

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
September 14, 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 4:02 p.m. by President Gron.

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

Absent: Brenda Tallent

Approval of Minutes

The minutes of the August 10, 2020 board meeting were reviewed. Whitted asked that the minutes be amended to include volunteers in the section regarding background checks. Whitted moved and Wilkerson seconded approval of the August 10, 2020 board meeting minutes as amended. The Board was polled and all answered Aye. Motion carried unanimously.

The minutes of the August 31, 2020 special board meeting were reviewed. Wilkerson moved and Jorck seconded approval of the August 31, 2020 special board meeting minutes as presented. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 593 through 676 in the amount of \$375,602.84 were reviewed. Hatton made note of the following claims: Claim 629 to Findaway is for the Playaways and Launchpads. Claim 640 is for the Heritage Quest database. Claim 656 is for the TumbleBooks database. Wilkerson moved and Frazier seconded approval to pay Claims 593 through 676 in the amount of \$375,602.84. The Board was polled and all answered Aye. Motion carried unanimously.

Action Items

A. Public Hearing on the 2020 Operating, Library Improvement Reserve Fund and Rainy Day Budgets. No one from the public was present. Hatton reported that the overall budget is \$4.8 million. He reminded the Board that adoption of the 2021 budget is set for the October Board Meeting. Gron asked if the budget was dependent on the COVID status. Hatton answered that while it isn't specifically, some line item amounts have been set to allow adjustments in case of money not being received. He said in particular, the income tax number is questionable, but we should have a better estimate soon. Jorck asked if, overall, the budget could increase by 4.2%. Hatton explained that the entire budget can increase 4.2% but income could be less.

B. Computer and Internet Use Policy. Hatton explained that we must reaffirm our Internet Use Policy each year in order to remain compliant with standards. He said there weren't many changes from the current policy. We did change the logo to reflect the 2019 change. Gron suggested that the word "all" be removed from Section E-3 and McIver said that the Section E heading should be D.2 not D.3. Hatton agreed with both edits. Whitted asked about the section on hacking and Hatton responded that the word hacking had been removed and that the word illegal would cover that action. Whitted moved and Jorck seconded approval to adopt the Computer and Internet Use Policy as amended. The Board was polled and all answered Aye. Motion carried unanimously.

C. Approval of Children's Patio Steps Brickwork. Hatton reminded the Board that we had discussion at the last meeting regarding the need for brickwork/repairs to the patio steps outside the Children's area. We had two quotes at that time and were awaiting a third quote. We have since received the third quote. Repp & Mundt is the preferred vendor due to past work performed by them and our satisfaction with the quality of their work. There was discussion about specific points on Repp's quote. Hatton answered that there was an estimate on tuck-pointing as needed. He said we had bricks leftover from the plaza renovation, which would be used and further, that the matching process has been started to find additional bricks. Wilkerson asked about a time frame on the project. Hatton answered we would begin ASAP and hope to have it completed before winter, ideally. McIver asked if we had any insight on why one quote was so much higher than Repp & Mundt. Hatton responded it looked like they had included extra waterproofing. Whitted asked if there would be new handrails installed as part of this project. Hatton said they aren't included in this quote, but we will have to have them, and that they would be above and beyond this quote. Jorck asked if we had anyone working on the rails. Hatton answered that Michelle Copple is working with vendor from the plaza renovation. Jorck moved and Wieneke seconded approval to accept the quote from Repp & Mundt for the brick repair work on the patio steps. The Board was polled and all answered Aye. Motion carried unanimously.

## Reports

A. Epidemic/Pandemic Policy and Telework Policy – Angela Eck. Eck reported that these policies have grown out of COVID 19. The library has responded to COVID closings and limitations in a lot of ways. Storytimes have been done online; Managers have been preparing schedules and approving timecards remotely; Staff have been using Zoom for meetings, etc. There needs to be a policy to establish rules regarding duties, responsibilities, and tools and equipment. She discussed the need for a dedicated workspace if a staff member was working from home/away from the library. An employee could be eligible for Workers Comp if they're injured during work performance even if they are not on library property. She also said guidelines have to be established so that staff know they must be available for communication if working from home during their work hours. The rules would also cover tracking work time for exempt and non-exempt employees. Hatton added that he was surprised by the Workers Comp component, highlighting the need for such policies. McIver added that we take Federal, State and local rules into consideration and follow the most restrictive as we craft our policies. Wieneke asked if we had looked at privacy policies as a component. Eck said it should be included. Hatton agreed, saying that we hold all employees to an expectation of professionalism and privacy. Eck said that we had incorporated guidelines, etc. from other libraries. She said that the guidelines prioritize services, while maintaining our core services to

our patrons. Whitted asked if employees were doing jobs they don't normally do and were there physical requirements for said duties. Eck said that we are making reasonable accommodations for any physically restrictive duties. Hatton added that the policies will comply with ADA requirements. They will layout expectations and basic points, but allow room for adjustment as needed.

Public Comment – 10 minutes

None.

New Business

Hatton said that as virtual meetings may be the norm for a while longer, we now have a DocuSign account so that Board members can sign electronically as opposed to needing to come to the library in person to sign minutes, etc. He said he would send a notice to all members via email.

Jorck asked about changing operating hours. Hatton answered that we would remain at our current hours for another month, depending on the Governor's mandate. Gron asked how our e-traffic has been. Hatton answered that it has remained strong, while our in-person activity is still down. Frazier asked about Sunday patron traffic now that we have resume Sunday hours. Hatton reported that it was very quiet. Staff reported that we had our first checkout at about 3 pm, and that we only had about five checkouts for the entire day. He said that wasn't unusual as we first resume those hours and that we will continue to monitor traffic going forward.

Hatton reminded the Board of the next scheduled meeting on October 12, 2020. We will most likely still be virtual, but he will update the status when a decision is made.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 4:51 p.m.

Attested:

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Billie Whitted, Secretary

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Gary Gron, President