

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
October 24, 2019**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on October 24, 2019. The meeting took place 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; Suetta Tingler, Secretary; Kathy Crimans, Barbara Hoback Smith, Alisa Burch, Director, and Jessica Stroud-Gibson, Recording Secretary.

Jon Howerton called the regular meeting to order at 3:08 p.m.

Consent Agenda

Marydee Meyer made a motion to approve the consent agenda as presented. The motion was seconded by Suetta Tingler and approved by voice vote.

Kathy Crimans made a motion to approve the October 24, 2019 regular meeting agenda. Linda Zabel seconded the motion, and it was approved by a voice vote.

Treasurer's Report

A brief discussion was held regarding recent invoices submitted by Bob Vaal, Network Consultant.

Barbara Hoback Smith made a motion to approve the September 2019 financial reports as presented. Linda Zabel seconded the motion, and it was approved by a voice vote.

Marydee Meyer made a motion to approve of the transfer of funds within Category 2 (Supplies) and Category 4 (Capital Outlays). Kathy Crimans seconded the motion, and it was approved by a voice vote.

Kathy Crimans made a motion to approve the Resolution to Transfer Funds between Major Categories, which was seconded by Linda Zabel and approved by a voice vote.

COMMUNICATIONS

Alisa distributed the Adult Programs Calendar for November 2019.

Alisa will attend the Harrison County Community Foundation's November 6 Fundraiser Group meeting where Shannon Borden, CPA of Blue and Co., will speak on the "Key Controls to Have in a Non-profit" that addresses the dos and don'ts when handling funds.

The tentative 2020 dates for board meetings, holidays and pay periods were distributed to the board.

Alisa will be on vacation from January 10 through January 17, 2020.

BUSINESS

Alisa will send the signed 2020 Budget Adoption to the Indiana Gateway for Government Units. The next step in the budget process is the arrival of the 1782 Notice from the Department of Local Government Finance. The DLGF provides political subdivisions with this preliminary budget order specifying any revision, reduction, or increase the department proposes in a political subdivision's tax levy or tax rate.

A training day for the HCPL Board of Trustees will take place on at the Harrison County Public Library on November 21, 2019 from 1:30pm - 3:00pm.

Alisa Burch, Diana Lasky, Jessica Stroud-Gibson and Debbie McClanahan collaborated on the following policies for the Harrison County Public Library: Active Shooter, Social Media Policy (staff and patron), Staff News and Media Inquiries and a Whistleblower Policy. Alisa distributed these suggested policies to the board for review. Suetta Tingler made a motion to approve all five policies as presented. Marydee Meyer seconded the motion, and it was approved by a voice vote.

Retired and Senior Volunteer Program (RSVP) approached Alisa about the Letters from Santa program, in which RSVP volunteers craft personalized letters to children. HCPL will offer forms that adults can complete and submit to RSVP, so that children can receive these letters.

The Harrison County Commissioners have reappointed Suetta Tingler to the HCPL board for another four-year term.

Alisa informed the board that new drapes are needed in the meeting room at the Palmyra branch. The board agrees that tension rods and blackout curtains with white backing will be necessary.

Don Leslie and Associates is preparing employee health insurance quotes to send to Alisa and Kelly in the next week. Alisa requested a called meeting of the board to discuss the health insurance options. The board tentatively agreed to hold a called meeting on Thursday, November 7 at 4:00pm.

ADJOURNMENT

Upon a motion by Suetta Tingler, seconded by Barbara Hoback Smith and approved by voice vote, the meeting adjourned at 4:26 pm.

The Board will meet again for the next regular Board meeting on November 21, 2019 at 3:00 pm.

Secretary, HCPL Board of Trustees

Date