

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

A regular meeting of the Board of Trustees of Harrison County Public Library was held on February 28, 2019, beginning at 3:01 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: Jon Howerton, President; Suetta Tingler, Secretary; Marydee Meyer, Treasurer; Barbara Hoback Smith, Kathy Crimans, Alisa Burch, Director; and Jessica Stroud-Gibson, Head of IT/Recording Secretary.

President Jon Howerton called the meeting to order at 3:01 pm.

SECRETARY'S REPORT

Minutes of the January 31, 2019 Meeting

Upon a motion made by Kathy Crimans, seconded by Marydee Meyer and approved by voice vote, the minutes from the January 31, 2019 meeting were approved.

TREASURER'S REPORT

Claims, Financial Summary and Transfer of Funds for January 2019

Jon Howerton asked about the reimbursement of education funds to staff who enroll in library-approved accredited courses, and as to whether HCPL deposits funds in the health savings accounts of all full-time staff who carry health insurance offered by HCPL. Suetta Tingler asked if the duplicate payment to U.S. Lawncare had been refunded to the library. Following a brief discussion, Suetta Tingler made a motion to approve the claims and financial summary, which was seconded by Kathy Crimans and approved by voice vote. Marydee Meyer made a motion to approve the amended transfer between funds; Kathy Crimans seconded the motion and it was approved by a voice vote.

COMMUNICATIONS

Alisa presented the March 2019 Adult Programs calendar.

REPORTS

Youth Services

Diana Lasky reported that 48 juvenile programs were held in January attended by 643 patrons, and two young adult programs were held that were attended by 15 patrons. She also reported that she purchased 31 juvenile, 41 young adult and 13 eBook titles in January 2019 totaling \$1,799.63.

Acquisitions

Rachel Baelz reported that she purchased 378 adult materials in January at a cost of \$8,673.26.

Adult Outreach

Sue King reported that in January she delivered to 35 library outreach participants and presented five programs in nursing homes with 67 attending.

Adult Programs

Alisa Burch reported that 91 people attended 22 adult programs in January.

IT

Jessica Stroud-Gibson provided statistics for patron usage of Overdrive and Axis360 digital downloads; in January 2019, 1,942 digital titles were checked out by HCPL patrons on OverDrive; of those checkouts, 1,197 were eBooks, 58 were eMagazines, 684 were audio books and 3 were streaming video; patrons checked out 173 digital items via Axis 360 — 142 eBooks and 31 audio books. During this time, there were 52 visits to HCPL's blog at <http://harrisoncopublib.ning.com>. There were 756 sessions on HCPL's website at www.hcpl.lib.in.us. The library's Facebook page, <https://www.facebook.com/hcpl47112>, added 13 new followers to reach 1,539 as of January 31, 2019.

SRCS

Jessica Stroud-Gibson reported SRCS statistics for January 2019; 262 requests were submitted by HCPL patrons and 185 items received. Harrison County Public Library received 143 requests from other libraries' patrons and filled 132.

Friends of the Library

Alisa Burch stated that the Friends of the Library membership drive garnered five new members.

Director

An open house was held in honor of Violet L. Eckart's retirement on Friday, February 8. More than 300 invitations were sent, and the open house invitation was shared on the library's Facebook page and through the Harrison County Chamber of Commerce's email blast. A short article about the open house appeared in The Corydon Democrat. Thank you Suetta Tingler and Marydee Meyer for planning the event. Everyone has raved about Marydee's cookies; she had

spent countless hours baking, prepping and working the open house plus found the time to purchase and wrap a quilt.

A staff department head meeting was held on Tuesday, February 26. Items covered:

1. Vivienne Porter from TBS, Inc. attended and presented a PowerPoint of ePrint It, TBS's wireless printing platform.
2. The library will take donations for the Friends of the Library's book sales and discussion of options for disposing of weeded materials.
3. Staffing for the branches that will remain open during the ILF Regional Conference on April 2.
4. Approval of Lands' End shirts in colors other than yellow, white or blue and a discussion of what the library logo will look like on those shirts (excepting hoodies and sweatshirts).
5. Using Beanstack, an online or mobile app used to register and log summer reading (and other reading) programs.
6. Service Animal Procedure and Policy
7. Elizabeth's 200th anniversary celebration kicks off at 6:30pm on March 8 at the South Central Auditorium. Sara Deatrick is on the committee and the library is a sponsor.
8. House Bill 1343

Furniture Makeover in Palmyra recovered the 22 damaged chairs from Genealogy for \$55 per chair at a total cost of \$1,210.00.

Dorothy Virginia Fisher has decided that she will not return to work part time in Genealogy. Department Head Kathy Fisher and Alisa are considering options.

The Indiana State Library Report and the State Board of Accounts Annual Financial Report have been completed and filed. Deadline was March 1, 2019.

There was water in the Genealogy basement on Tuesday, February 12. The sump pump was not working and water pooled at the basement stairs and spilled over the door threshold. Frank's Plumbing was called; they said that the GFI outlet tripped the breaker due to moisture. Steve Schifcar had electrician Keith Jones look at it and he put in an updated outlet that will not be affected by moisture. The electrician thinks that the issue has been resolved.

While working on the gutter system at the Genealogy building, Merrick discovered deficiencies in the counter flashing sealants on the south side of the Carnegie chimney and several broken solder joints at the gutter bed/chimney intersect. The cost and repairs necessary are outlined in packet handout.

A chair rail was placed in the Palmyra branch next to the public computers to prevent further drywall damage.

Shelving has been ordered for the Reference area at a cost of \$1,400.00.

Alisa will attend the Harrison County Community Foundation's nonprofit board governance training on March 5 and March 12 from 4-8pm. Suetta Tingler is also attending.

Trevor Smith will attend the COSUGI Conference, March 25-27, at the Hyatt Regency in Minneapolis, MN.

The ENA contract has been signed by both ENA and HCPL for the wireless project. We are awaiting an installation schedule.

We have received a carpet cleaning estimate from Windell's Carpet Care. The estimate includes high traffic pretreatment, a steam clean with sanitizing and deodorizing agent and all spot cleaning, as well as expedited drying service and waste removal. The total for all branches is \$2,065.00.

We have received an estimate to rekey all branch libraries from Jones Locksmith. The cost to rekey is \$1,681 plus the cost of keys.

BUSINESS

An in-depth discussion was held regarding the feasibility of the Harrison County Public Library becoming a fine-free library. Marydee asked if the Indiana Library Federation is proposing that public libraries adopt a fine-free policy, to which Alisa Burch replied that the ILF recommends that public libraries become fine free if they can afford to adopt the policy. Alisa said that she will collect a list of libraries that have implemented this policy and relay their outcomes. The discussion was tabled until the next regular meeting.

Alisa Burch distributed to the board a suggested Dress Code Policy for HCPL staff. Suetta Tingler made a motion to approve of the policy, which was seconded by Marydee Meyer and approved by voice vote.

Alisa informed the board that on April 2, the day of the ILF Conference, there will be adequate staff to allow the Main library to open from 9am to 5pm, the Palmyra, Elizabeth and Genealogy branches to open during their normal hours, but that the Lanesville branch would need to close on that day. By consent, the board approved of the modified hours for April 2, 2019.

Alisa outlined House Bill 1343 and its status in the Indiana House of Representatives.

ADJOURNMENT

Upon a motion by Kathy Crimans, seconded by Suetta Tingler and approved by voice vote the meeting was adjourned at 4:55 pm. and entered an executive session.

The Board will meet again for the next regular Board meeting on March 28, 2019 at 3:00 pm.

Secretary, HCPL Board of Trustees

Date