MINUTES

INDIANA LIBRARY AND HISTORICAL BOARD

September 18th, 2020

Indiana State Library

Zoom Virtual Meeting

# CALL TO ORDER AND INTRODUCTIONS

The Business meeting of the Indiana Library and Historical Board was called to order by Ms. Laurel Setser at 1:36 pm. Board members present were Mr. Bill Bartelt, Mr. Tom Neuffer, and Mr. Joe Skvarenina. Also present were, Jacob Speer, Director of the Indiana State Library.

Others present were:

Stephanie Asberry, State Library

Jennifer Clifton, State Library

Angela Downs, State Library

Jamie Dunn, State Library

Lynn Floyd, State Library

Cheri Harris, State Library

Michella Marino, Historical Bureau

Jill Weiss-Simins, Historical Bureau

Sylvia Watson, State Library

John Wekluk, State Library

1. **INDIANA LIBRARY AND HISTORICAL DEPARTMENT BUSINESS**

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| 9-1-20  Agenda | The agenda was presented for approval with flexibility. Mr. Neuffer moved and  Mr. Skvarenina seconded to approve the agenda.  **TO APPROVE THE AGENDA WITH FLEXIBILITY.**  **Motion passed.** |

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| 9-2-20  Minutes | The minutes of the June 12th, 2020 were presented for approval as presented with flexibility. Mr. Bartelt moved and Mr. Neuffer seconded:  **TO APPROVE THE MINUTES AS PRESENTED WITH FLEXIBILITY.**  **Motion passed.** | | |
| 9-3-20  ISL Personnel Report | | Mr. Speer presented the Personnel Report for approval as presented. Retirements/Resignations: Bethany Fiechter, Library Supervisor 3, Manuscripts and Rare Books, resigned, last day worked June 19, 2020. Terminations: Daina Bohr, Librarian 1, Reference and Loan Division, effective July 17, 2020 Mr. Bartelt moved and Mr. Skvarenina seconded:  **TO APPROVE THE ISL PERSONNEL REPORT AS PRESENTED.**  **Motion passed.** | |
| 9-4-20  ISL  Financial Report | | | Mr. Speer presented the Financial Report for approval as presented. Mr. Skvarenina moved  and Mr. Bartelt seconded:  **TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**  **Motion passed.** | |

