

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
May 30, 2019**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on May 30, 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; Suetta Tingler, Secretary; Marydee Meyer, Treasurer; Barbara Hoback Smith, Kathy Crimans, Sharon S. Uhl; 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 April 25, 2019 Meeting

Upon a motion made by Kathy Crimans, seconded by Sharon Uhl and approved by voice vote, the minutes from the April 25, 2019 meeting were approved.

TREASURER'S REPORT

Claims and Financial Summary for April 2019

Following a review of the financial documents and funds, Sharon Uhl made a motion to approve the claims and financial summary for March 2019, seconded by Suetta Fisher. The motion was approved by a voice vote.

COMMUNICATIONS

Alisa Burch distributed the HCPL Adult Programs Calendar for May 2019, *This is Harrison County* 2019-20 Chamber of Commerce magazine, and *Southern Indiana Living Magazine* May/June 2019

REPORTS

Youth Services

Diana Lasky reported that 77 juvenile programs were held in April attended by 1,304 patrons, and 5 young adult programs were held that were attended by 23 patrons. She also reported that she purchased 55 juvenile, 11 young adult and 8 eBook titles in April 2019 totaling \$947.65.

Acquisitions

Rachel Baelz reported that she purchased 561 adult materials in April at a cost of \$10,894.67.

Adult Outreach

Sue King reported that in April she delivered to 35 library outreach participants and presented 3 programs in nursing homes with 41 attending. She also held five in-library programs attended by 20 people.

Adult Programs

Jessica Stroud-Gibson reported that 138 people attended 39 adult programs in March.

IT

Jessica Stroud-Gibson provided statistics for patron usage of Overdrive and Axis360 digital downloads; in April 2019, 1,695 digital titles were checked out by HCPL patrons on OverDrive; of those checkouts, 1,267 were eBooks, 34 were eMagazines, 681 were audio books and 5 were streaming video; patrons checked out 78 digital items via Axis 360 — 54 eBooks and 24 audio books. During this time, there were 297 visits to HCPL's blog at <http://harrisoncopublib.ning.com>. There were 1,124 sessions on HCPL's website at www.hcpl.lib.in.us. The library's Facebook page, <https://www.facebook.com/hcpl47112>, added 25 new followers to reach 1,622 as of May 23, 2019.

SRCS

Jessica Stroud-Gibson reported SRCS statistics for April 2019; 261 requests were submitted by HCPL patrons and 189 items received. Harrison County Public Library received 89 requests from other libraries' patrons and filled 77.

Director

Conferences, meetings and workshops:

- Jessica Stroud-Gibson attended the IOLUG 2019 Spring Conference on May 10 in Indianapolis.
- Alisa attended the ILF Budget Preparation Workshop on May 16 at Plainfield-Guildford Township Public Library.
- On May 24, Alisa met with Jack Faber and Jill Rawley, associates from Hafer of Evansville, a full service design firm. They also perform feasibility studies and create master plans.
- Alisa Burch and Jessica Stroud-Gibson attended a Cultural Pass orientation on May 23 at the Louisville Free Public Library. The Cultural Passes have arrived and will be distributed beginning May 29 at the youth services desk at the Main library and at the circulation desks at Lanesville, Palmyra and Elizabeth branches.

- Alisa will attend the Harrison County Chamber's State of the County event on Thursday, June 6 at the Harrison County Government Center.
- Alisa will attend the District 6 Director's Meeting on June 14 in Scottsburg.
- Mariah Dunn, Lorraine Engleman and Alisa Burch will attend the Discovery to Delivery IX Conference at the Indiana State Library. This free conference is about resource sharing (interlibrary loans and SRCS).

