

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
January 31, 2019**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on January 31, 2019, beginning at 3:10 pm followed by an executive session at 4:26pm. 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; Sharon S. Uhl, Linda Zabel, Barbara Smith, Alisa Burch, Director; and Jessica Stroud-Gibson, Head of IT/Recording Secretary.

President Jon Howerton called the meeting to order at 3:10 pm.

**SECRETARY’S REPORT**

**Minutes of the December 27, 2018 Meeting**

Upon a motion made by Suetta Tingler, seconded by Marydee Meyer, and approved by voice vote, the minutes from the December 27, 2018 meeting were approved.

**TREASURER’S REPORT**

**Claims, Financial Summary and Transfer of Funds for December** – The board questioned duplicate claims for US Lawn Care. The board requested that Kelly Powell, Business Manager, contact US Lawn Care to recover the duplicate payment. Upon a motion made by Linda Zabel, seconded by Marydee Meyer and adopted by voice vote, the Board approved the Claims Report, Budget, Financials and Transfer of Funds for November 2018.

Sharon Uhl made a motion to approve a Resolution for the Transfer of Funds Between Major Categories for December 2018. Suetta Tingler seconded the motion and it was approved by a voice vote.

**COMMUNICATIONS**

Alisa presented the February 2019 Adult Programs calendar.

**REPORTS**

**Youth Services**

Diana Lasky reported that 64 juvenile programs were held in December attended by 1,314 patrons, and six young adult programs were held that were attended by 26 patrons. She also

reported that she purchased 28 juvenile and 30 young adult titles in December 2018 making a total of \$19,873.46 spent in 2018.

### **Acquisitions**

Rachel Baelz reported that she purchased 229 adult materials in December, for a total cost of \$76,896.28 in 2018.

### **Adult Outreach**

Sue King reported that in December she delivered to 35 library outreach participants and presented four programs in nursing homes with 48 attending.

### **Adult Programs**

Alisa Burch reported that 43 people attended 22 adult programs in December.

### **IT**

Jessica Stroud-Gibson provided statistics for patron usage of Overdrive and Axis360 digital downloads; from December 1 - 31, 2018, 1,708 digital titles were checked out by HCPL patrons on OverDrive; of those checkouts, 1,065 were eBooks, 53 were eMagazines, 584 were Audio books and 6 were streaming video; patrons checked out 86 digital items via Axis 360 — 67 eBooks and 19 audio books. During this time, there were 102 visits to HCPL's blog at <http://harrisoncopublib.ning.com>. There were 734 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>, has generated 1,526 likes through January 31, 2019.

### **SRCS**

Jessica Stroud-Gibson reported SRCS statistics for December 1-31, 2018, included 266 requests submitted and 140 items received. Harrison County Public Library received 127 requests and filled 119.

### **Friends of the Library**

Alisa Burch stated that the Friends of the Library are holding a membership drive ("Who Doesn't Need Friends?") in February, and their goal is to add 8 new members.

### **Director**

Alisa Burch reported that Diana Lasky, Eden Ransdell, Savannah Wallace, Ann Allen, Nikki Esarey and Sara Deatruck attended the District 6 Youth Services Roundtable on January 18 at Tyson Library in Versailles, Indiana.

Suetta Tingler, Kelly Powell, Steve Schifcar and Alisa visited Furniture Makeover in Palmyra to select fabric with which to reupholster the computer chairs at the Main library. The standard chairs were replaced with folding chairs while Steve removed the seats from the wooden chairs and took them to be recovered on Thursday, January 25, and got them back on Wednesday, January 30. Steve reattached the seats and the chairs are back at the patron computers. Tax forms have arrived. This year there is only one form for all filers: 1040.

Alisa stated that she and the department heads have held two meetings on January 7 and January 22, which were very positive and that many good ideas were shared. As a result, the following has occurred:

- 1) HCPL has increased the number of renewals allowed on materials. Books can now be renewed twice (3 weeks + 3 weeks + 3 weeks) and DVDs once (7 days + 7 days).
- 2) HCPL increased the time that a DVD may be held on the Holds shelf to the same as that of a book (7 days).
- 3) The Adult Winter Reading Program has been replaced by an adult component added to the annual Summer Reading Program.
- 4) Patrons are allowed to renew their library cards over the telephone if there is no change in address (change does not apply to reciprocal patrons).
- 5) Department heads have created Google calendars for their department's work and program schedules, so that all staff can easily view them.
- 6) A Rained Out account was created to send text reminders for youth programming and a Group Me account to send notifications to staff and for staff communications.
- 7) Staff have viewed that State Board of Accounts Internal Control Webinar that is required for all staff to watch.
- 8) Wireless printing options have been investigated and a demonstration by Today's Business Solutions (TBS) has been set for the next department head meeting.
- 9) The .10 fine threshold was removed from OverDrive so that all patrons can use the application.
- 10) It is now possible to send faxes to the Indiana Family and Social Services Administration number, 1-800-403-0864, free of charge to patrons.
- 11) Caution strips have been placed at the bottom of the stairs leading to the Youth Services Department and at the bottom of the stairs in the Frederick Porter Griffin Center for Local History and Genealogy.
- 12) A recommendation has been made for an updated HCPL dress code policy.
- 13) Each Lead Circulation Associate has been given access to the Daily Bills Paid report for their branch.