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| 9-5-20  2019 Public Library Standards | Ms. Clifton recommended Out of Standards for these Libraries   1. Edinburgh Wright-Hageman Public Library: Director did not submit the 2019 Annual Report (a report issue). Director does not have current certification. Library does not have a long-range plan for service. Library has not requested a waiver. 2. Jonesboro Public Library: Library website is down. Library has not yet pursued move to Evergreen. Still no weekend hours but library has been in communication with ISL staff. 3. Joyce Public Library: Library is not automated, not participating in InfoExpress, has not written bylaws, and is only open 12 hours a week. 4. Matthews Public Library: Several issues, including no catalog, no full time or certified director or staff. Library also lacks bylaws, long range plan, staff policies, and complete webpage. They say they are “a small-town library used primarily for reading”. 5. Penn Township Public Library: Numerous standards issues remain, including automation and InfoExpress. Director is now certified. 6. Pierceton & Washington Township Public Library: Not requesting a waiver. Still not fully automated or on InfoExpress and has no written policies or long-range plan. New director has started in 2020 and PDO regional coordinator has met with her and offered assistance developing policies. 7. York Township Public Library: Issues lack of automation, InfoExpress, no certified director/staff, and no website   Mr. Neuffer moved and Mr. Skvarenina seconded  **TO APPROVE THE RECOMMENDED OUT OF STANDARDS LIBRARIES.**  **Motion Passed**  Ms. Clifton Recommended Waivers for these Libraries   1. Centerville-Center Township Public Library: Lacked a full-time director in 2019. Library has hired a qualified, full time director as of 8/24/2020. 2. Clayton-Liberty Township Public Library: Library did not meet collection development standard in 2019 (6.9%). Says unexpected maintenance costs and failure to monitor expenditures was to blame. This is not a repeat issue. 3. Darlington Public Library: Director became certified in 2019. Library does not participate in InfoExpress but is planning to join at beginning of 2020-2021 service year (as of August, they have not signed up). 4. Earl Park Public Library: Library does not subscribe to InfoExpress courier service. Cancelled subscription because board cannot justify cost. Says they are able to work with a neighboring library to transport materials when needed. 5. Franklin County Public Library District: Cost of a now-completed construction project in 2017 and 2018 temporarily threw off non-resident fee (library opted to maintain current fee). 6. Henry Henley (Carthage) Public Library: Collection spending was 3.2% (of 8% required). Still not fully ADA compliant. Library is now live on Evergreen. (Previously Out of Standards). 7. Middletown-Fall Creek Township Public Library: Collection spending was 7.7% (of 8% required) and library did not have required number of InfoExpress services days in 2019 (had 2 days of service, needed 3). This has been corrected for 2020. 8. Orleans Town and Township Public Library: Collection spending was 7.4% (of 8% required). Not a repeat issue. 9. Parke County Public Library: Public policies, including Internet Policy, were not posted to libraries website. This has been corrected as of August 2020. 10. Scott County Public Library: Director lac ked sufficient certifications and non-resident fee was insufficient. Fee has been corrected and director is on track to graduate with MLS in Winter 2021. 11. Spiceland Town-Township Public Library: Collection development percentage was 7.9% (8% required). New director continues to work toward 8% requirement. 12. Tippecanoe County Public Library: Library has not updated long range plan for service since 2016 despite reminders and waivers. Director says library is actively seeking a consultant to assist and planning will commence at September 2020 board retreat. 13. Washington Township Public Library: Evening hours-Small town population (1,400 residents) and usage patterns do not justify expense of evening hours. (Open 12-5 M-F, 8:30-11:30 Sat)   Mr. Bartelt moved and Mr. Neuffer seconded  **TO APPROVE THE RECOMMENDED WAIVERS FOR LIBRARIES.**  **Motion Passed** |
| 9-6-20  Re-adoption of Librarian Certification Rule | Ms. Harris presented the Re-adoption of Librarian Certification Rule information. Ms. Harris will change the date from January 2020 to January 2021.  Mr. Skkvarenina moved and Mr. Bartelt seconded:  **TO APPROVE THE RE-ADOPTION OF LIBRARIN CERTIFICATION RULE**  **Motion Passed** |
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| 9-7-20  Marker Application Recommendations | Dr.. Marino presented these Markers for Recommendations   1. Brown County Art Colony (Brown Co.) 2. Sherman Minton (Floyd Co.) 3. Norman Norell (Hamilton Co.) 4. Lt. Aaron Fisher (Gibson Co.) 5. Indiana State Police Jasper Post (Dubois Co.) 6. Janet Flanner (Marion Co.) 7. Emma Barrett Molloy (Elkhart Co.) 8. Leedy Manufacturing Co. (Marion Co.) 9. Elizabeth “Bessie” Eaglesfield (Clay Co.) 10. Dr. Amelia Keller (Marion Co.) 11. Arthur Barkshire Case/Defiance of the Black Codes (Ohio Co.) 12. George Ade (Newton Co.) 13. Celebration on the Circle/Origins of Gay Pride Week in Indianapolis (Marion Co.) 14. South Bend Blue Sox (St. Joseph Co.) 15. Mary Garrett Hay (Clark Co.) 16. Henry Ulen and Ulen & Co. (Boone Co.) 17. Pantheon Theatre (Knox Co.) 18. Hagenbeck-Wallace Circus Train Wreck (Lake Co.) 19. Allen Temple (Grant Co.)   Mr. Skvarenina moved and Mr. Bartelt seconded:  **TO APPROVE THE MARKER APPLICATIONS RECOMMENDED**  **MOTION Passed**  Dr. Marino Not Recommended these Marker Applications for Approval   1. Hills Chapel (Grant Co.) 2. Bethel AME Church (Grant Co.) Need to change wording to Bethel AME from Hills Chapel 3. Birthplace of Col. Harland Sanders (Clark Co.) 4. Underground Railroad in Bloomington (Monroe Co.)   Mr. Skvarenina moved and Mr. Bartelt seconded:  **TO APPROVE THE NOT RECOMMENDED MARKER APPLICATIONS**  **MOTION Passed** |  |
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| 9-8-20  Deputy Director Public Services Report | Ms. Asberry presented the Public Services Report that was included in the packet. |
| 9-9-20  Deputy Director Statewide Services Report | Mr. Speer presented the Statewide Services Report that was included in the packet. |
| 9-10-20  Deputy Director of Indiana Historical Bureau  9-11-20  State Librarian and Historical Bureau | Dr. Marino presented the Indiana Historical Bureau Report that was included in the packet.  Mr. Speer stated that the majority of staff members are working a hybrid schedule of 2-3 days a week in the building and the remaining days at home. Mr. Speer also stated that patrons can come in the building by appointment only. The Indiana State Library has written a remote work policy and is waiting for approval from the State Personnel Office. |
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1. **INDIANA STATE LIBRARY FOUNDATION REPORT**

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| 9-12-20  ISL Foundation Report | Mr. Speer stated that the Indiana State Library Foundation has cancelled their event on 9/15/20 because of Covid-19. Speer also stated that staff are working on a 2021 Foundation request. |

**IV. OLD AND NEW BUSINESS INDIANA LIBRARY AND HISTORICAL BOARD BUSINESS**

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| 9-13-20  Old and New Business | There was no Old Business  New Business:  The ILHB Board would like to recognize Mr. Bob Barcus for his years of service on the ILHB Board. Ms. Setser moved and Mr. Bartelt seconded  **RECOGNIZE MR. BOB BARCIS FOR HIS YEARS OF SERVICE ON THE ILHB BOARD.**  **MOTION PASSED.**   1. Election of Board Officers   President- Laurel Setser; Mr. Bartlet moved and Mr. Skvarenina seconded  Vice President- Tom Neuffer; Mr. Bartelt moved and Mr. Skvarenina seconded  Secretary- Mr. Bill Bartelt; Mr. Neuffer moved and Mr. Skvarenina seconded  **TO APPROVED THE ELECTION OF BOARD OFFICERS**  **Motion passed.** |

Next meeting date: December 4th 2020 at 1:30pm

Meeting adjourn 2:34pm it was moved by Mr. Bartelt and Mr. Neuffer seconded