



**Batesville Memorial Public Library
Board of Trustees**

The mission of the Batesville Memorial Public Library is to help the people of the community in their pursuit of information and education, as well as vocational and recreational endeavors, by providing current materials, services, and programs.

President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for January 27, 2020 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Jeff Ollier, Thomas Barnett, Jamie Schantz (via Zoom), and Peter Mack

Director: Kim Porter

Members of the Public/Guests: None

Minutes of December 16, 2020 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Annual Board of Finance Meeting:

1. Election of President and Secretary
 - a. A Motion to elect the following slate of officers was made (Stenger/Barnett):
 - i. President: Peter Mack
 - ii. Secretary: Mark Masavage
 - b. Motion passed via voice vote to elect nominated officers for the Board of Finance.
2. Review of Banks discussion occurred.
3. Investments discussed. Peter Mack will continue to explore options to ensure BMPL is receiving the best rate of return.
4. Motion to adjourn finance meeting was made (Masavage/Barnett) and passed via voice vote.

Committee / Subject Reports:

1. Friends of the Library (FOL): The library will continue a lobby used book sale for the FOL.
2. Maintenance: Discussed meeting with city representatives regarding the Reading Park sidewalk connector. No decisions were made during the meeting. Several options were presented to the Mayor/city. The representative board group was cautiously optimistic of a favorable outcome regarding the Board's top priority for the location of the connecting sidewalk. Briefly discussed aesthetic updates that are being considered for the library lobby with the hope the style will match/mimic the children's room furniture. Acoustic options will be considered also.
3. Director's report: Disseminated via email prior to the meeting. Discussed several items presented.

Strategic Focus:

1. Rainy Day Transfer of Funds: A resolution to transfer funds into the Rainy Day fund account was presented and discussed. The resolution passed via signature vote.

Note: 10% of the total operating budget can be transferred to Rainy Day - \$107,971.
This will leave \$144, 967.35 in the 2020 Operating Budget (15%)

2. Resolution Authorizing Electronic Fund Transfers: A resolution to update the Authorization of Electronic Fund Transfers policy was presented and discussed. The resolution passed via signature vote.

Note: This resolution updates the policy to include the payment of all claims including the option of paying the credit card bill through an electronic transfer. Due to the issues with the mail system over the past year, there has been a few issues with claims not arriving on time. This update addresses the ongoing issue with being charged late fees and interest.

3. Conflict of Interest Statements: Information was distributed to board members who might have a potential conflict of interest to review and sign. All board members were encouraged to consider any business they might have with the board and complete conflict of interest statements as appropriate.
4. COVID-19 Employment Relief Plan was presented and discussed.

A **MOTION** was made (Barnett, Masavage) to approve the Employee Covid-19 Relief plan as presented. The motion passed via voice vote.

Note: The Federal Government did not extend a portion of the COVID-19 Relief Bill. It ended Dec. 31st. It did allow for individual organizations/businesses to extend benefits contained in the bill on their own. This plan would be reviewed on a quarterly basis.

5. Items to be discarded. A list of obsolete items was presented and discussed.

A **MOTION** was made (Ollier/Schantz) to approve the list as presented. The motion passed via voice vote.

Adjournment: A motion was made (Masavage/Schantz) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:40 P.M.

Next regular meeting: **Wednesday, February 24, 2021 at 5:00 P.M.**

**RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER
(Including Payroll and PERF)**

WHEREAS, the Board of the Batesville Memorial Public Library has determined that it is beneficial to its financial operations to transact the financial affairs of the Library, including the payment of wages or compensation owed to the Library employees, through electronic funds transfers including direct deposit.

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees' retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages to Library employees via direct deposit through the services provided by the Library's and each employee's financial institution, and

BE IT FURTHER RESOLVED, that the Treasurer is hereby authorized to take any and all actions necessary to implement electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of the transactions conducted under I.C. 5-13-5-5 so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the Batesville Memorial Public Library at its regular meeting held on the 27th day of January, 2021, at which meeting a quorum was present.

