

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
August 28, 2019**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on August 28, 2019. The meeting took place at the Main Branch of the Harrison County Public Library, 105 N. Capitol Ave., in Corydon, Indiana. Members of the Board of Trustees present: Marydee Meyer, Treasurer; Suetta Tingler, Secretary; Barbara Hoback Smith, Sharon S. Uhl, Alisa Burch, Director and Jessica Stroud-Gibson, Head of IT/Recording Secretary.

Suetta Tingler called the meeting to order at 3:03 pm.

Consent Agenda

Marydee Meyer made a motion to approve the consent agenda as presented. The motion was seconded by Sharon S. Uhl and approved by voice vote.

Treasurer's Report

Sharon S. Uhl made a motion to approve the July 2019 Financial Reports as presented, as well as the Transfer of Funds within Category 3 (Other Services and Charges). Marydee Meyer seconded the motion, and it was approved by a voice vote.

COMMUNICATIONS

Alisa distributed the Adult Programs Calendar for September 2019.

Alisa informed the Board of the establishment of the Nancy A. Keller Genealogy Library Fund.

The "Rightfully Hers: American Women and the Vote" Pop Up Display arrives at HCPL the week of September 6, 2019.

The Harrison County Public Library will be a Linked! Sponsor, which includes an HCPL ad in each edition.

Alisa distributed the 2019 Summer Reading Program overview that was compiled by Diana Lasky, Head of Youth Services.

Jessica Stroud-Gibson and Trevor Smith will teach technology classes through a collaboration with the Harrison County Lifelong Learning Center.

The Fall Reading Program, "Get Wrapped Up in a Good Book", will begin on September 16, 2019.

Sue Lanham has been in touch with Alisa about HCPL collaborating with Harrison County elementary schools for a Battle of the Books program.

The ceiling has been repaired in the Frederick Porter Griffin Center for Local History and Genealogy, though it needs a paint touchup.

The resurfacing of the HCPL parking lot in Corydon has been delayed until September 3-5 due to weather.

Bushes are slated to be removed from one corner of the HCPL property in Corydon and those will be placed in front of the building where bushes had died. The area from which they are removed will be reseeded with grass.

BUSINESS

Alisa gave the Board an update on the 2020 Budget process; she met with the Department of Local Government Finance representative on August 26. A draft of the 2020 budget has been furnished and Alisa will upload it to the Indiana Gateway for Government Units on August 30, 2019.

Suetta Tingler provided information about the Indiana Public Library Trustee Summit that she, Jon Howerton and Alisa Burch attended on August 16. Suetta felt that the summit was well worth their time as they learned the defined roles of the library director and library board. She stated that they were encouraged to have ready a 2-minute elevator speech as to why their library is great, so that they can keep members of the community apprised of the library's goings-on. Above all else, ADVOCATE! Trustees should get the community involved, hold dialogs within the walls of the library—, and if they cannot come to you, go to them! They were informed that it is prudent to have a teenage member of the board, and never to overlook non-users. Trustees inform, consult and collaborate. Suetta reported that one library created an Aspiration Tree, which they move to different places around the county to gather new ideas for the library. Libraries are encouraged to display artwork, and if possible, to provide a space for youth and adults to practice arts. Trustees are encouraged to brainstorm at meetings when possible, and that a diverse board is an advantage. Library boards are encouraged to keep “sponsors” informed regularly with letters and/or visits. Have on file a three-five year Capital Improvements Plan, to which the library can refer.

A discussion was held regarding the auction of the former town hall building. Alisa reached out to the Indiana State Library about the protocol of public libraries participating in online auctions. If a purchase is made, 10% of the price is required as a deposit within 24 hours and the full amount is due in 30 days. Alisa recommends that a firm plan needs to be in place ahead of making such a purchase. As of this meeting, no plans have been submitted.

The Indiana Senate has approved a bill that states libraries must implement background checks for incoming staff and volunteers. This bill has not progressed to the House. Libraries have been advised to put a background check policy in place in preparation for the passing of this bill. Barbara Hoback Smith informed the rest of the board that in the schools, there are three levels at

which background checks are performed: full time employees, volunteers, and grandparents (for lunch visits). She stated that a card is issued that declares a successful background check, which the holder can produce to any person when needed.

By consent, the board approves of the background check form that was proposed for use by HCPL.

A question has arose regarding longevity pay—does the library offer longevity pay to part-time staff who work only 14.5 hours in 3 months' time? It was proposed that substitute and seasonal workers will not qualify for longevity pay. Suetta Tingler and Marydee Meyer suggested that this be revisited for serious review in January 2020.

ADJOURNMENT

Upon a motion by Sharon S. Uhl, seconded by Marydee Meyer and approved by voice vote, the meeting adjourned at 4:09 pm.

The Board will meet again for the next regular Board meeting on September 26, 2019 at 3:00 pm.

Secretary, HCPL Board of Trustees

Date