

**INDIANA LIBRARY AND HISTORICAL BOARD**

**February 21, 2014**

**Indiana State Library**

**Room 401**

**I. CALL TO ORDER AND INTRODUCTIONS**

The Business meeting of the Indiana Library and Historical Board (ILHB) was called to order by Mr. Bob Barcus at 10:00am. Board members present were Mr. Jon Myers, Mr. William Bartelt, and Mrs. Laurel Setser and Mr. Jeff Krull. Mr. Robert Barcus was present by phone. Also present were, Connie Bruder - Interim Director of the Indiana State Library, and Mrs. Pam Bennett – Director of the Indiana Historical Bureau.

Others present were:

Angela Downs, State Library

Sylvia Watson, State Library

Steven Schmidt, State Library

Shauna Borger, State Library

Emily Schaber, State Library

Anna Goben, State Library

Katrice Anders-Jordan, State Library

Mr. Charles Rude-Temporary Director of Kewanna Public Library

Mrs. Rude-Charles Rude's wife

Nicole Russell-State Personnel Director of Talent Acquisition (Recruitment Director)

Jeremy Haggard-State Personnel Recruitment Consultant

Benitta Thornton-State Personnel-ISL Business Partner

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

2-1-14            The agenda was presented for approval with flexibility. Mr. Bartelt moved and Mr. Krull seconded:  
Agenda

**TO APPROVE THE AGENDA AS PRESENTED WITH FLEXIBILITY.**

**Motion passed.**

2-2-14            The minutes of the December 13, 2013 meeting were presented for approval. Mr. Krull moved and  
Minutes            Mr. Myers seconded:

**TO APPROVE THE DECEMBER 13, 2013 MEETING MINUTES.**

**Motion passed.**

### III. INDIANA STATE LIBRARY BUSINESS

2-3-14  
Certification

Mr. Charles Rude, current temporary director of the Kewanna Public Library, requested an extension of his temporary librarian certificate. He has not completed his educational requirements. Mr. Rude stated that some certified librarians had been hired to be the library director but they did not work out. He stated he was the only full time employee at the library and under leadership the library has undergone significant improvements. Mr. Rude stated that the library went from 1 computer to 8 under his leadership and that the computers were upgraded to handle Evergreen. Mr. Rude stated that the library is open 48 hours a week which is more than a Class C library is required to be open under Indiana Standards. He also stated that under his leadership they passed a State Board of Accounts audit whereas the prior director had not. Mr. Rude reported that Kewanna serves a high poverty area and they are always busy. Mrs. Emily Schaber reported that Mr. Rude is working on his classes. She also confirmed that the Kewanna library has experienced some turnover with directors. Mrs. Schaber indicated that the Kewanna library has one part time staff person working toward an LC6 certification and that Mr. Rude is very enthusiastic about the library. Mrs. Borger reports that Mr. Rude has been a good Evergreen partner and that Kewanna is also part of the Overdrive consortium and is very active. Mr. Rude needs a Bachelor degree 15 credit hours of classes. Mr. Rude reports he is working on meeting standards and having the library in shape for a future permanent director. The ILHB and ISL staff discussed the consequences if Kewanna was found out of compliance with standards; loss of Evergreen membership, E-rate funding, ineligibility for LSTA grants. Mr. Rude reported he has had a temporary certificate for 4 years now and the board doesn't appear to be engaged in the process of finding a permanent certified director. The library has not recently advertised the position. The ILHB acknowledged the limits of 590 IAC 5-3-2 which states that a temporary permit may be renewed for 2 1-year periods and that Mr. Rude had a 3 1-year extensions. The ILHB also stated that it is up to the Kewanna board to do something about this situation. However, the ILHB expressed concerns about the repercussions to the Kewanna library and the possibility that it might not be easy for the library and the possibility that it might not be easy for the library to retain a full time certified librarian as director and so Mr. Krull moved and Mrs. Setser seconded:

**TO GRANT ONE ADDITIONAL ONE-YEAR RENEWAL OF MR. RUDE'S TEMPORARY LIBRARIAN CERTIFICATE. THE BOARD WILL SEND A LETTER TO KEWANNA'S BOARD ASKING FOR THEIR PLAN TO ADDRESS THIS ISSUE.**