NAY

AYE

Jeff Altier
Thomas Barnett
Lisa Seibert

ATTEST:

Thomas Barnett
Secretary

Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the Batesville Memorial Public Library finds that the purposes of the 2020 Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the 2020 Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Batesville Memorial Public Library do hereby transfer \$107,971 from the 2020 Operating Fund to the Rainy Day Fund for the purpose(s) to be determined by the Board of Trustees. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Batesville Memorial Public Library at its regular meeting held on the 27 day of January, 2021, at which meeting a quorum was present.

NAY

AYE

Thomas Barnett

ATTEST:

Thomas Barnett
Secretary



**Batesville Memorial Public Library
Board of Trustees**

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President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for February 24, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:01 P.M.

Record members and guests present: Mark Stenger, Jeff Ollier, Mark Massavage, Anne Amrhein, Thomas Barnett (via Zoom), Jamie Schantz (via Zoom), and Peter Mack (via Zoom)

Director: Kim Porter

Members of the Public/Guests: None

Minutes of January 27, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. Friends of the Library (FOL): No updates.
2. Maintenance: Slight roof leak discovered where the old and new building meet. Roofer has been called and it will be repaired.
3. Director's report: Disseminated via email prior to the meeting. Discussed several items presented.

Strategic Focus:

1. Investment & Banks: Following an exploration of options to see whether or not BMPL is receiving the best rate of return Peter Mack determined that area bank rates are similar enough to one another that it is not warranted to recommend making changes at this time.
2. Foyer Update: Mark Stenger, Jeff Ollier and Kim Porter met with Evon Manz from the Fleming Group to begin the process of updating the foyer area. Kim presented two subsequent design

options that were discussed at the meeting. Kim and Anne will meet with a Fleming Group rep on 2/25/21 to continue progress on the update.

3. Legislative Update: SB288, Material Harmful to Minors was not called for a vote, and the bill is considered dead at this time.
4. The board again reviewed the BMPL Collection Development Policy and noted that the policy had been updated in August of 2020.
5. Discussion held regarding acquisition of nearby property offered to BMPL. Discussion only, no action or decisions made.
6. Director goals for 2021: Anne Amrhein shared the Director's goals for 2021. These goals are part of the BMPL employee evaluation procedures and will be shared electronically with the board.
7. Reading Garden: Option 1 for the location of the connecting sidewalk determined following meeting with the city.

Adjournment: A motion was made (Masavage/Schantz) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:57 P.M.

Next regular meeting: **Wednesday, March 24, 2021 at 5:00 P.M.**

**RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER
(Including Payroll and PERF)**

WHEREAS, the Board of the Batesville Memorial Public Library has determined that it is beneficial to its financial operations to transact the financial affairs of the Library, including the payment of wages or compensation owed to the Library employees, through electronic funds transfers including direct deposit.

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees' retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages to Library employees via direct deposit through the services provided by the Library's and each employee's financial institution, and

BE IT FURTHER RESOLVED, that the Treasurer is hereby authorized to take any and all actions necessary to implement electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of the transactions conducted under I.C. 5-13-5-5 so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the Batesville Memorial Public Library at its regular meeting held on the 27th day of January, 2021, at which meeting a quorum was present.