The 100R Report has been filed with the State Board of Accounts. Alisa is working on reports to submit to the Indiana State Library and the Department of Local Government Finance that are due on March 1, 2019.

Diana has applied for a \$1,000 Dollar General Grant for the summer reading program.

## **BUSINESS**

Members of the Leadership Harrison County class of 2019 were in attendance (Rachel Kitterman, Amanda York, Nolan Taylor and Donna Lloyd) to brief the board on a forthcoming

Storywalk project. Rachel Kitterman spoke on behalf of the Leadership attendees; Rachel stated that the goal is to place 20 new stations along the Adventure Walk, to be located along Indian Creek Trail. They hope to switch the stories monthly and to “check out” backpacks to families to enhance the story walk experience by engaging with nature. Ms. Kitterman said that Leadership seeks a pledge from HCPL to assist in raising funds for the Adventure Walk, both monetary and assistance in maintaining the stories along the walk. Following the presentation, the board held a discussion. Marydee Meyer made a motion to donate at least \$1,000 to the Adventure Walk project, with the option to add more funds if the project funding should fall short. Sharon Uhl seconded the motion, and it was approved by a voice vote.

Jessica Stroud-Gibson presented to the board the price quoted from ENA for the Harrison County Public Library’s RFP for new wireless infrastructure and equipment at all four HCPL locations. In reviewing the quote, she noted that the overall cost would be \$720 per month **before** the E-rate discount of 70% is applied, and that ENA has a good track record when responding to HCPL’s issues and in striving to meet HCPL’s bandwidth needs. Linda Zabel made a motion to accept ENA’s proposal to complete the wireless project, and Suetta Tingler seconded. The motion carried by a voice vote.

The board reviewed the Bylaws of the Board of Trustees and the following changes were suggested:

- a) Article VIII Officers, Section 2: “The officers shall be elected ~~by ballot~~ at the January meeting for a term of one year”
- b) Article VIII Officers, Section 3: Now reads, “A vacancy within the board shall be communicated to the appropriate appointing authority immediately upon becoming aware of the vacancy.”
- c) Article IX Meetings, Section 1: “The Board shall set the meeting days for the year ~~at the last monthly meeting~~”

Concluding a thorough review, Suetta Tingler made a motion to approve the Bylaws of the Board of Trustees with the suggested amendments, which was seconded by Marydee Meyer. The motion approved by a voice vote.

Alisa presented documents explaining the benefits of the Harrison County Public Library going fine free. The board wishes to review the documentation and table discussion until the next regular meeting.

Alisa submitted for the board’s review an updated dress code for Harrison County Public Library employees. No action was taken.

Alisa presented to the board proposed changes to the library card application requirements that would facilitate a resident’s proving his/her address in order to apply for a library card. The following changes were proposed:

*In order to get a library card:*

- 1) You must provide a photo ID with correct name and current mailing address (such as a driver’s license) OR 2) If photo ID with correct address cannot be provided, then a*

*Social Security card and a piece of current mail or other official documentation showing correct name and mailing address must be provided. OR 3) If no Social Security card can be provided, 2 pieces of current mail or other official documentation showing correct name and mailing address will need to be provided. PHOTO ID IS STILL REQUIRED FOR INSTANCES 2 AND 3, EVEN IF THE ADDRESS IS INCORRECT.*

Following the board's review of the proposed changes, Barbara Hoback Smith made a motion to approve of the proposed change in library card application requirements as presented. Sharon Uhl seconded the motion, and it was approved by a voice vote.

Alisa proposed that HCPL change the current fax fee from \$1.00 per page to a \$1.00 flat fee for all faxes sent on behalf of patrons, regardless of the number of pages. A cover page is already provided at no charge. Linda Zabel made a motion to approve of the new fax fee, and Marydee Meyer seconded the motion. It was approved by a voice vote.

Alisa informed the board that the ILF District 6 conference will take place on Tuesday, April 2 at Ivy Tech in Sellersburg. By consent, the board gave Alisa the authority to explore options for staffing branches on that day.

Election of Officers:

Board President: Sharon Uhl nominated Jon Howerton, Suetta Tingler seconded. Approved by voice vote.

Vice President: Suetta Tingler nominated Linda Zabel for Vice President, Sharon Uhl seconded the nomination. Approved by voice vote.

Secretary: Sharon Uhl nominated Suetta Tingler for Secretary of the Board. Linda Zabel seconded the nomination, and it was approved by a voice vote.

Treasurer: Barbara Hoback Smith nominated Marydee Meyer for Treasurer of the Board. Sharon Uhl seconded, and it was approved by a voice vote.

## **ADJOURNMENT**

By consent the meeting adjourned at 4:50 pm.

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

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Secretary, HCPL Board of Trustees

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Date