

**INDIANA LIBRARY AND HISTORICAL BOARD**

**November 18, 2011**

**Indiana State Library**

**Room 401**

**I. CALL TO ORDER AND INTRODUCTIONS**

The Business meeting of the Indiana Library and Historical Board was called to order by Mr. Bob Barcus at 12:30 p m. Board members present were Mr. Jeff Krull and Dr. Tom Hamm. Also present were, Roberta Brooker, Director of the Indiana State Library and Pamela J. Bennett, Director of the Indiana Historical Bureau. Mr. Jon Myers was unable to attend.

Others present were:

Jim Corridan, Deputy Director, State Library

Wendy Knapp, State Library

Steven Schmidt, State Library

Drew Griffis, State Library

Carol Graham, State Library

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

11-1-11 Minutes The minutes of the September 9, 2011 meeting were presented for approval. Mr. Krull moved and Dr. Hamm seconded:

**THAT THE MINUTES OF THE SEPTEMBER 9, 2011 MEETING BE APPROVED AS PRESENTED.**

**Motion passed.**

11-2-11 Meeting Dates 2012 Meeting Dates 2012 Meeting dates set for the Indiana Library & Historical Board for 2012 are:

February 24

April 13

June 8

August 10

October 12

December 14

Dr. Hamm moved and Mr. Krull seconded:

**TO APPROVE THE MEETING DATES FOR THE INDIANA LIBRARY & HISTORICAL BOARD AS DISCUSSED.**

**Motion passed.**

Mr. Corridan asked the Board for approval to close the Indiana State Library on Saturday, February 4, 2012 due to the Super Bowl being held in downtown Indianapolis on Sunday, February 5, 2012. Mr. Krull moved and Dr. Hamm seconded:

**TO APPROVE THAT THE INDIANA STATE LIBRARY BE CLOSED ON SATURDAY, FEBRUARY 4, 2012 DUE TO THE SUPER BOWL BEING HELD IN DOWNTOWN INDIANAPOLIS ON FEBRUARY 5, 2012.**

**Motion passed.**

### III. INDIANA STATE LIBRARY BUSINESS

11-3-11 Ms. Brooker presented the personnel report for approval. Mr. Krull moved and Dr. Hamm  
Personnel seconded:  
Report **TO APPROVE THE PERSONNEL REPORT AS PRESENTED.**  
**Motion passed**

11-4-11 Mr. Corridan presented the financial report for approval. Dr. Hamm moved and Mr. Krull seconded:  
Financial seconded:  
Report **TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**  
**Motion passed.**

11-5-11 Ms. Brooker presented for approval a change in State Library Computer Use Effective November  
Indiana State 21, 2011.  
Library  
Computer All electronic traffic originating from the Indiana State Library's connection to the Internet shall be  
Use Policy in accordance with the following acceptable use standards. Failure to abide by these standards may  
result in the loss of Internet access, computer or library privileges, and could result in financial  
responsibility and/or criminal prosecution.

Computers and Internet access are not for recreational use. They are provided to support research in the Library and to provide access to the Library's online resources.

Access to the Internet is provided to enhance the Library's collection of information resources.

Computer/Internet users must abide by all state and federal laws including, but not limited to, copyright laws, privacy laws, laws related to the unauthorized access or tampering of computers or computer systems or networks, and the Children's Internet Protection Act (CIPA).

Computer/Internet users may not:

- Access, view, show, or print illegal content including, but not limited to, material that can be categorized as harassing, obscene, child pornography or material otherwise harmful to minors;
- Destroy or alter equipment or install software onto a public computer;
- Violate software, database, or website license agreements or acceptable use policies; or
- Use the State Library's computers in a malicious or disruptive manner

The complete State Library Computer Use Policy is posted at the public computer stations located on the second floor of the Indiana State Library.

Dr. Hamm moved and Mr. Krull seconded:

**TO APPROVE THE INDIANA STATE LIBRARY COMPUTER USE POLICY EFFECTIVE NOVEMBER 21, 2011.**  
**Motion passed.**

11-6-11 Ms. Brooker presented for approval an updated Indiana State Library Dress Code Policy. This policy  
Indiana State applies to all employees subject to the executive authority of the Indiana State Library, and to all  
Library Dress prospective employees seeking positions within this agency. Therefore, employees are expected to  
Code Policy utilize good judgment in determining their dress and appearance. Employees who are  
inappropriately dressed may be sent home without pay to take the appropriate corrective action and  
return to work or be subject to progressive discipline. Supervisors are responsible for informing  
employees when their dress is inappropriate. Casual Friday will not be observed by staff attending  
professional meetings or at their supervisor's request. Casual Friday is optional and can be revoked  
by a supervisor or agency management. A complete copy of the dress code policy will be available

in each division for review. Mr. Krull moved and Dr. Hamm seconded:

**TO APPROVE THE UPDATED INDIANA STATE LIBRARY DRESS CODE POLICY.  
Motion passed.**

11-7-11 Foundation Fund Transfer It is the State Library’s recommendation that the following funds be transferred to the Indiana State Library Foundation upon its capacity to accept such funds:

The Ruth Lilly Endowment:	All Funds
Robert Kraft Funds	All Funds
Indiana Center for the Book	All Funds
Library and Historical Department Funds	All Funds
Publications Fund	\$350,000
Gates Foundation Grant	All Funds
Darrach Genealogy Fund	All Funds

Mr. Krull moved and Dr. Hamm seconded:

**TO APPROVE THE STATE LIBRARY’S RECOMMENDATION THAT THE FUNDS BE TRANSFERRED TO THE INDIANA STATE LIBRARY FOUNDATION UPON ITS CAPACITY TO ACCEPT SUCH FUNDS.  
Motion passed.**

11-8-11 LSTA Grants Mr. Corridan presented for approval the proposed LSTA Year 2012 Grant Application Budget Worksheet. Dr. Hamm moved and Mr. Krull seconded:

**TO APPROVE THE PROPOSED LSTA YEAR 2012 GRANT APPLICATION BUDGET WORKSHEET AS PRESENTED.  
Motion passed.**

**IV. HISTORICAL BUREAU BUSINESS**

The Director’s report is made a part of these minutes.

11-9-11 Financial Report Miss Bennett presented the financial report for approval. Mr. Krull moved and Dr. Hamm seconded:

**TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.  
Motion passed.**

11-10-11 Marker Program Miss Bennett presented for approval the purchase and installation of John Work Home and Mill (formerly Tunnel Mill) replacement marker for Clark Co. Dr. Hamm moved and Mr. Krull seconded:

**TO APPROVE THE PURCHASE AND INSTALLATION OF JOHN WORK HOME AND MILL (FORMERLY TUNNEL MILL) REPLACEMENT MARKER FOR CLARK CO.  
Motion passed.**

The meeting adjourned at 1:30pm.