NAY

AYE

Jeff Dalton
Thomas Barnett
Joe Seuntz

ATTEST:

Thomas Barnett

Secretary

Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the Batesville Memorial Public Library finds that the purposes of the 2020 Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the 2020 Operating Fund an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Batesville Memorial Public Library do hereby transfer \$107,971 from the 2020 Operating Fund to the Rainy Day Fund for the purpose(s) to be determined by the Board of Trustees. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Batesville Memorial Public Library at its regular meeting held on the 27 day of January, 2021, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Thomas Barnett
Secretary



**Batesville Memorial Public Library
Board of Trustees**

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Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for March 23, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Anne Amrhein, Thomas Barnett, Jamie Schantz, Mark Masavage, and Peter Mack

Director: Kim Porter

Members of the Public/Guests: None

Minutes of February 24, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. **Friends of the Library (FOL):** FOL is planning to have a September book sale.
2. **Maintenance:** The exterior of the Annex has been painted gray. Kim Porter is considering applying for a Store Front grant from the city of Batesville. Matching grants are available for up to \$5,000.00. Possible upgrades and improvements were discussed if this grant were received.
3. **Director's report:** Disseminated via email prior to the meeting. Discussed several items presented. The "Ask a Lawyer" program was highlighted.

Strategic Focus:

1. Resolution to establish a Capital Assets Threshold

A resolution was presented and discussed to establish a capital assets threshold of \$5,000.00. The resolution was adopted via signature vote.

2. Foyer Update: Furniture, color schemes, etc. reviewed.

MOTION A motion was made (Amrhein/Barnett) to establish a budget of up to \$18,00000 for the foyer renovation project to be paid from LIRF. Motion passed via voice vote.

Note: Bid presented and discussed from the Fleming Interior Group was \$17,937.42.

3. Review Covid-19 Employment Relief Plan:

MOTION A Motion was made to continue the relief plan for an additional 3 months (Stenger/Masavage). The Motion passed via voice vote.

4. Shelving: Discussed the shelving issues for books and some of its limitations. The current shelving is original to the building. A group of members have set a date (April 16th) to tour local libraries to view different shelving options.

5. August Board Meeting: moved to Tuesday, August 24th, 2021.

Adjournment: A motion was made (Masavage/Schantz) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:58 P.M.

Next regular meeting: **Thursday, April 22, 2021 at 5:00 P.M.**



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President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for April 22, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Anne Amrhein, Thomas Barnett, Jeff Ollier, and Mark Masavage

Director: Kim Porter

Members of the Public/Guests: None

Minutes of March 23, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. **Friends of the Library (FOL):** No report. FOL has donated \$1,000.00 to support the summer reading program.
2. **Maintenance:** Discussed foyer restroom project. Bruns and Gutzwiller will review the need for handicap accessibility. Phase 2: We are looking to change two additional bathrooms in the quiet area into meeting rooms. Bruns Gutzwiller will provide a general bid to for us to begin the process of discussing the parameters of the project. We will be getting pricing for new glass, new store front windows on annex to include in pursuit of a store front grant.
3. **Director's report:** Disseminated via email prior to the meeting. Discussed several items presented. Highlighted meeting with Batesville schools to discuss getting library cards to students as well as our possible meeting room project. Discussed new guidelines for use of digital meetings for board meeting and in person guidelines for meetings to be considered to have a quorum.

Strategic Focus:

1. Foyer Update: Furniture delivery expected by May 31st.
2. Annex – Store Front: see above maintenance report
3. Page Pay Rate Scale: Reviewed other comparable work locations for teens employees

MOTION: A motion was made (Ollier/Masavage) and passed via signature vote to adjust the pay for pages and the library assistant position as follows:

Pages:

- \$8.00/hour at hire
- \$8.50/hour after completing 300 hours of work.
- \$8.75/hour after completing 600 hours of work.

Library Assistant starting wage shall be \$9.25/hour.

Note: Director shall have discretion to adjust these rates as appropriate on an individual basis.

4. New Hire Pay Rate:

A pay rate of \$8.00/hour for new hire, Jenna Honnert, was approved via signature vote.

5. Field Trip Report: Discussed different shelving options that were observed during recent trips to local libraries.
6. Main Street Nomination: Women's Legacy Award: Discussed guidelines and possible BMPL nominees.

Adjournment: A motion was made (Masavage/Barnett) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:55 P.M.

Next regular meeting: **Thursday, May 27, 2021 at 5:00 P.M.**



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Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for May 27, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:02 P.M.

