

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
February 27, 2020**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on February 27, 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; Marydee Meyer, Treasurer; Suetta Tingler, Secretary; Barbara Hoback Smith, Derrick Grigsby, Alisa Burch, Director, and Jessica Stroud-Gibson, Recording Secretary. Also in attendance were Allison Howell, Carrie Herthel and Jamie Smith, members of the Leadership Harrison County Class of 2020.

Jon Howerton called the regular meeting to order at 3:00 p.m.

Approval of the Agenda

Barbara Hoback Smith made a motion to approve the February 27, 2020 regular meeting agenda. Suetta Tingler seconded the motion, and it was approved by a voice vote.

Consent Agenda

Kathy Crimans made a motion to approve the consent agenda for the February 27, 2020 regular meeting. Marydee Meyer seconded the motion, and it was approved by a voice vote.

Treasurer's Report

Marydee Meyer made a motion to approve the Claims, Budget and Financial statements for January 2020. Kathy Crimans seconded the motion, and it was approved by voice vote.

COMMUNICATIONS

Alisa distributed the Adult Programs Calendar for March 2020. Alisa noted that the number of adult programs doubled from 2018 to 2019.

LifeNotes, the LifeSpan Resources Newsletter for March/April 2020 was distributed.

Interviews have been held for the part-time Reference department opening, and an ad has been placed in The Corydon Democrat for the circulation position that is open at the Main branch.

The Harrison County Public Library computer class schedule for March 2020 at the Lifelong Learning Center:

1. 1:30pm to 3:30pm, Tuesday, March 10: Basic Computing 101
2. 1:30pm to 3:30pm, Tuesday, March 24: Unlock free online library resources: eResources available from HCPL
3. 1:30pm to 3:30pm, Tuesday, March 31: Introduction to Google Suite

Keith Jones Electrical will install the LED lights above the stairwell at the Main library on Sunday, March 1.

Steve Schifcar is seeking bids for LED conversion at other branches.

The Elizabeth branch patron computers are scheduled for replacement by IT staff this week.

Kelly Powell is investigating background check services.

Jessica Stroud-Gibson has been speaking with SirsiDynix and Stripe about compatible credit/debit card payment systems.

Nikki Esarey delivered 72 love bears to the Harrison County Hospital on February 25. Palmyra Helping Hands will work on a new project soon; they are considering lap blankets for nursing home residents.

AdTec has completed HCPL's FY2020 Managed Wi-Fi Form 471 application with ENA.

Two LSTA grants, one for the purchase of 20 hotspots for public circulation and the other for the digitization of historic election records are in the process of being written by Jessica Stroud-Gibson and Teresa Douglass, respectively.

On Thursday, March 5, Kathy Fisher, along with Melissa Wiseheart of Floyd County Public Library and Diane Stepro of Jeffersonville Township Public Library, will present "Notable Tough, Rough and Dangerous Female Ancestors of Southern Indiana Residents" during the Southern Indiana Genealogical Society meeting at the Floyd County Public Library in New Albany. A meet & mingle with light refreshments begins at 6:15pm with the program at 6:30pm. Later in the year, the trio will present this program at the Frederick Porter Griffin Center.

HCPL plans to purchase black library logo shirts for staff.

BUSINESS

The Bylaws of the Board of Trustees of the Harrison County Public Library were reviewed by all members present. The following changes were suggested:

1. Page 3, Article VIII Officers, section 2: "The officers shall be elected by at the January meeting for a term of one year..."
2. Page 5, Article IX Meetings, section 6:
Order of business shall be:

1. Call to order
2. Approval of meeting agenda
3. Public input
4. Approval of consent agenda
5. Approval of financial report
6. Communications and Director's report
7. Committee reports; unfinished, new and other business
8. Board member comments
9. Adjournment

3. Page 5, Article X Committees, sections 1 and 2: Standing and special committees sections shall be combined. Section 1 should now read "Standing committees will may be appointed by the president, with the approval of the board..."

4. Page 5, Article XI Indemnification of Board Members: insertion of the phrase *may wish to* in the following sentence: "The Board members may wish to refer to the guidelines in Managing Liability as a Board Member, IC 27-1-29; IC34-4-11.5; IC 34-4-16.5"

Suetta Tingler made a motion to approve of the Bylaws of the Board of Trustees with suggested changes. Derrick Grigsby seconded the motion, and it was approved by a voice vote.

A new Pitney Bowes postage meter will be placed in Kelly Powell's office to replace the outdated machine. This postage machine will require a new contract that specifies payment of \$147.00, due quarterly. Marydee Meyer made a motion to approve of the contract and fee; Barbara Hoback Smith seconded the motion. It was approved by a voice vote.

Derrick Grigsby made a motion to allow for PERF voluntary post-tax contributions by staff. Kathy Crimans seconded the motion, and it was approved by voice vote.

The ILF Southeast Regional Conference will be held at Floyd County Public Library on Tuesday, April 28. Alisa informed the board that 32 staff have registered to attend, and that enough staff will remain to keep open the Elizabeth and Palmyra branches that day. The board approved by consent closing the Main and Lanesville branches for the ILF conference.

A motion was made by Barbara Hoback Smith to adopt a Resolution to Establish a Capital Assets Threshold. Suetta Tingler seconded the motion, and it was approved by a voice vote. The resolution was signed by all board members present.

Alisa informed the board of the status of the Annual Financial Report and Annual Report due to the Indiana State Library: these reports were submitted well ahead of the March 1 deadline, and Marydee the 100R. At this meeting Jon Howerton signed off on the annual report and Alisa will mail the report to the Indiana State Library.

The Non-resident fee shall remain \$57.00. The fee is based on per capita expenditures made by the library.

Alisa invited all members of the board to attend the Adventure Walk Ribbon Cutting that will take place on Saturday, February 29 at 1:00pm.

A discussion was held regarding proposed guidelines in preparation for a pandemic:

- a. No story times or outreach services will take place on days that schools are closed.
- b. If the library should have to close based on orders by the Health Officers or State Health Commissioner, Alisa recommends that staff still be paid for these days. (By consent, the board agreed to pay staff for the days that the library is closed due to circumstances surrounding a pandemic).
- c. If staff become ill, they will remain home until they are well again.
- d. The library will supply disinfecting wipes for surfaces that are frequently touched by many people: keyboards, doorknobs, etc.
- e. It would be ideal to establish a schedule for critical needs, so that every day procedures are met, i.e. payment of library bills, emptying of the book and media drops, etc.

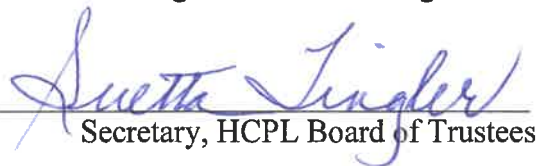
BOARD MEMBER COMMENTS

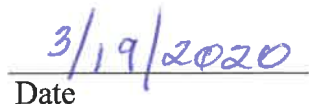
There were no further comments by members of the board.

ADJOURNMENT

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

The Board will meet again for the next regular Board meeting on March 19, 2020 at 3:00 pm.


Secretary, HCPL Board of Trustees


Date