

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
January 30, 2020**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on January 30, 2020. 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; Kathy Crimans, Vice-President; Suetta Tingler, Secretary; Marydee Meyer, Treasurer; Derrick Grigsby, Barbara Hoback Smith, Alisa Burch, Director, and Jessica Stroud-Gibson, Recording Secretary.

Jon Howerton called the regular meeting to order at 3:14 p.m.

**Consent Agenda**

Marydee Meyer made a motion to approve the consent agenda for the January 30, 2020 regular meeting. Kathy Crimans seconded the motion, and it was approved by a voice vote.

**Approval of the Agenda**

Kathy Crimans made a motion to approve the January 30, 2020 regular meeting agenda. Suetta Tingler seconded the motion, and it was approved by a voice vote.

**Treasurer's Report**

Barbara Hoback Smith made a motion to approve the Claims, Budget, Financial statements and Transfer of Funds [within funds] for November and December 2019. Sharon Uhl seconded the motion, and it was approved by voice vote.

**COMMUNICATIONS**

Alisa distributed the Adult Programs Calendar for February 2020.

The Third House Legislative Update will be held from 8:30am to 10:00am on Saturday, February 15 at the Harrison County Government Center

The new HCPL website is slated to launch on Wednesday, February 5.

Alisa informed the board of a patron complaint in which a child was not allowed to register for an adult event. Alisa stated that going forward calendars will state that adult events are for individuals aged 18 years plus.

Alisa informed the board that there is a need for additional staff in the Reference, Circulation and Genealogy departments at HCPL.

Alisa will attend a meeting about the 2020 Cultural Pass for Libraries on February 18 at the Louisville Free Public Library.

A suicide awareness program will be held at Elizabeth in February.

Alisa informed the board that the 5-year Strategic Plan ends in 2020.

Marydee Meyer submitted the 100R to the Indiana State Library.

## **BUSINESS**

### **Election of Officers**

Barbara Hoback Smith made a motion to approve the slate of officers proposed at the December 2019 regular meeting of the Board:

President: Jon Howerton  
Vice-president: Kathy Crimans  
Secretary: Suetta Tingler  
Treasurer: Marydee Meyer

Sharon Uhl seconded the motion, and it was approved by a voice vote.

The 2019 By-laws of the Harrison County Public Library Board were distributed for review. Discussion was tabled until the February regular meeting.

Alisa Burch compiled an Internal Controls Plan for the Harrison County Public Library. Following review and a brief discussion, Kathy Crimans made a motion to approve the plan as presented. Marydee Meyer seconded the motion, and it was approved by a voice vote.

Alisa submitted for the board's review a Criminal Background Check Policy for the Harrison County Public Library. A discussion was held regarding other organization's procedures regarding background checks; Sharon Uhl stated that CASA relies on LexisNexis, and Derrick Grigsby stated that the Harrison County Community Foundation runs background checks through GoodHire.

Kathy Crimans made a motion to approve the Criminal Background Check Policy for Employees and Volunteers as amended (page 1, paragraph 1: "Harrison County Public Library may will conduct a criminal background check and sex offender registry check..." and "Existing employees may will be asked to submit to a criminal background check and sex offender registry check.") Suetta Tingler seconded the motion, and it was approved by a voice vote.

Alisa asked the board on what day they would prefer to participate in board training, held by a trainer from the Indiana State Library. It was the consensus of the board that training will be held on June 25, 2020 before the board meeting that day.

**ADJOURNMENT**

Upon a motion by Suetta Tingler, seconded by Kathy Crimans and approved by voice vote, the meeting adjourned at 4:47 pm.

The Board will meet again for the next regular Board meeting on February 27, 2020 at 3:00 pm.

Suetta Tingler                      2/27/2020  
Secretary, HCPL Board of Trustees      Date