Record members and guests present: Mark Stenger, Anne Amrhein, Jeff Ollier, Pete Mack, and Mark Masavage

Director: Kim Porter

Members of the Public/Guests: None

Minutes of April 22, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Pete led a short discussion regarding updates on best rates of return for BMPL investments. Pete contacted Friendship State Bank and their public funds rate is .15% higher than we are currently receiving from FCN Bank. It amounts to about \$ 2,000 per year more, but the cost in fees to transfer funds to FSN is about the same so switching away from FCN doesn't make sense. However, Pete will contact FCN to see if they will match the rate.

Committee / Subject Reports

- a. **Friends of the Library** -no report
- b. **Maintenance Report** - Jeff and Kim met with Bruns-Gutzwiller and Brayden Deal to discuss updates to foyer bathrooms and possible changes to Quiet Room restrooms. Vents need to be replaced in main restrooms.
- c. **Director's report** - Disseminated via email prior to the meeting. Discussed several items

presented. Highlighted SE Directors' Meeting that will be held at BMPL on July 9.

Strategic Focus

- a. **Meeting Room Policy** – Following a request by a local group who will be holding their fundraiser after hours in the library in August, it was agreed that the current policy regarding no alcohol in the meeting rooms be adjusted to say, "Prior approval may be obtained from the Director".
- b. **New Hire Pay Rate** – The board signed off on the pay rate for new page, Megan Raab.
- c. **Annex Update** – Kim reported that the store front grant has been turned in. She also shared a rendering of signage ideas and new glass.
- d. **Outdoor Sign** – Three options by Green Signs and Pro-Prints were shared and discussed.
- e. **Mary Stewart Room** – Possible options for converting restrooms to meeting rooms discussed with no firm decisions made.
- f. **Board By-Law Review/Revision** – Following review of a revision to the BMPL by-laws that included electronic meetings, a motion was made and passed to update the by-laws. It was also noted that the board needs to review BMPL By-Laws every 3 years, which we already do.

Adjournment: A motion was made (Masavage/Mack) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 6:10 P.M.

Next regular meeting: **Thursday, June 24, 2021 at 5:00 P.M.**



**Batesville Memorial Public Library
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President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for June 24, 2021 Meeting

Call to Order: Anne Amrhein, Board Vice-President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Anne Amrhein, Thomas Barnett, Jeff Ollier, Jamie Schantz, and Peter Mack

Director: Kim Porter

Members of the Public/Guests: Elizabeth Nobbe, Anne Baran

Minutes of May 27, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Reviewed and discussed new overview financial snapshot.

Committee / Subject Reports:

1. **Friends of the Library (FOL):** Only a few meetings have been held in past year due to the pandemic. The next meeting will occur in July. September 16th to 18th will be the next used book sale. Planning is underway. There should be a large number of books available at this sale.
2. **Maintenance:** There is an ongoing downspout issue that Laker's will be looking at to address. A discussion will be started with the city to discuss the possibility of some type of shelter outside for outdoor programming. Two years in a row the tent used for this purpose has been destroyed by weather. We will begin looking at bathroom renovation to start in October in the quiet room bathrooms to convert to meeting room space.
3. **Director's report:** Disseminated via email prior to the meeting. Discussed several items presented. Director interviewed candidates for the posted evening supervisor position. An offer will be made to a candidate early next week.

Strategic Focus:

1. Outdoor Sign Information – reviewed demonstration from Green Sign company. Reviewed and discussed bids for two different resolutions.

A **MOTION** was made (Barnett/Schantz) to create a \$35,000.00 budget to purchase the higher resolution sign in the Green Signs bid. These funds are to be split evenly between the operating budget and the rainy-day fund. The motion passed via voice vote.

Note: Director will seek input on design from board during the process.

