

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
June 27, 2019**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on June 27, 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: Jon Howerton, President; Linda Zabel, Vice-President; Marydee Meyer, Treasurer; Barbara Hoback Smith, Kathy Crimans, Alisa Burch, Director; and Jessica Stroud-Gibson, Head of IT/Recording Secretary.

Jon Howerton called the meeting to order at 3:00 pm.

SECRETARY'S REPORT

Minutes of the May 30, 2019 Meeting

Upon a motion made by Kathy Crimans, seconded by Marydee Meyer and approved by voice vote, the minutes from the May 30, 2019 meeting were approved as presented.

TREASURER'S REPORT

Claims and Financial Summary for May 2019

Following a review of the financial documents and funds, Linda Zabel made a motion to approve the claims and financial summary for May 2019, seconded by Kathy Crimans. The motion was approved by a voice vote.

COMMUNICATIONS

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

REPORTS

Youth Services

Diana Lasky reported that 43 juvenile programs were held in May attended by 3,158 patrons, and 5 young adult programs were held that were attended by 20 patrons. She also reported that she purchased 83 juvenile and 22 young adult titles in May totaling 1,844.64.

Acquisitions

Rachel Baelz reported that she purchased 332 adult materials in May at a cost of \$6,235.77.

Adult Outreach

Sue King reported that in May she delivered to 41 library outreach participants and presented five programs in nursing homes with 56 attending. She also held four in-library programs attended by 15 people.

Adult Programs

Jessica Stroud-Gibson reported that 282 people attended 32 adult programs in May.

IT

Jessica Stroud-Gibson provided statistics for patron usage of Overdrive and Axis360 digital downloads; in May 2019, 1,873 digital titles were checked out by HCPL patrons on OverDrive; of those checkouts, 1,160 were eBooks, 34 were eMagazines, 675 were audio books and 5 were streaming video; patrons checked out 75 digital items via Axis 360 — 61 eBooks and 24 audio books. During this time, there were 211 visits to HCPL's blog at <http://harrisoncopublib.ning.com>. There were 1,338 sessions on HCPL's website at www.hcpl.lib.in.us. The library's Facebook page, <https://www.facebook.com/hcpl47112>, added 63 new followers to reach 1,685 as of June 24, 2019.

SRCS

Jessica Stroud-Gibson reported SRCS statistics for May 2019; 268 requests were submitted by HCPL patrons and 192 items received. Harrison County Public Library received 61 requests from other libraries' patrons and filled 53.

Director

Conferences, meetings and workshops:

- Alisa attended the Harrison County Chamber of Commerce State of the County meeting on Thursday, June 6.
- Mariah Dunn, Lorraine Engleman and Alisa Burch attended the Discovery to Delivery IX Conference at the Indiana State Library on Friday, June 7.
- Alisa attended the Indiana Vision 2025 Southeast Indiana Regional Forum on June 10 at the Harrison County Discovery Center.
- Alisa attended the District 6 Director's Meeting on June 14 in Scottsburg.
- Alisa attended a Budget Workshop webinar on Monday, June 17, and Kelly Powell viewed it on Thursday, June 20.
- Alisa attended the Step Ahead Council meeting on Thursday, June 20.
- Alisa attended a Gateway presentation at Ivy Tech, Bloomington, on June 21.
- Courtney Brown, the Southeast Regional Coordinator for the Indiana State Library, will visit on July 3 to meet with Alisa.
- Kathy Fisher will attend the Indiana Historical Society Midwestern Roots conference from July 17 through July 20 in Indianapolis.

Announcements:

- The Palmyra branch was closed from June 17 until June 24 due to the high water level.
- Alisa's notes from the department meeting on June 18 was distributed to the board.
- Jessica Stroud-Gibson reports that ENA has ordered the hardware for HCPL's wireless network and it will be installed by August 2019.
- Carpets were cleaned at Elizabeth on June 18, Lanesville on June 19 and at Main on June 23. Palmyra's carpet cleaning was postponed to July 3 due to the flooding.
- Both WDRB and Wave3 News stations aired stories about the Harrison County Public Library instituting a fine-free policy. Alisa was interviewed by each station for the stories.
- The Hoosier S.T.A.R.T. representative Zach Stuck will visit the library system on July 1. He will start the day with an 8:30am group presentation at the Main library. He will meet with individuals, and move on to the branch locations.
- The Harrison County Community Foundation pledged to donate \$5,000 toward the Cultural Pass program during their meeting on June 4. The Harrison County Convention and Visitors Bureau chipped in \$2,500. Alisa attended the Southern Indiana press conference for the Cultural Pass on Monday, June 3.
- ENA made site surveys of the branches on May 24 in preparation for the wireless project.
- The Pop-up library on May 14 at the Corydon Farmers Market resulted in eight new library cards and two library privilege renewals. Eleven Cultural Passes were issued and numerous adults and children were registered for the Summer Reading Program.
- Niche Academy has launched on HCPL's website with 40 tutorials for patrons and 48 staff academy tutorials. The subscription cost for the year is \$2,100.
- Alisa received a proposal from Hafer Associates, an interior design firm.
- Wayne Alstott wants to donate the books remaining in his shop, Arlston's.
- Alisa received a letter from the Indiana State Library stating that we are in compliance with the public library standards for 2018.
- The Automatic Renewals Report is running well; so far, 2,020 items have been renewed automatically since June 12.
- Axandra Smith has been hired to replace Ashley Jones at the Main circulation desk.
- Gene Higginbotham submitted a \$900 bid to paint the trim around the windows, frames and casings in Reference. This bid includes the preparation: scraping, sanding, puttying and/or caulking, priming raw wood and applying one finish coat to match the existing trim.

BUSINESS

The Policy Committee of the Board of Trustees met on June 24 in order to review the Personnel Policies Handbook drafted by Simpson, Thompson and Colin in August 2014. Marydee Meyer prepared notes of the committee's proposed changes and distributed copies to the full board during this meeting. The "Patron's Guide to HCPL" is also slated to be updated following HCPL's becoming a fine-free library.

Copies of the Community Room Policy and Interlibrary Loan Policy were distributed to the full board for review at a previous meeting. Marydee Meyer made a motion to adopt the amended

Community Room Policy with the most changes, which was seconded by Kathy Crimans. The motion passed by a voice vote. Linda Zabel made a motion to adopt the proposed Interlibrary Loan Policy, updated to accommodate Statewide Remote Circulation Service (SRCS). Barbara Hoback Smith seconded Linda's motion and it was approved by a voice vote.

Alisa Burch presented to the board the SpaceSaver maintenance agreement from Patterson Pope for \$4,425. Marydee Meyer made a motion to approve the agreement as presented, and the motion was seconded by Kathy Crimans. The motion was carried by a voice vote.

Due to the Budget adoption hearing, Alisa proposed moving the October meeting from the 31st of October to the 24th. The Board approved this change by consent.

Alisa Burch informed the board that the 2019 Indiana Public Library Trustee Summit will likely be held on Friday, August 16, 2019 at the Indiana State Library, if they wish to attend training.

ADJOURNMENT

Upon a motion by Barbara Hoback Smith, seconded by Marydee Meyer and approved by voice vote, the meeting adjourned at 4:15 pm.

The Board will meet again for the next regular Board meeting on July 25, 2019 at 3:00 pm.

Secretary, HCPL Board of Trustees

Date