

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
September 26, 2019**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on September 26, 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, Sharon S. Uhl, Alisa Burch, Director, and Jessica Stroud-Gibson, Recording Secretary.

Following an executive session at 3:07 p.m., Jon Howerton called the regular meeting to order at 3:22 p.m.

**Consent Agenda**

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

**Treasurer's Report**

Kathy Crimans made a motion to approve the August 2019 Financial Reports as presented. Sharon S. Uhl seconded the motion, and it was approved by a voice vote.

**COMMUNICATIONS**

Alisa distributed the Adult Programs Calendar for October 2019.

Alisa will attend the District 6 Director's Roundtable on Friday, September 27, at the Galena Branch of the Floyd County Public Library.

The Harrison County Council has appointed Derrick Grigsby to the library board of trustees. He will replace Linda Zabel, whose term expires on December 31, 2019. Alisa will meet with Derrick on October 1.

The Chamber of Commerce of Harrison County 85<sup>th</sup> Annual Meeting is Friday, October 18 at Horseshoe Southern Indiana. The evening begins with a cocktail hour at 5:30 p.m. and goes until 9 p.m. Featured speaker is Ben Rhodes, a NASCAR Gander Outdoors Truck Series Champion. Single registration is \$100 for Chamber members, and a table of eight is \$700. The library is a Chamber member.

AVC missed the quarterly county income tax payment due September 20. The penalty is \$569, which they will deduct from the library's bill as their staff takes responsibility in the State Board of Accounts audit.

Diana Lasky and Alisa Burch will attend the Harrison County Community Foundation Community Conversation on Education on October 24.

Ales in the Alley craft beer festival will close Beaver Street from North Capitol Avenue to Oak Street beginning at 11 a.m. on Saturday, October 19. The library's drive-through book drop and alley parking will be affected, though the sidewalks will remain open.

Trevor Smith is meeting with Paul Hancock, IT Director for Lanesville Community Schools, this afternoon at the Lanesville branch of the Harrison County Public Library to troubleshoot the wireless connection problem with Lanesville school devices.

Don Leslie and Associates sent insurance applications for staff to complete in order to get updated insurance quotes. The forms will be distributed today.

Kelly Powell and Alisa Burch will attend an insurance information session at the Harrison County Chamber of Commerce on Monday, October 28.

Registration for the adult fall reading program, "Get Wrapped Up in a Good Book", has reached 92 participants.

Jessica Stroud-Gibson has created a form for Digital Access Cards that will allow patrons and others in the community immediate access to HCPL's subscription databases. The form will launch next week. We are still working to add a form for OverDrive and Axis360.

## **BUSINESS**

Alisa gave a budget process update regarding the 2020 budget for the Harrison County Public Library, stating that the budget will now be filed via Gateway. The budget adoption hearing will take place on October 24, 2019.

Alisa updated the board on the HCPL Staff Education Day that will take place on Monday, October 14. Training will take place for all staff from 8:00 a.m. to 4:00 p.m. Staff who are not yet certified will take a CPR course, in addition to the following sessions: Security in Rural Libraries; 3 Technology sessions taught by Jessica Stroud Gibson, Head of Information Technology and Trevor Smith, Systems Administrator; Body Fluids Cleanup and Cross-training of Reference, Youth Services and Circulation staff. Boxed lunches from Jimmy John's will be provided, as well as doughnuts and fruit for breakfast. Meredith Jones of Studio 199 will take staff photographs that morning for the forthcoming redesigned HCPL website.

Alisa asked the board if they have interest in a trustees orientation/training; at the Trustees Summit in August, they were informed that trainers are available to meet with board members. The board discussed the possibility of Indiana State Library staff holding a training session for

HCPL board members. Further discussion regarding board orientation and training will take place at the November or December regular meeting.

Alisa distributed to the board for review the photography guideline and proposed estimate from Studio 199 for photographs for the new HCPL website. The board asked if there would be travel fees associated with Meredith Jones' traveling to the branches to take photographs. Members also suggested paring down the number of photographs to include only one or two programs from each branch, and requested a firm price. Jessica Stroud-Gibson will pose the board's questions to Meredith and will relay the reduction in the number of photographs.

The board discussed the longevity pay schedule for HCPL staff. The 2019 longevity pay was previously approved and signed by the board. Jon Howerton stated that he would like to create a spreadsheet that will calculate percentages of individual staff wages for in preparation for subsequent longevity payments.

Alisa Burch presented the 2020 SirsiDynix quotation for renewal to the board. Sharon S. Uhl made a motion to approve the quotation as presented. Kathy Crimans seconded the motion, and it was approved by a voice vote.

## **ADJOURNMENT**

Upon a motion by Linda Zabel, seconded by Suetta Tingler and approved by voice vote, the meeting adjourned at 4:16 pm.

The Board will meet again for the next regular Board meeting on October 24, 2019 at 3:00 pm.

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Secretary, HCPL Board of Trustees

Date