2. New Hire Pay Rate Information – Rate for new page hire reviewed and passed via signature vote.
3. Annex Update Information – a grant was received for \$4,000.00 from the city of Batesville for improvements to the annex.
4. Meeting Room Policy Information: Revisions were presented and discussed.

Revisions presented/discussed:

- Prior Director permission required for outside groups to have alcohol present in the library for approved functions.
- The Reading Park will become a non-smoking area consistent with the rest of the library campus.

A **MOTION** was made (Ollier/Amrhein) to accept revisions to meeting room policy as presented/discussed and passed via voice vote.

5. Review COVID-19 Employee Relief Plan.

A **MOTION** was made (Ollier/Mack) to end the COVID-19 relief plan at the end of business day on June 30, 2021 and passed via voice vote.

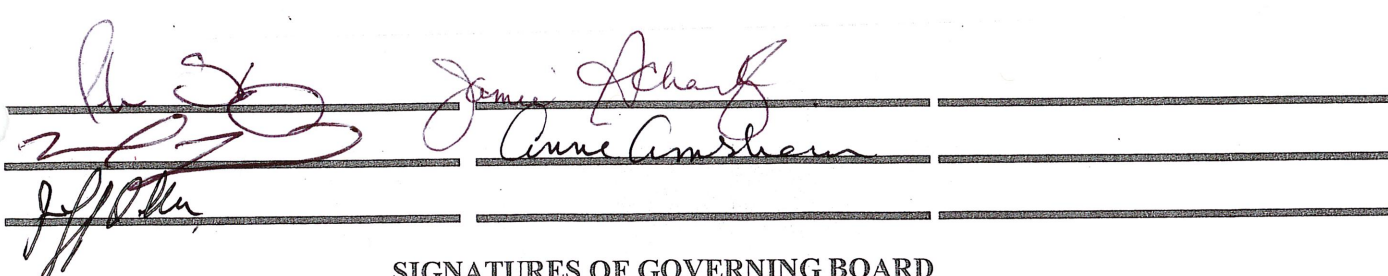
Note: Any unusual circumstance that might occur will be addressed by the Director and/or Board if a need should arise.

6. Discard Obsolete Equipment

A **MOTION** was made (Amrhein/Schantz) to discard (sell, recycle, or dispose of) a list of 7 items as presented and passed via voice vote.

Adjournment: A motion was made (Amrhein/Mack) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 6:25 P.M.

Next regular meeting: Thursday, July 22, 2021 at 5:00 P.M.



SIGNATURES OF GOVERNING BOARD



**Batesville Memorial Public Library
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Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for July 22, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Jeff Ollier, Jamie Schantz, Anne Amrhein, and Mark Masavage
Director: Kim Porter
Members of the Public/Guests: Friends of the library representative

Minutes of June 24, 2021 Meeting:

Minutes were circulated and reviewed.
Minutes were approved and filed for audit.

Claims and financial reports:

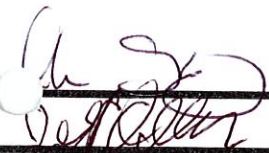
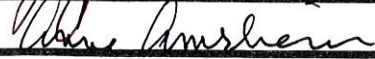
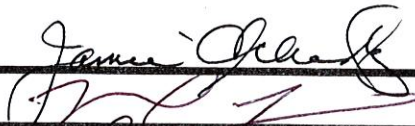

The financial reports were circulated and reviewed.
The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. **Friends of the Library (FOL):** Provided a brief overview of their current and future activities.
2. **Maintenance:** Update on Men's Bathroom ; Annex ; Downspout drainage issues. Discussed replacing the landscaping in the front of the building to match the new Reading Garden. This will be a point in the master plan.
3. **Director's report:** Disseminated via email prior to the meeting.
 - a) Approved by signature vote for Christy Cunningham pay rate of \$14/hour as Evening Supervisor
 - b) 2022 Budget approval for advertisement - Motion to approve by Jeff Ollier ; seconded by Jamie Schantz ; Vote unanimously approved.
 - c) ARPA Grant - Advisory committee was formed and appointment of Mark Stenger and Jeff Ollier to committee - Motion to approve by Mark Masavage ; seconded by Jamie Schantz ; Vote unanimously approved.
Vote for Kim Porter to actively pursue ARPA Grant - Motion to approve by Ann Amrhein; seconded by Jeff Ollier ; Vote unanimously approved.

