

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

A regular meeting of the Board of Trustees of Harrison County Public Library was held on March 28, 2019, beginning at 3:02 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, Alisa Burch, Director; and Jessica Stroud-Gibson, Head of IT/Recording Secretary.

Linda Zabel called the meeting to order at 3:02 pm.

SECRETARY'S REPORT

Minutes of the February 28, 2019 Meeting

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

TREASURER'S REPORT

Claims and Financial Summary for February 2019

Kelly Powell was present to inform the board about the three credits from U.S. Lawns. Due to overpayment, U.S. Lawns applied the credited amounts toward subsequent invoices until the credit amount was exhausted [Kelly exited the meeting at 3:06pm]. Kathy Crimans made a motion to approve the claims and financial summary, which was seconded by Marydee Meyer and approved by voice vote

COMMUNICATIONS

Alisa Burch presented the April 2019 HCPL Adult Programs calendar and current issue of *Southern Indiana Living* magazine.

REPORTS

Youth Services

Diana Lasky reported that 75 juvenile programs were held in January attended by 1,061 patrons, and 6 young adult programs were held that were attended by 52 patrons. She also reported that

she purchased 31 juvenile, 89 young adult and 12 eBook titles in February 2019 totaling \$2,439.65.

Acquisitions

Rachel Baelz reported that she purchased 457 adult materials in February at a cost of \$17,244.43.

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 126 people attended 30 adult programs in February.

IT

Jessica Stroud-Gibson provided statistics for patron usage of Overdrive and Axis360 digital downloads; in February 2019, 1,664 digital titles were checked out by HCPL patrons on OverDrive; of those checkouts, 983 were eBooks, 52 were eMagazines, 628 were audio books and 1 was streaming video; patrons checked out 137 digital items via Axis 360 — 108 eBooks and 29 audio books. During this time, there were 127 visits to HCPL's blog at <http://harrisoncopublib.ning.com>. There were 645 sessions on HCPL's website at www.hcpl.lib.in.us. The library's Facebook page, <https://www.facebook.com/hcpl47112>, added 51 new followers to reach 1,590 as of February 28, 2019.

SRCS

Jessica Stroud-Gibson reported SRCS statistics for February 2019; 235 requests were submitted by HCPL patrons and 173 items received. Harrison County Public Library received 131 requests from other libraries' patrons and filled 116.

Director

A summary of the items that were discussed at the department head meeting held on March 18, 2019 was distributed to all present.

Beanstack, a desktop and mobile application used by patrons and staff to track reading progress and prizes for reading programs, has been purchased for use by HCPL.

ePrint It wireless printing, purchased from TBS, Inc., will soon be implemented at all HCPL branches.

ENA's replacement of the wireless equipment at all branches is slated to begin between April 1 and July 31, 2019.

During the month of April there will be a “We <3 Our Library” sign campaign across Harrison County.

The Indiana Library Federation has provided HCPL with license plate holders for distribution.

HCPL will collaborate with Louisville Metro Arts to grant patrons 2019 Cultural Passes during the summer reading program.

The Frederick Porter Griffin Center received two generous monetary donations; one from Stephen Brown of Cincinnati, OH for \$200.00, and another from George Rooney in Colorado for \$100.00.

Conferences and workshops:

- 1) Alisa attended the District 6 Director’s Roundtable in Madison on March 8.
- 2) Alisa attended Indiana Library Federation (ILF) Statehouse Day on March 12.
- 3) Trevor Smith attended the COSUGI (Customers of SirsiDynix, Inc.) Conference in Minneapolis, Minnesota from March 25 – 27.
- 4) Savannah Wallace attended YALSA Institute (Young Adult Library Services Association): Teen Services with Impact, a full-day teen summit for youth services librarians at the Brown County Public Library in Nashville, IN.
- 5) Alisa met with Kim Chattin of the Department of Local Government Finance on March 27.
- 6) 29 staff members are registered for the ILF South East Regional Conference on April 2.
- 7) Jessica Stroud-Gibson will attend the IOLUG (Indiana Online Users Group) 2019 Spring Conference on May 10 in Indianapolis.
- 8) Alisa will attend the ILF Budget Preparation Workshop on May 16 at Plainfield-Guilford Township Public Library.

BUSINESS

Alisa Burch distributed to the board responses that she received from other libraries regarding their move to a fine-free structure. Following some discussion, Suetta Tingler made a motion to table the topic of HCPL becoming a fine-free library until the next regular meeting. Kathy Crimans seconded the motion, and it was approved by voice vote.

Alisa distributed to the board for their review both the Continuing Education and Education Reimbursement Policies.

Suetta Tingler and Alisa Burch both attended the Non-profit board governance trainings held by the Harrison County Community Foundation and wished to impart their thoughts: Suetta Tingler said that she found the training interesting and iterated that it is the board’s mission to revisit the library’s mission statement often. The training conveyed that it is the responsibility of the board to set policy; the board identifies objectives and the Director and library staff work to accomplish specified outcomes. Suetta says that she would have like to have heard more information about legal issues, and suggested that perhaps Larry Bennett from Bennett and Bennett Insurance could attend an upcoming library board meeting to discuss considerations for risk management.

Alisa stated that the roof and chimney repairs at the Frederick Porter Griffin Center for Local History and Genealogy are complete. James L. Shireman Construction has sought a second opinion regarding the ceiling and the possibility of needing repair, and is currently awaiting that opinion.

Alisa provided an update regarding the Leadership Harrison County Class of 2019 project, Adventure Walk. She said that the Patronicity campaign for the Adventure Walk begins on April 8, 2019.

Alisa provided an update regarding the William Henry Harrison Log Cabin; she met with Missi Bush and Karen Schwartz to discuss the Historical Society of Harrison County's plan for the log cabin in 2019. Ms. Bush and Ms. Schwartz plan to open the museum to the public daily from 1pm – 5pm from May through October. Ms. Bush and Ms. Schwartz also discussed with Alisa the log cabin utilities for which HCPL currently pays, including Internet, telephone and cable television, trash pickup, electricity, water and insurance. Karen Schwartz and Missi Bush agreed during their meeting with Alisa that HCPL does not need to continue to pay the Internet, telephone and cable services. Following Alisa's update to the board, Barbara Hoback Smith suggested that HCPL should pay only renter's insurance as the library merely stores and exhibits items there. Following a discussion, by consent the board approved of Alisa's terminating the phone, Internet and cable services at the William Henry Log Cabin and approved that Alisa may contact Bennett & Bennett Insurance to inquire about appropriate insurance coverage at the log cabin.

ADJOURNMENT

Upon a motion by Marydee Meyer, seconded by Suetta Tingler and approved by voice vote the meeting was adjourned at 4:15 pm. and entered an executive session.

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

Secretary, HCPL Board of Trustees

Date