

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
March 9, 2020
Board Meeting 4:00 – 5:00 pm

Call to Order

The meeting was called to order at 4:00 p.m. by President Gron.

Present: Monta Frazier, Gary Gron, Vern Jorck, Brenda Tallent, Billie Whitted, Angie Wieneke, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator; Tyler Munn, Reference Dept. and Digital Underground Supervisor; Mike Mclver, attorney.

Absent: None

Approval of Minutes

The minutes of the February 10, 2020 board meeting were reviewed. Wilkerson moved and Tallent seconded approval of the February 10, 2020 board meeting minutes as presented. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 145 through 232 in the amount of \$869,328.25 were reviewed. Hatton made note of the following claims: Claim 149 is for a transfer of \$500,000.00 to TrustIndiana. Claim 162 is for 2 table covers with the new logo. Claim 167 to Bartholomew County Historical Society is to rent space for storage of the bricks left from the Plaza work. He said it was very beneficial to have them when we did our brick repairs last fall. Claim 184 to Graham Plumbing for fixture repair and replacement at Hope branch. Claim 191 to Indiana State Library for First Search. He explained it was a tool used for Inter Library Loans (ILL). There was discussion about the frequency of use of ILL and if there were any other options the library could utilize. Hatton and Munn both responded that ILL gets a lot of use and that currently, there are no comparable alternatives. Claim 205 to The Republic was for required publishing of the Cash balances portion of the Annual Report. Claim 206 to Sarah Marsom was the final portion of her Cleo turns 50 programs. Claim 232 to Zeller Insurance is for Workers Compensation audits. Whitted moved and Jorck seconded approval to pay Claims 145 through 232 in the amount of \$869,328.25. Motion carried unanimously.

Action Items

None advertised.

Reports

A. Redesign of public areas. Hatton reported that we are currently working with Louis Joyner on the redesign of some areas including the Teen area, reference, public computer area, and the Digital Underground (DU). In the Teen area, we need to increase space to allow for three staff members, along with flexible seating and tables for the teens. We would also be swapping the locations of the DVD and CD collection with the current reference desk and

public computers. We would also be moving some features of the DU to that area. There was discussion about flooring changes with that move. McIver asked about DVD circulation and Hatton responded that while circulation is declining, DVDs are still very popular with a large number of patrons. Jorck asked about the process involved with redesigning the areas. Hatton answered that he and other staff members have talked to Joyner about the needs of the various departments and the space requirements. Gron asked specifically about the DU. Hatton explained that there are two spaces in the DU. The studio with the green screen could be treated in the same way as the meeting rooms where patrons could reserve the studio for recording of audio and/or video. The space with the 3D printer could be relocated to the main floor for “as needed” use. Frazier asked about the public computers. Hatton said that in the redesign, there could be fewer desktop computers and more laptops to increase the flexibility of the space.

B. Tyler Munn, Reference Dept. and Digital Underground Supervisor. Munn picked up the discussion regarding some of the reasons for the redesign. He reported that we have nearly doubled the number of hours in the DU for recording audio and video and the 3D printers. We would create more accessibility with the move. He also discussed the merging of services between reference and the DU. He agreed with Hatton that DVD circulation is declining, but it is not done. It is not uncommon for new or popular titles to have as many as 30 holds at any given time. He said most suppliers see DVDs as circulating items at least 5 years out. He also added, regarding ILL, that First Search is invaluable. It makes it possible for direct requests by patrons.

Munn reported that another of his responsibilities is Chair of the Collections and eResources committees. The committee members know their budgets and self-report on where they are with their budgeting and collection development. They perform collection assessment and evaluate the diversity of the collection. They consider both the tangible and intangible factors of the collection e.g., what we have in the collection, what we need to replace, what online resources we have, and what formats we should utilize. Gron asked about popular fiction in ebooks. There was discussion about the pros and cons of ebooks. As an example, OverDrive limits the number of copies we can add to our collection for a period of time after release, and there can be a limit on the number of times an ebook can circulate. Munn said that different publishers have contrasting views and policies on library ebook lending.

Public Comment – 10 minutes

None.

New Business

Changes to personnel policy. Hatton explained that we need to reconsider some policies due to ever changing circumstances regarding the coronavirus/COVID19. He and Eck gave a presentation on a sick leave donation program, wherein full-time staff members can donate excess sick leave to a bank for other staff members to draw from in an emergency. He reported that he would also like to amend the policy regarding pay for staff in the eventuality we would need to be closed for an extended period of time. Considering the information available, he felt we should increase that time period to a month. Motion to establish the Sick Leave Bank as presented passed unanimously. Motion to approve the addendum to the

Emergency Closing Policy as presented passed unanimously. Motion to approve the addendum to the Sick Leave Policy as presented passed unanimously.

Hatton mentioned that the Seed Share kickoff would be on March 12. Speaker Ben Cohen will be at the opening and Hatton invited the Board members to attend his talk on the 12th.

Hatton further discussed the COVID19 situation. The library is taking precautions. Handwashing signs have been placed at all the bathrooms. Staff has been instructed to be attentive to cleaning all areas. Children's has removed toys that babies and toddlers are likely to put in their mouths and are sanitizing the play areas regularly. Hatton reported that he, Eck and Williams had participated in a webinar sponsored by SHRM with the CDC regarding business response to the virus. Through a Facebook post, patrons are urged to stay home if they were sick and to use the library's online services and resources. Staff have been encouraged to stay home if they are sick and to utilize the sick leave bank if needed.

There was further discussion on the policy changes previously recommended by Hatton. McIver said that he would research any potential legal provisions that would need to be considered. Whitted moved and Tallent seconded to accept the policy changes as proposed, subject to any state or federal requirements. Motion carried unanimously.

Hatton advised the Board that he would continue to update them regarding any changes as the COVID19 situation continues to be assessed.

Hatton reminded the Board of the next scheduled meeting on April 13, 2020 at 4:00 pm.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 4:56 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President