Adjournment: A motion was made (Jamie Schantz/Mark Masavage) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned.

Next regular meeting: **Tuesday, August 24, 2021 at 5:00 P.M.**

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SIGNATURES OF GOVERNING BOARD



**Batesville Memorial Public Library
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Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for August 24, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Anne Amrhein, Thomas Barnett, Jeff Ollier, Mark Masavage, and Jamie Schantz

Director: Kim Porter

Members of the Public/Guests: Elizabeth Nobbe, FOL

Minutes of July 23, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. **Friends of the Library (FOL):** FOL has discussed the status of the upcoming used book sale (due to rising COVID numbers). A final decision about holding or canceling the book sale will be made at the next FOL meeting.
2. **Maintenance:** A leak in a commode in the ladies restroom was fixed. The ongoing downspout issue will be looked into next week. The tree from the corner of building was removed with stump removal yet to come. An estimate was received for concrete pad installation (\$30,000.00+). A grant application was submitted to RCCF for \$5,000 to help offset the cost. A new sign was ordered for the Annex which will match the new Library sign. An updated proposal/bid from Jerry Prickel was reviewed for next year's mowing, landscaping, etc. Yearly amount increased by \$900.00 over previous year.

A **MOTION** to accept the bid as presented with a monthly increase (\$250.00) for a total of \$900.00/month was made (Barnett/Ollier) and passed via voice vote.

3. Director's report: Disseminated via email prior to the meeting. Discussed several items presented. The new Children's Director, Sarah Dobson, was introduced. Mrs. Dickey's retirement celebration was discussed.

Strategic Focus:

1. New Hire Pay Rate: The new hire pay rate for the new Children's Director was reviewed and approved via signature vote.
2. Update on Grants: Timeline of various grant applications were updated (ARPA and RCCF).
3. Outdoor Digital Sign: The sign will be installed on August 31, 2021. It should be live on that day.

Annual Budget Meeting:

An opportunity was provided for the public to comment on or preview the proposed budget. No public comments were made.

Adjournment: A motion was made (Masavage/Ollier) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:40 P.M.

Next regular meeting: **Wednesday, September 22, 2021 at 5:00 P.M.**



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Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for September 22, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Thomas Barnett, Mark Masavage, and Jamie Schantz

Director: Kim Porter

Members of the Public/Guests: None

Minutes of August 24, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. Friends of the Library (FOL): No report.
2. Maintenance: The roof drain has been cleaned out and a new drain installed in an effort to prevent the yearly freezing issue in the downspout. Discussion of recent property tour occurred.
3. Director's report: Disseminated via email prior to the meeting. Discussed several items presented. Mrs. Dickey's retirement celebration was discussed. Date: Saturday, December 4th starting at 2:00 P.M. Some general planning discussion occurred.

Strategic Focus:

1. Budget Adoption: An opportunity was provided for the public to comment on or preview the proposed budget. No public comments were made. The proposed budget was approved via signature vote.
2. Future Board meeting dates set:
 - a. November 22, 2021
 - b. December 15, 2021

Adjournment: A motion was made (Masavage/Schantz) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:40 P.M.

Next regular meeting: **Wednesday, October 27, 2021 at 5:00 P.M.**



**Batesville Memorial Public Library
Board of Trustees**

The mission of the Batesville Memorial Public Library is to help the people of the community in their pursuit of information and education, as well as vocational and recreational endeavors, by providing current materials, services, and programs.

