

Minutes  
Bartholomew County Public Library  
Board of Trustees Meeting  
October 11, 2021  
Board Meeting 4:00 – 5:00 pm

Call to Order

By order and permission of the Governor, the meeting was held by virtual attendance (Zoom). President Gron called the meeting to order at 4:03 p.m.

Members Present by Zoom: Monta Frazier, Gary Gron, Vern Jorck, Stephen Shipley, Billie Whitted, and Mike Wilkerson. Library staff: Jason Hatton, Director; Angela Eck, Assistant Director; Michelle Williams, Business Services Coordinator. Mary Stroh, Attorney.

Absent: Laura Hack

Approval of Minutes

The minutes of the September 13, 2021 board meeting were reviewed. Gron noted a word error. Wilkerson moved and Jorck seconded approval of the September 13, 2021 board meeting minutes as amended. The Board was polled and all answered Aye. Motion carried unanimously.

Financial Report and Approval of Claims

A. Claims 637 through 707 in the amount of \$322,578.32 were reviewed. Hatton made note of the following claims: Claim 674 to Gale for online courses available to patrons. Claim 676 to HK for service repairs on the Book Express. Claim 702 for the TumbleBooks database. Jorck moved and Wilkerson seconded approval to pay Claims 637 through 707 in the amount of \$322,578.32. The Board was polled and all answered Aye. Motion carried unanimously.

Reports

A. Salary Classification Schedule. Hatton reminded the Board that he was unable to attend the September Board meeting due to a family emergency, and was therefore unable to present his report on the Salary Classification Schedule. He suggested doing so before asking the Board to take action on adoption of the budget.

Hatton said that while the overall numbers remained the same, there were just a few tweaks to the 2022 budget as previously proposed. There was a small increase in the Director's salary, an increase in the Library Assistant fund, and decreases in the FICA and PERF funds. The Professional Meetings fund was decreased slightly while Other Professional Services was increased. The budget for Collections was increased

overall by \$7500, and there was an increase in Buildings/Repairs of \$30,000 for potential projects such as new carpeting throughout Main and at Hope.

Hatton reviewed the Salary Classification Schedule and wage ranges. The position of Systems Manager was removed. He said we haven't had one in several years and don't need one as we have a contract for IT services with an outside provider. The Business Manager position has been changed to a Department Manager, while the Business Office Assistant will be under the Library Assistant II heading.

Hatton addressed the minimum and maximums on the wage range. He said they have been at the current rate for approximately 5 years. He compared our ranges to other libraries of similar size, as well as to the City of Columbus, BCSC and other area non-profits. He also considered private sector employers such as Target, Amazon, Walmart, etc. After comparing and reviewing, he recommended changes, with the biggest increases in the Library Assistant I and Facilities positions. In actual salaries, he recommended increases of \$4/hour for Library Assistant I employees, \$2/hour for other positions under \$20/hour, \$1.50/hour for employees currently earning \$20 – \$24.99/hour, and 4% for employees currently earning over \$25/hour.

Hatton laid out the next steps. The Board needs to approve the 2022 Budget today. At the November Board meeting, the salary schedule can be adopted. Individual salaries will be presented and the Director's salary can be set at the December Board meeting. Jorck expressed concern over the shelf attendant wage range and was not in favor of a range maximum less than \$15.00. Hatton responded that we have considered doing away with that position and incorporating those responsibilities into Library Assistant I position. Whitted asked about the sustainability of the salary schedule with potential Capital purchases and increased programming. Hatton responded that he does not foresee anything that would make it unsustainable and reiterated that we are currently in a favorable cash position.

### Action Items

A. Adoption of the 2020 Budget. Jorck made a Motion to increase the maximum salary for shelf attendants to \$15.00. Frazier seconded said motion. Following a discussion for clarification of Jorck's intent for said Motion, Jorck removed his Motion. Whitted moved and Jorck seconded a Motion to adopt the 2022 budget as presented. The Board was polled and all answered Aye. Motion carried unanimously. Hatton said he would send the budget paperwork through DocuSign for all attending members to sign.

B. Resolution to Authorize Director to Sign Grant Documents. Hatton reported that the State Library recommended that Library Boards pass a resolution authorizing the Director to sign grant documents. Gron suggested an amendment to the proposed wording to reflect, "apprising, with reasonable notice". Whitted asked if the wording should be changed to address times the President might be unavailable. Hatton suggested remove "President" and replacing with "Board. Wilkerson moved and Frazier seconded to adopt the resolution with the suggested amendments. The Board was

polled and all answered Aye. Motion carried unanimously. Hatton said he would send the resolution paperwork through DocuSign for all attending members to sign.

C. Approval to Move Forward to Purchase a New Book Express. Hatton reported that we had received money through the ARPA grant, although it was less than we had asked for and hoped to receive. The largest portion of the money is earmarked for a new vehicle for the Book Express. He said that our Outreach efforts have reached so many people. The Book Express program is useful, valuable and important. He discussed the last two vehicles we have used and the issues that have plagued both. He said the ARPA money together with some non-restricted gift funds would be sufficient to purchase and equip a Ford Transit for use as the new Book Express. Jorck asked if we had considered an all-electric vehicle. Hatton answered that had not pursued that course due to cost. He was unsure of the exact cost, but said the vendor said the cost was much greater. There was discussion about pursuit of additional grants or funding from other entities to offset the cost. Frazier asked what would happen with the current vehicle. Hatton responded that the previous vehicle had been sold for scrap due to its mechanical condition. He hopes we have better luck with reselling this one. Whitted asked what the cost is. Hatton responded we had a quote from Farber Specialty Vehicles of \$114,165.00. Frazier asked if that included outside graphics with the BCPL logo, etc. Hatton said that the quote was for the entire build, vehicle, graphics, Wi-Fi, shelves, an awning etc. Frazier moved and Jorck seconded to approve the purchase of a new Book Express based on the quote from Farber. The Board was polled and all answered Aye. Motion carried unanimously.

Public Comment – 10 minutes

None.

New Business

Hatton reported that work on the Red Room is proceeding. He shared pictures of the new darker red carpet that has been selected.

Hatton reminded the Board of the next meeting, November 8 at 4:00 pm. He also said that the meeting would most likely be virtual.

Adjournment

There being no other business to come before the board, the meeting was adjourned at 5:17 p.m.

Attested:

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Billie Whitted, Secretary

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Gary Gron, President