INDIANA LIBRARY AND HISTORICAL BOARD

December 10, 2019  
Indiana State Library

Room 401

# CALL TO ORDER AND INTRODUCTIONS

The Business meeting of the Indiana Library and Historical Board was called to order by Mr. Bob Barcus at 1:34 p.m. Board members present were Mr. Bill Bartelt, Mr. Tom Neuffer, and Ms. Laurel Setser. Mr. Joe Skvarenina was unable to attend. Also present was Jacob Speer, Director of the Indiana State Library.  
  
Others present were:  
Stephanie Asberry, State Library  
Gvido Burgis, Indiana State Library Foundation, Inc.  
Kara Cleveland, State Library  
Jennifer Clifton, State Library  
Bethany Fiechter, State Library  
Wendy Knapp, State Library  
Michella Marino, State Library   
Lauren Patton, State Library  
Sylvia Watson, State Library

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

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| 12-1-19  Agenda | The agenda was presented for approval. Mr. Bartelt moved and Mr. Neuffer seconded  **TO APPROVE THE AGENDA.**  **Motion Passed.** |

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| 12-2-19  Minutes | The minutes of the October 11, 2019 meeting were presented for approval. Ms. Setser moved and Mr. Bartelt seconded  **TO APPROVE THE MINUTES AS PRESENTED.**  **Motion passed.** |

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| 12-3-19  Personnel Report | Mr. Speer presented the Personnel Report for approval. New Hires: Benjamin Baumann, Historian I, effective October 21, 2019; Angelia Lynn Floyd, Database Analyst Senior, MIS, effective October 21, 2019. Termination: Sara Gerety, Secretary 4, Circulation Support Division, last day worked November 13, 2019. Mr. Neuffer moved and Ms. Setser seconded  **TO APPROVE THE PERSONNEL REPORT AS PRESENTED.**  **Motion passed.** |

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| 12-4-19  Financial Report | Mr. Speer presented the Financial Report for approval. Mr. Bartelt moved and Mr. Neuffer seconded  **TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**  **Motion passed.** |
| 12-5-19  Public Library Access Card Fee for 2020 | Mr. Speer presented the information regarding the PLAC program as reported and reimbursed based on the 2018 public library annual reports, and included information for the average non-resident fee at all public libraries. Mr. Speer recommended the PLAC fee be kept at $65 for 2020. Ms. Setser moved and Mr. Bartelt seconded  **TO APPROVE THE PUBLIC LIBRARY ACCESS CARD FEE OF $65 FOR 2020.**  **Motion passed.** |
| 12-6-19  Service Fees and Fines Schedule | Mr. Speer and Dr. Marino presented the updated Service Fees and Fines Schedule to align with industry standards. Mr. Neuffer moved and Ms. Setser seconded  **TO APPROVE THE SERVICE FINES AND FEES SCHEDULE AS PRESENTED.**  **Motion passed.** |
| 12-7-19  Collection Development Policy | Ms. Asberry presented the Collection Development Policy for approval. Mr. Bartelt asked that additional detail be included for who is responsible for deaccessioning materials from the Rare Books and Manuscript Collection, similar to language for other divisions, and to whom the decision to deaccession is being justified. Ms. Setser moved and Mr. Bartelt amended and seconded  **TO APPROVE THE COLLECTION DEVELOPMENT POLICY GO INTO EFFECT JANUARY 1, 2020, WITH ADDITIONAL LANGUAGE SPECIFING THE RESPONSIBLE PARTY FOR DEACCESSION OF MATERIALS FROM THE RARE BOOKS AND MANUSCRIPTS DIVISION AND TO WHOM THE DECESSION TO DEACCESSION IS BEING JUSTIFIED.**  **Motion passed.** |
| 12-8-19  Election of Officers | The current slate, of Bob Barcus, President, Laurel Setser, Vice President, Bill Bartelt, Secretary was reviewed. Ms. Setser moved and Mr. Neuffer seconded  **TO APPROVE THE CURRENT SLATE OF OFFICERS AS THE OFFICERS FOR THE ILHB FOR 2020.**  Because the president, vice president and secretary were all on the slate of officers, Mr. Barcus asked Mr. Neuffer to oversee the election of officers. Mr. Neuffer called for all those in favor.  **Motion passed.** |

1. **REPORTS**

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| 12-9-19  Deputy Director of Public Services | Ms. Asberry presented the Public Services Report that was included in the packet. |
| 12-10-19  Deputy Director of Statewide Services | Ms. Knapp presented the Statewide Services Report that was included in the packet. |
| 12-11-19  Deputy Director of Indiana Historical Bureau | Dr. Marino presented the Indiana Historical Bureau Report that was included in the packet. |
| 12-12-19  State Librarian and Historical Building | Mr. Speer reported that the Department of Local Government Finance had reached out to seek our assistance in clarifying language for House Bill 1343 from the 2019 General Assembly. The DLGF incorporated changes and submitted new language to Representative Leonard this week that should make things clearer for the DGLF and the State Library going forward. The INSPIRE RFP will be moving forward in the new year. AutoGraphics was awarded the Statewide Remote Circulation System contract, so there will be no changes to that service. The Indiana State Library Foundation approved a $217,700 grant to the Indiana State Library for programmatic expenses in 2020. Mr. Speer also reported that the work on the roof was completed. An electric transformer that had been in use for the last 60 years was replaced by Indiana Power and Light over the Veteran’s Day weekend. A generator was used to power fans in the vault to ensure no damage was sustained by materials during the power outage. There were no issues. |
| 12-13-19  Indiana State Library Foundation | Mr. Burgis reported that the Indiana State Library Foundation will be hosting an event on April 23, 2020 from 4-7 p.m. at the State Library. The president of Sun King Brewery has been confirmed as a speaker for the event. The State Library Foundation has increased the income from individual donations since his tenure with the foundation began. |

1. **NEW BUSINESS**

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| 12-14-19  New Business | Mr. Speer presented two options for meeting dates for the 2020 calendar year, in response to board feedback that fewer meetings would be more? effective and efficient, especially for the board members that must travel a great distance. Ms. Setser moved and Mr. Bartelt amended and seconded  **TO APPROVE OPTION B FOR MEETING DATES FOR 2020, WITH THE ABILITY OF MR. SPEER TO CALL SPECIAL MEETINGS IF NEEDED IN ADDITION TO THIS CALENDAR.**  **Motion passed.**  2020 meetings will be held at 1:30 p.m. on the following dates:  March 13  June 12  September 18  December 4 |

1. **OLD BUSINESS**

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| 12-15-19  Old Business | There was no Old Business |

The meeting adjourned at 2:17 p.m.