**Motion passed.**

2-4-14  
Director  
Search

Ms. Russell, Mr. Haggard, and Ms. Thornton, from State Personnel, presented their comprehensive plan for the new director search. Ms. Russell and Mr. Haggard said they do everything the private search firms do including posting on various list serves and job sites and reaching out personally to individuals who might be good candidates. The ILHB and Ms. Thornton asked Mrs. Bruder if she was sure she didn't want to be considered for the position. Mr. Myers shared that the State Library Foundation board had not been impressed with the services they received from a paid search firm the last time they used one to find a director and the foundation board voted to not approve the expense of hiring a paid search firm to help ISL find a new director. Mrs. Bruder presented and the ILHB discussed salary ranges for the state agency directors and state librarians and the ILHB determined that they were happy with the salary range they agreed upon at the last meeting; (\$100,000-\$120,000) but that the salary range would not be disclosed in the initial job postings. The salary range will be disclosed after the first round of cuts. Mr. Myers moved and Mr. Krull seconded:

**TO USE THE STATE PERSONNEL RECRUITMENT TEAM TO FIND A NEW DIRECTOR FOR THE STATE LIBRARY.**

**Motion passed.**

- 2-5-14  
Human  
Resources  
Report
- Mrs. Bruder presented the Human Resources report. Mr. Krull moved and Mr. Bartelt seconded:
- TO APPROVE THE HUMAN RESOURCES REPORT AS PRESENTED.**  
**Motion passed.**
- 2-6-14  
Financial  
Report
- Mrs. Bruder presented the Financial Report. Mr. Krull moved and Mr. Bartelt seconded:
- TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**  
**Motion passed.**
- 2-7-14  
Telework  
Policy
- Mrs. Bruder presented the revised Telework Policy. The revision included a provision that required employees that want to work from home under the Telework Policy to live 50 miles or more away from ISL. There was some discussion about how many employees ISL was thinking about letting do this how it would be implemented. ISL indicated at this time it only appeared that one MIS employee would meet the 50 mile requirement and that public services employees would likely never be able to use the policy since they provide direct service to the public. Ms. Setser moved and Mr. Myers seconded:
- TO APPROVE THE REVISED TELEWORK POLICY AS PRESENTED.**  
**Motion passed.**
- 2-8-14  
Event Policy
- Mrs. Bruder and Mrs. Watson presented the Event Policy which had been revised to include additional fees for individuals and groups that want to hold special events in the building. After some discussion. Mr. Krull moved and Mr. Bartelt seconded:
- TO APPROVE THE REVISED EVENT POLICY AS PRESENTED.**  
**Motion passed.**
- 2-9-14  
Certification  
Rule
- Mrs. Watson announced that the certification rule (590 IAC 5) was going to expire and action was needed. There was discussion regarding whether or not changes needed to be made or whether it was best to just do a re-adoption at this time. Ms. Setser moved and Mr. Krull seconded:
- TO PROCEED WITH THE RE-ADOPTION PROCESS FOR THE CERTIFICATION RULE (590 IAC 5).**  
**Motion passed.**
- 2-10-14  
Library  
Standards  
Rule
- Mrs. Watson announced that there was a bill currently pending in the Indiana General Assembly that required additional preliminary steps prior to a state agency engaging in rulemaking activity. Mrs. Watson stated that if a bill passed, future rulemaking actions would need to result in a decrease in the overall regulatory effect of the rule. There was discussion between ISL and the ILHB regarding the creation of a standards task force that was created by ISL to examine and evaluate the standards rule. There was also discussion of a need for an ILHB board member to serve on the task force that is examining and evaluating the standards rule. Mr. Myers moved and Mrs. Setser seconded:
- TO APPROVE THE TASK FORCE ON STANDARDS.**  
**Motion passed.**  
**MR. BARCUS APPOINTED MS. SETSER CHAIR OF THE STANDARDS TASK FORCE.**

#### IV. INDIANA HISTORICAL BUREAU BUSINESS

- 2-11-14  
Financial  
Report
- Ms. Bennett presented the Historical Bureau's financial report. Mr. Krull moved and Mr. Bartelt seconded:  
**TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**  
**Motion passed.**
- 2-12-14  
Human  
Resources  
Report
- Ms. Bennett presented the Historical Bureau's human resources report. Ms. Setser moved and Mr. Myers seconded:  
**TO APPROVE THE HUMAN RESOURCES REPORT AS PRESENTED.**  
**Motion passed.**
- 2-13-14  
Marker  
Program  
Activity
- Ms. Bennett presented information on new developments in the Marker Program. Mr. Bartelt moved and Mr. Myers seconded:  
**TO APPROVE THE MARKER PROGRAM ACTIVITY.**  
**Motion passed.**

The meeting adjourned at 12:00pm.