impact caused by Covid-19. Hatton added that there could be additional cost for Security if we maintain Sunday hours. Gron asked for a Motion on adjusting the operating hours for the rest of 2020 with a resumed discussion in 2021.

Proposed adjusted hours as follows:

Main: Mon – Thurs 9 am – 8 pm, Fri – Sat 9 am – 6 pm, Sun 1 pm – 4 pm

Hope: Mon – Tues 10 am – 7 pm, Wed 10 am – 5 pm, Thurs – Fri 10 am – 6 pm,
Saturday 10-5, Closed Sunday.

Jorck moved and Frazier seconded approval of the adjusted hours as proposed. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Phased Re-opening. Hatton said the adjusted hours could go into operation August 1, 2020 dependent on the COVID 19 status and any mandates from the State of Indiana. He said we are doing outside programming only through August, with in-person presentations possibly resuming in September, again dependent on COVID 19 conditions. He reported that most patrons have been very respectful of the rules and guidelines in place.

B. Neighborhood issues. Hatton reported that we are receiving increased pressure from our neighbors regarding loiterers, etc. on library grounds. Some of the concerns seem to stem from the placement of the Blessing Box just off the plaza. The Tony Stewart Foundation approached us regarding the placement. As we have had a makeshift pantry inside for some time, it seemed like a reasonable extension of that. Some of our neighbors feel that the Blessing Box has contributed to and even encouraged unwanted activity and behavior in the area. Gron asked if moving the box would help the area to not be a magnet for such behavior. Hatton said he didn't believe the box was the issue, as it has only been on site less than a week, while these issues have been on going for years. Hatton said we do a good job of maintaining order when we are open with Pat Bryant and our paid Security on site. However, when we are closed, problems arise or escalate. Hatton said he and Bryant have each had positive conversations with J. Fredericks and Chief Richardson of CPD regarding our ongoing concern that CPD has not been vigilant with monitoring downtown properties, including ours, and that their responses lacked interest in addressing bad or criminal activity. Whitted asked if there had been a specific, single incident. Hatton answered that there on on-going incidents especially in the corridor on the east side of the library and the patio areas. Jorck asked if the corridor could be closed. Hatton added that it was a possibility, but maybe not the best answer. He said we would be continuing conversation with Chief Richardson to determine the best answer for all concerned.

Public Comment – 10 minutes

None.

New Business

Hatton reminded the Board of the next scheduled meeting on August 10, 2020. The decision on whether we will conduct that meeting via Zoom or on-site will be made as that date gets closer.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:18 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President