

Minutes
Bartholomew County Public Library
Board of Trustees Meeting
November 9, 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 4:00 p.m. by President Gron.

Present via Zoom: Monta Frazier, Gary Gron, Vern Jorck, Stephen Shipley, Billie Whitted, Angie Wieneke, and Mike Wilkerson. Library staff: Jason Hatton, Director; Michelle Williams, Business Services Coordinator; Pat Bryant, Library Resource Officer. Mike McIver, Attorney.

Absent: None

Approval of Minutes

The minutes of the October 12, 2020 board meeting were reviewed. Whitted moved and Wilkerson seconded approval of the October 12, 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 754 through 837 in the amount of \$726,183.12 were reviewed. Hatton made note of the following claims: Claim 754 was a transfer of funds from TrustIndiana to checking at First Financial. Claim 785 to EBSCO is for our annual periodical subscriptions. Whitted moved and Jorck seconded approval to pay Claims 754 through 837 in the amount of \$726,183.12. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Report of Nominating Committee for 2021 Board Officers. The 2021 slate of officer nominations are as follows: Gron – President, Frazier – Vice President, Whitted – Secretary, and Jorck – Treasurer. No other nominations were made from the floor. The committee moved that the slate of officers be approved as presented. The Board was polled and all answered Aye. Motion carried unanimously.

B. Setting 2021 Library Board Meeting Dates. The State Library requires us to set dates for the coming year's Library Board meetings and include these in our Minutes. Hatton said the meetings are normally on the 2nd Monday of each month and proposed the following dates for the 2021 Library Board meetings: January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, and December 13. Hatton noted that in the past our November meeting has been held at the Hope Branch and suggested moving that to one of the summer meetings. The Board took that suggestion under advisement, pending a decision on in-person versus Zoom meetings in the future. Wilkerson moved and Frazier seconded to schedule the 2021 board meetings as presented. The Board was polled and all answered Aye. Motion carried unanimously.

C. Staff One-Time Salary Adjustments. Resuming the discussion, which began at the previous meeting, Hatton presented a proposal for one-time salary adjustments for staff. This would be in-lieu of salary increases for 2021. He presented information for sliding amounts based on full-time or part-time status and the average weekly hours of each employee. Whitted asked if this would be a separate payment or part of the employees' regular paycheck. Hatton answered that it would be processed as a special payroll, with a separate, direct deposit, hopefully around December 4. Gron said he thought that would be an excellent benefit and asked for a Motion. Frazier moved and Jorck seconded approval for a one-time salary adjustment of \$1,400 for full-time staff which would be prorated for part-time staff. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Background Check policy. Eck reported on the drafting of the policy. She said we looked at a wide variety of policies. This policy, allows for a lot of flexibility. Employees would be checked when initially hired, and then every 5 years on the anniversary of hire, checks would be re-done. She said that Independent contractors and service providers would not need to be checked. Whitted asked about the history behind the need for the checks. Hatton answered that in the legislative session, during the budget discussion, there were concerns that some libraries had no policy or procedure in place. There was no clear, across-the-board policy, and it was determined that every library should have one, and that it should be done by year's end. There was discussion about program presenters regarding whether they should be exempt from the checks. Whitted stated that she felt it was important for the library to know if performers were likely to be on a sex offender registry or something similar. Gron suggested a disclaimer or clause in any contract we have with presenters that includes this as part of their agreement. Hatton agreed and said we would work with McIver for acknowledgement and parameters of any such clause.

Whitted asked if the story times or the programs are on camera. Hatton said no, not all, but there is usually at least one staff member present at most programs. Whitted asked Eck if other libraries we looked at performed background checks on presenters or volunteers. Eck answered that there were many variations and most gave themselves flexibility. Hatton added that most did not include presenters. Gron asked if that was a matter of cost and timeliness. Hatton responded that most practice due diligence, not only financial, but also moral and ethical liability. He asked board members to send suggestions and comments to him and to Eck.

B. Changing Service Levels. Hatton reported that due to COVID levels rising, we will go to "Grab and Go" beginning Wednesday, November 11. Patrons will be allowed in the building for browsing, but we will be encouraging them to spend less time inside the building. We will close the doors at the Children's entrance so that all patrons will have to go through the Main entrance on 5th Street. The Reference dept. has a greeter desk at that entrance to monitor numbers, mask compliance, etc. Meeting rooms will remain closed. He said that we continue to monitor the circulation stats and the door counts. He presented statistics on Sunday use and showed that our numbers are still down. He suggested temporarily suspending Sunday hours to limit exposure, citing other libraries have done so, including the Indianapolis Public Library. Gron said that with only 20 patrons, it seemed that there would be as many patrons as staff members. Hatton said it was close with 13 staff members on duty. Jorck said he appreciated having the statistics to take into consideration. Wilkerson asked if the library was closed to patrons on Sundays, would that mean extra cleaning could be done. Hatton said not

necessarily, but that if we were closed, the cleaning service would have more flexibility to do contracted cleaning. Gron asked if there was any objection to the temporary suspension. Wilkerson said it made sense to do so. Frazier agreed, but asked to clarify that this was a temporary suspension, not a permanent situation. Hatton said that it would be temporary and that it would only be when the State is in the orange or red level on the COVID assessment. Wilkerson moved and Jorck seconded approval to suspend Sunday hours, temporarily, based on reduced services levels. The Board was polled and all answered Aye. Motion carried unanimously.

Public Comment – 10 minutes

None.

New Business

Hatton encouraged the Board to take note of the Staff accomplishments that Eck prepared and he included in the email packet. He praised all staff members, saying everyone had really stepped up and worked hard this year under extraordinary circumstances.

Gron reminded the Board that the next meeting on December 14 will include an Executive session at 4:00 pm via Zoom, with the regular meeting to follow at 4:30 pm via Zoom. Hatton said that he would arrange for Gron to conduct the Executive meeting on the BCPL Zoom platform, with instructions in the regular board meeting email.

Whitted thanked Eck for the staff highlights. She also asked about the Social Justice Film series. Hatton answered that it was a joint effort with the Heritage Fund and the African American Fund. He said that he would gather more information and detail and he would forward it to all members.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 4:53 p.m.

Attested:

Billie Whitted, Secretary

Gary Gron, President