

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
May 11, 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 one member on site and other members by virtual meeting (Zoom). The meeting was called to order at 4:00 p.m. by President Gron.

Present by Zoom: Monta Frazier, Gary Gron, Billie Whitted, Angie Wieneke, and Mike Wilkerson. Library staff: Angela Eck, Assistant Director; Mike McIver, attorney.

Present on site: Vern Jorck, Library staff: Jason Hatton, Director; Michelle Williams, Business Services Coordinator.

Absent: Brenda Tallent

Approval of Minutes

The minutes of the April 13, 2020 board meeting were reviewed. Hatton made note of two grammatical errors that have been corrected. Whitted moved and Jorck seconded approval of the April 13, 2020 board meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 315 through 365 in the amount of \$494,643.51 were reviewed. Hatton made note of the following claims: Claim 335 to CleanWorks Restoration & Cleaning is for carpet cleaning at Hope Branch. He added that the same company is contracted to clean the carpets at Main. Claim 342 to First Financial Bank for the VISA account includes a charge for BookPoints, the platform we will be using to facilitate the Summer Learning Program. Due to the COVID-19 situation, we've had to make substantial changes in our Summer Reading Program. Claim 345 to Johnson-Witkemper is the annual renewal for our Fine Arts insurance policy. Wilkerson moved and Jorck seconded approval to pay Claims 315 through 365 in the amount of \$494,643.51. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

None.

Reports

A. Phased Re-opening. Hatton reported that there has been a lot of activity at the library preparing for the re-opening. We have sandwich boards with signage for the curbside pickup. The book drops have been reopened and were overflowing this morning. We have a large number of holds for patrons to pick up. There are over 400 for Adults and over 330 for Children's. We have a general idea of the flow, but we will adjust as we go. Curbside begins

Tuesday, May 12 at Main and Thursday, May 14 at Hope. The phases we are instituting are based on the phases presented by Governor Holcomb, but they remain fluid based on our needs. Gron asked about masks for patrons when we reopen fully and whether we can make it a requirement to enter the building. Hatton answered that the attorney at the State Library has said we probably can't do that, and has suggested that doing so could cause more backlash than we want. It is a polarizing issue and the library would probably be best advised to stay out of that. McIver asked if we had sufficient masks and gloves for staff to use. Hatton answered that we have a good supply. Materials were purchased and staff members made enough cloth masks for the entire staff to use. We have also purchased disposable masks for single use. We have gloves, but we are asking staff to use them sparingly to prevent cross-contamination on materials. We will encourage frequent handwashing as a better means of protection. Gloves will be used for picking up book drop and similar single use occasions. Materials returned in the book drops will continue to be quarantined for 72 hours. To help facilitate hand washing, we will be converting the water fountain on the main level to a handwashing sink. It will be available for staff and public use. We also have a decent supply of hand sanitizer to use as well. Gron asked if we would be offering single-use masks to patrons. Hatton answered that because of tax funding, it can be tricky for disposable items like that, but thought it was a good idea. He added that the Friends might be able to step in and finance that. He will follow up with the Friends. Whitted asked about signage on the doors regarding the re-opening procedures. Hatton answered that a copy of the Safeguards and Guidelines will be posted on every entrance at both locations.

McIver asked Hatton if we had received any notice regarding the tax extension. Hatton replied that he had received an email from the Auditor. We will be receiving a June distribution as normal, but the amount will most likely be less than anticipated. We will receive an advance draw in July to "catch up". He said we are in a healthy financial position currently, but the July advance draw will help cash flow.

#### Public Comment – 10 minutes

None.

#### New Business

Jorck asked about the cleaning of Large Arch. Hatton said that some of the paint is still obvious. Richard McCoy has been working on the clean-up, but after some comments in the newspaper, he has been discrete about the work, so as not to draw negative comments.

Whitted asked about applying CDC guidelines regarding meeting rooms once we resume reservations and would we have written notice of such for anyone reserving a room. Hatton said that when we resume taking reservations, tentatively mid-June, only Meeting Rooms 3 and 5, and the computer lab will be available to the public, not the Conference Room or the Red Room. He also said that the BCPL guidelines would be posted on the Meeting Rooms. McIver added that policies and documentation will be reviewed as we continue through the phased opening. We would also consider guidelines used by other entities, such as the City of Columbus regarding reopening the Commons, for examples or suggestions. Jorck asked if we would need to reconvene to formalize any of this implementation. Hatton said that we would not need to do so as the flexibility is covered in the Resolution adopted last meeting.

Hatton again advised the Board that he would continue to update them regarding any changes as the COVID-19 situation continues to be assessed.

Hatton reminded the Board of the next scheduled meeting on June 8, 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 4:23 p.m.

Attested:

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Billie Whitted, Secretary

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Gary Gron, President