Announcements:

- The meeting notes from the May 20, 2019 department head meeting were included in the board members' packets.
- The Leadership Harrison County Class of 2019's class project, Adventure Walk, was fully funded.
- Carpets are scheduled to be cleaned at Elizabeth on June 17, Lanesville June 18, Palmyra June 19 and June 23 at the Main library. Main may take more than one day to clean.
- In preparation for the Fine Free announcement, Jessica Stroud-Gibson configured Symphony to accrue fines no longer for overdue materials, and has purged past fines from the system. Amanda Applegate, Debbie McClanahan, Sandy Harbeson and Sara Rhodes have been working to remove notes and links concerning fines from patrons' records. We hope to have a public announcement ready soon.
- Kelly Powell with the help of Steve Schifcar, Kathy Fisher, Lorraine Engleman and Payhton Burkhardt, spend Friday, May 24 sorting through items stored at the Branham Tavern log cabin. Kelly was able to throw away some of the old notes, bag old library records to be shredded and bring those records that must be retained back to the library. Old discarded books are to be taken to the Leavenworth book swap or to the recycling center. Auction items that were uncovered are being taken to the Genealogy basement for cataloging. There is still much more that needs to be done.
- The Hoosier S.T.A.R.T. Resolution was submitted to the state and we are awaiting approval.
- The Harrison County Community Foundation has not decided yet whether they will fund the Cultural Pass. They will vote on the proposal at their June 4 meeting.
- ENA surveyed each of the HCPL branches on May 24 in preparation for the wireless replacement project.
- The Pop-Up Library on May 11 at the Friends of Harrison County Youth ball fields was a great success. Diana Lasky, Autumn Batman, Jessica Stroud-Gibson and Alisa Burch worked the Pop-Up and Trevor Smith helped set up. We issued 13 new library cards, renewed 5 existing cards, and signed people up for Beanstack and summer reading programs. We spoke with many children and adults and gave away discarded and donated books. The Pop-Up Library will visit the Farmer's Market on June 14 and July 19 from 4pm – 7pm.
- Nancy Rosenbaum received a \$200 donation from the Lions Club toward new outdoor furniture for the Lanesville branch deck. Two tables and eight chairs have been ordered from Wal-Mart.
- Jessica Stroud-Gibson, Trevor Smith and Alisa Burch previewed Niche Academy, an online learning system that provides tutorials for patrons and staff. Niche Academy creates lessons that can be customized or used as-is, and there is a platform for HCPL to create our own trainings. Subscription cost for the year is \$2,100.

- The Summer Reading Program officially started on May 29. Preregistration began on May 1. After Day 1, we have:
 1. 1,000 Total readers
 2. 1,011 Readers enrolled in programs
 3. 245 Enrolled in the Adult Reading Program
 4. 283 Enrolled in the Summer Reading Club
 5. 31 Enrolled in Book Babies
 6. 45 Enrolled in Teen Read Challenge
 7. 290 Enrolled in Read to Me Program
 8. 117 Enrolled in 1,000 Books Before Kindergarten

BUSINESS

Marydee Meyer recommended that a committee form in order to review policy. The committee can make recommendations to the full board at a subsequent regular meeting; the HCPL personnel policy should be the first item examined. Marydee Meyer, Jon Howerton Suetta Tingler and Alisa Burch volunteered to join the policy committee. They plan to look over other policies recently distributed for the board's review as well. Jon Howerton, Sharon Uhl and Alisa Burch volunteered to form a salary review committee.

The board held a discussion regarding mission statements for the Harrison County Public Library as a whole, as well as the Frederick Porter Griffin Center for Local History and Genealogy. Marydee Meyer brought to the meeting a copy of the mission statement in its current form, on which she had highlighted the most pertinent statement in an effort to form a more concise statement. The board will further evaluate the library's mission.

Alisa presented estimates gathered for landscaping and parking lot repair across HCPL branches, so that the board may prioritize the order in which new landscaping and parking lot repair may take place. After some discussion, the board members agreed that the order that both landscaping and parking lot sealing and striping should occur is Corydon, Palmyra, and Lanesville. The landscaping and parking lot at the Elizabeth branch is maintained by the South Harrison Community Center.

ADJOURNMENT

Upon a motion by Suetta Tingler, seconded by Kathy Crimans and approved by voice vote, the meeting adjourned at 4:19 pm and entered into an executive session.

The Board will meet again for the next regular Board meeting on June 27, 2019 at 3:00 pm.

Secretary, HCPL Board of Trustees

Date