President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for October 27, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Thomas Barnett, Jeff Ollier, Anne Amrhein, Peter Mack, and Jamie Schantz

Director: Kim Porter

Members of the Public/Guests: Elizabeth Nobbe, FOL

Minutes of September 22, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Insurance is up for renewal on December 1 to be in force on January 1.

We purchase 4 policies. We have received two estimates with one being incomplete. More information will be provided to compare estimates in November.

Committee / Subject Reports:

1. **Friends of the Library** (FOL): Two items for library use were approved by the FOL: (1) Resource for Children's area and (2) sponsorship for 10 non resident library cards. Per Kim Porter: Almost weekly potential patrons inquire about a non resident card but walk away without purchasing. Cost is believed to be a factor. The most recent used book sale netted over \$2,000.00.
2. **Maintenance:** Windows with broken seals were replaced. Discussed potential uses of purchase of a nearby building. The conversation will be ongoing with the seller.
3. **Director's report:** Disseminated via email prior to the meeting. Discussed several items presented. Mrs. Dickey's retirement celebration was discussed.

Strategic Focus:

1. Resolution to Authorize Director Signature on Grant Documents: A resolution to authorize director signature on grant documents was reviewed and the resolution passed via signature vote.
2. Capital Assets Policy: This is a formal policy for our capital assets. An inventory and record threshold was set at \$5,000 earlier this year. A draft policy was presented and reviewed.

A **MOTION** was made (Ollier/Mack) to adopt the policy as presented and was approved via voice vote.

3. Evergreen Update (Nov 27th): Evergreen has scheduled a software update on the Saturday after Thanksgiving. The update is expected to take all weekend. We will be unable to check in items and reshelve, and checkout of items will be offline. Some libraries are closing. The Director recommended that BMPLibrary close this day. This board was in support of this decision.

Adjournment: A motion was made (Masavage/Schantz) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 5:48 P.M.

Next regular meeting: **Tuesday, November 23, 2021 at 5:00 P.M.**



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Board of Trustees**

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President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for November 23, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:00 P.M.

Record members and guests present: Mark Stenger, Thomas Barnett, Jeff Ollier, Anne Amrhein, and Peter Mack

Director: Kim Porter

Members of the Public/Guests: Elizabeth Nobbe, FOL; Caleb Payne, Gary Payne of Iron Timbers

Minutes of October 27, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. **Friends of the Library (FOL):** FOL is preparing for the December 9, 10, and 11 used book sale. FOL agreed to purchase state park passes to use for the winter reading program (4 x \$50.00). FOL asked for feedback on the possibility of purchasing a defibrillator for the library. The library has one at the circulation desk. It was suggested FOL consider purchasing one for the annex.
2. **Maintenance:** No report
3. **Director's report:** Disseminated via email prior to the meeting. Discussed several items presented. Discussed Sandy Dickey's retirement celebration on December 4th.

Strategic Focus:

1. **Iron Timbers Presentation Information**
 - a. Presented a conceptual design for the Pergola project
 - b. Discussion and Q/A regarding conceptual rendering occurred
 - c. Board discussion occurred regarding location, cost, and function vs. needs.
 - d. Board will invite Iron Timbers to add changes (shade, etc.) and request Red Forge submit a more formal design and bid.

2. Establish ARPA Fund Action: A resolution to establish an American Rescue Plan Act (ARP) Grant Fund was presented and passed via signature vote.
3. 2022 Holidays/Staff Training Information: Proposed dates for 2022 were circulated for review and discussion.

A **MOTION** was made (Amrhein/Ollier) to approve the dates as presented. The motion passed via voice vote.

4. Insurance: Two different bids were presented. Discussion regarding the pros/cons of each bid occurred.

A **MOTION** was made (Amrhein/Ollier) to accept the Southeastern Insurance (Auto Owners) bid as presented. The motion passed via voice vote with Mark Stenger abstaining.

