

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
April 25, 2019**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on April 25, 2019, beginning at 3:00 pm. The meeting was held at the Main Branch of the Harrison County Public Library, 105 N. Capitol Ave., in Corydon, Indiana. Members of the Board of Trustees present: Linda Zabel, Vice-President; Suetta Tingler, Secretary; Marydee Meyer, Treasurer; Barbara Hoback Smith, Kathy Crimans, Sharon S. Uhl; Alisa Burch, Director; and Jessica Stroud-Gibson, Head of IT/Recording Secretary.

Linda Zabel called the meeting to order at 3:00 pm.

**SECRETARY'S REPORT**

**Minutes of the March 28, 2019 Meeting**

Upon a motion made by Marydee Meyer, seconded by Suetta Tingler and approved by voice vote, the minutes from the March 28, 2019 meeting were approved.

**TREASURER'S REPORT**

**Claims and Financial Summary for February 2019**

Following a review of the financial documents and funds, Kathy Crimans made a motion to approve the claims and financial summary for March 2019 as well as a transfer of \$2,000.00 from the adult books appropriation to the equipment appropriation. Barbara Hoback Smith seconded the motion, and it was approved by a voice vote.

**COMMUNICATIONS**

Alisa Burch distributed the HCPL Adult Programs Calendar for May 2019.

**REPORTS**

**Youth Services**

Diana Lasky reported that 75 juvenile programs were held in March attended by 1,324 patrons, and 4 young adult programs were held that were attended by 22 patrons. She also reported that she purchased 129 juvenile, 51 young adult and 21 eBook titles in March 2019 totaling \$2,784.76.

## **Acquisitions**

Rachel Baelz reported that she purchased 433 adult materials in March at a cost of \$8,806.61.

## **Adult Outreach**

Sue King reported that in March she delivered to 28 library outreach participants and presented 4 programs in nursing homes with 58 attending. She also held four in-library programs attended by 19 people.

## **Adult Programs**

Alisa Burch reported that 354 people attended 38 adult programs in March.

## **IT**

Jessica Stroud-Gibson provided statistics for patron usage of Overdrive and Axis360 digital downloads; in March 2019, 1,987 digital titles were checked out by HCPL patrons on OverDrive; of those checkouts, 1,267 were eBooks, 34 were eMagazines, 681 were audio books and 5 were streaming video; patrons checked out 86 digital items via Axis 360 — 57 eBooks and 29 audio books. During this time, there were 258 visits to HCPL's blog at <http://harrisoncopublib.ning.com>. There were 1,210 sessions on HCPL's website at [www.hcpl.lib.in.us](http://www.hcpl.lib.in.us). The library's Facebook page, <https://www.facebook.com/hcpl47112>, added 7 new followers to reach 1,597 as of April 22, 2019.

## **SRCS**

Jessica Stroud-Gibson reported SRCS statistics for March 2019; 234 requests were submitted by HCPL patrons and 188 items received. Harrison County Public Library received 96 requests from other libraries' patrons and filled 86.

## **Director**

A summary of the items that were discussed at the department head meeting held on April 22, 2019 was distributed to all present.

Upcoming conferences and workshops:

- 28 staff members attended the Indiana Library Federation South East Regional Conference on April 2 at Ivy Tech Sellersburg.
- Jessica Stroud-Gibson, Autumn Batman, Bethany Banet, Nancy Rosenbaum and Carla Ward will attend SRCS training on Thursday, May 2 at Floyd County Public Library in New Albany.
- Jessica Stroud-Gibson will attend the IOLUG 2019 Spring Conference on May 10 in Indianapolis.
- Alisa to attend the ILF Budget Preparation Workshop on May 16 at Plainfield-Guildford Township Public Library.

#### Announcements:

- Alisa will be on vacation from April 30 – May 8, 2019.
- The storm windows on the north side of the main branch have been installed. A copy of the invoice is in the board packet.
- The carpets at all branches are scheduled to be cleaned in June.
- Steve wants to power wash the exterior of the building in June or July. He estimates the cost to be about \$600.00 including the lift rental.
- It was discovered that HCPL's long range strategic plan from 2016-2020 had not been filed with the Indiana State Library. Alisa filed it on April 4, 2019.
- Alisa attended the Step Ahead Council Meeting at the Harrison County Community Foundation on April 18, 2019.
- A reminder regarding the Property Tax and Libraries virtual exchange to be held on May 1 at 10am: Trevor will have the projector and audio set up for those board members who wish to view the exchange as a group at the library.

#### **BUSINESS**

The board members held a discussion regarding the previously tabled topic of HCPL becoming a fine-free library. Following review of other libraries' responses and weighing the options for this library, Marydee made a motion that the Harrison County Public Library endeavor to operate fine free by July 1, 2019. Sharon Uhl seconded the motion and the board approved by a voice vote. Suetta Tingler suggested if HCPL is to go fine free, that perhaps a review of item loan policies should also take place.

Alisa Burch distributed to the board three versions of the Community Room Policy for their review at a subsequent meeting.

Alisa distributed information about Hoosier S.T.A.R.T. to the board. Following a review of the information and some discussion, The State of Indiana Public Employee Deferred Compensation Plan Resolution and Adoption Agreement was signed by Linda Zabel and attested by Suetta Tingler at this meeting.

Alisa suggested to the board that in addition to a review of the Harrison County Public Library's Mission Statement, the Frederick Porter Griffin Center for Local History and Genealogy needs a defined mission. Alisa requested that the board members consider recommendations, including preservation and research.

Regarding fresh landscaping and the re-sealing, restriping and resurfacing of HCPL parking lots, the board members suggest prioritizing HCPL facilities in order of their need.

Alisa asked the board if they would like to retain the built-in staff education day for 2019. By consent, the board agreed to close on October 14, 2019 for an HCPL staff education day.

The Harrison County Community Foundation is slated to make a large contribution toward the Cultural Pass grant, and have requested that the Harrison County Public Library contribute \$500.00. Sharon Uhl made a motion to contribute \$500.00 to the Harrison County Community

Foundation toward the grant; Marydee Meyer seconded the motion. The motion passed by a voice vote.

**ADJOURNMENT**

Upon a motion by Sharon Uhl, seconded by Suetta Tingler and approved by voice vote, the meeting adjourned at 3:58 pm.

The Board will meet again for the next regular Board meeting on May 30, 2019 at 3:00 pm.

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Secretary, HCPL Board of Trustees

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Date