A **MOTION** was made to move into executive session to address the following agenda items (Amrhein/Ollier) and passed via voice vote. The board convened in Executive session at 6:20 PM

- Director's Evaluation
- 2022 Staff Salaries & Bonus

The Board reconvened regular session with a **MOTION** (Amrhein/Ollier) and passed via voice vote at 6:40 PM.

5. Vote on matters discussed in Executive session:

A **MOTION** was made (Barnett/Amrhein) for 2022 staff salaries and bonuses as follows:

1. Hourly pay rate for a newly hired page at \$8.00/hour.
2. 2020 Staff Bonuses: \$5000.00 budget for the director to use at her discretion (excluding pages). Full time staff will receive at minimum 2x part time staff. (i.e. largest part time v. smallest full time bonus = 1:2)
3. Director Bonus: \$5,000.00 (Note: Director Bonus = \$3,500.00 + \$1,500.00 for COVID efforts)
4. Staff COLA increase for 2022 (excluding pages): 3.5 % COLA increase
5. Director COLA increase plus merit increase for 2022: 3.5% + 1.0% (merit) = 4.5% increase

The staff COLA pay increase passed via signature vote. The Director/staff bonuses and Director merit increase passed unanimously via voice vote.

Adjournment: A motion was made (Ollier/Amrhein) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 6:47 P.M.

Next regular meeting: **Tuesday, December 15th, 2021 at 5:00 P.M.**



**Batesville Memorial Public Library
Board of Trustees**

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President – Mark Stenger | Vice-President – Anne Amrhein | Treasurer – Peter Mack | Secretary – Thomas Barnett
Jamie Schantz | Mark Masavage | Jeff Ollier

Minutes for December 15, 2021 Meeting

Call to Order: Mark Stenger, Board President, called the meeting to order @ 5:01 P.M.

Record members and guests present: Mark Stenger, Thomas Barnett, Jeff Ollier, Anne Amrhein, and Peter Mack

Director: Kim Porter

Members of the Public/Guests: Elizabeth Nobbe, FOL

Minutes of November 23, 2021 Meeting:

Minutes were circulated prior to the meeting via email.

Minutes were approved as circulated and filed for audit.

Claims and financial reports:

The financial reports were circulated and reviewed.

The financial reports were approved as circulated and filed for audit.

Committee / Subject Reports:

1. **Friends of the Library** (FOL): The FOL approved funds to support the Polar Express movie, the children's holiday party, and the Nutcracker Ballet. A discussion of purchasing a defibrillator for the annex occurred. FOL will look into pursuing a grant but no action was taken. The Christmas used book sale occurred and netted \$400.00.
2. **Maintenance:** A hot water has gone out. Options to replace it will be pursued.
3. **Director's report:** Disseminated via email prior to the meeting. Discussed several items presented.

Strategic Focus:

1. **Pergola Project:** Discussed updates regarding possible location(s), size, and scope. Reviewed a pergola design provided by Red Forge, Inc. Iron Timbers was given guidance on possible updates from the November presentation. Kim Porter will be in contact to see if they intend to update their bid by the January meeting.

2. HVAC Unit (old unit is no longer functioning)

A **MOTION** (Ollier/Barnett) was made to move forward with the purchase of a new HVAC unit. The motion was approved via voice vote. Funds will be encumbered at the January meeting.

3. Election of Board Officers 2022

- A **MOTION** was made (Ollier/Mack) to approve the following slate of officers for the 2022 year.
 - Mark Stenger, President
 - Anne Amrhein, Vice President
 - Peter Mack, Treasurer
 - Thomas Barnett, Secretary
- The motion passed via voice vote.

4. Resolutions to Transfer Funds Between Major Categories: A resolution to transfer funds was presented and reviewed. The resolutions passed via signature vote.

Adjournment: A motion was made (Ollier/Amrhein) to adjourn the meeting and it was unanimously approved by voice vote. Meeting adjourned at 6:45 P.M.

Next regular meeting: **Wednesday, January 26th, 2022 at 5:00 P.M.**