

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
March 19, 2020**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on March 19, 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.

Jon Howerton called the regular meeting to order at 3:03 p.m.

Approval of the Agenda

Kathy Crimans made a motion to approve the March 19, 2020 regular meeting agenda. Barbara Hoback Smith seconded the motion, and it was approved by a voice vote.

Consent Agenda

Marydee Meyer made a motion to move the following two items from the consent agenda to the regular meeting agenda and approve of the consent agenda for the March 19, 2020 meeting:

- Item 9 in Announcements

Pamela Jochim Pope, from the Center for Rural Engagement reached out to Alisa to ask about the possibility of scheduling Naloxone training in Harrison County. Through a grant received by the Indiana Rural Health Association from HRSA the Center has been tasked with scheduling Naloxone training in 14 counties. A training has been scheduled for 6:30 pm May 12 at the Elizabeth Branch. “Jake” will provide the training on both intramuscular and nasal naloxone. Each participant will receive a naloxone kit.

- Item 11 in Announcements

First Capital Christian Church will shoot two scenes for their movie “The Boxer” at the Main Branch April 15. Most of the scenes will be on the children’s floor.

Kathy Crimans seconded the motion, and it was approved by a voice vote.

Treasurer’s Report

Jon Howerton asked about the payments to ZooBean and TeamViewer, and for what purpose they are used. Jessica Stroud-Gibson replied that ZooBean provides the Beanstack website and app to track reading progress and prizes for library reading programs, and that TeamViewer is a remote desktop application for staff. Suetta Tingler made a motion to approve the Claims,

Budget and Financial statements for February 2020. Derrick Grigsby seconded the motion, and it was approved by voice vote.

COMMUNICATIONS

The ILF Southeast Regional Conference scheduled for April 28, 2020 has been cancelled.

New web pages have been added to the library's website in response to COVID-19. The new pages include a Public Safety page that is updated frequently with reliable COVID-19 information, daily Harrison County COVID-19 case statistics and links to community resources, and the Brain Boosters page that provides links to HCPL staff program videos, eBooks and children's activities.

There was an issue in accounting in 2018: Alisa Burch reviewed the public notices amount deducted for payroll taxes and insurance and found a discrepancy. HCPL's current accounting software vendor, AVC, is recreating information from the former payroll company to remedy the issue.

Of the 272 libraries in Indiana, 29 remained open to the public as of 9:00 a.m. on March 19.

BUSINESS

The members of the Harrison County Public Library Board of Trustees present at this meeting adopted and signed a Resolution for the Acceptance of Debit and Credit Cards for Payment of Library Fees.

Alisa informed the board that two new staff have joined HCPL. Robert Ohlrich has been hired as a circulation assistant at the Main library at the regular starting pay. Pamela Nemeth will soon join HCPL in Circulation as an assistant at the Main library.

Mackenzie Emily has been hired as a Reference assistant at the regular starting pay.

Alisa stated that in light of the COVID-19 pandemic, HCPL must accomplish the following:

- update the existing Emergency Closing and Building Repairs section of the Employee Handbook
- review and adopt and Epidemic/Pandemic Policy
- review "What is a Pandemic?"
- review the Continuity of Operations Plan
- request input on methods to offer limited services beginning on April 1

The board reviewed the Emergency Closing and Building Repairs section of the HCPL Employee Handbook, to which Alisa had made suggested changes before distributing to the board. The board agrees that it would be prudent to wait until closer to April 1 to ascertain if the library should reopen at that time. Barbara Hoback Smith made a motion to approve of the

updated Emergency Closing and Building Repairs section of the Employee Handbook. Marydee Meyer seconded the motion, and it was approved by a voice vote.

The board reviewed the HCPL Epidemic/Pandemic Policy that Alisa Burch drafted. Derrick Grigsby made a motion to approve the policy as presented. Kathy Crimans seconded the motion, and it was approved by a voice vote.

The board reviewed the handout “What is a Pandemic” and the HCPL Continuity Plan.

A discussion was held regarding HCPL offering limited public services. Alisa suggested to the board that the library could circulate materials by accepting patron holds, pulling the holds from the shelf, checking the items out to each patron and placing the items in plastic bags labeled with the patron’s name. Tables could be arranged in a U-shape at the library entrance to prevent entering the library; the labeled bags could be placed on the tables for the patrons to pick up. Alisa mentioned that the HCPL wireless network is available in the parking lot of each branch, but that signal does not reach the HCPL parking lot in Corydon. Jessica Stroud-Gibson stated that she would request a quote to place a wireless booster to enable patrons to access the wireless network in the parking lot.

The board addressed item number 9 from the consent agenda regarding the possibility of scheduling Narcan training. Jon Howerton asked if the library is merely providing space for the training to take place, that HCPL staff are not necessarily attending the training. Alisa confirmed this. This training can be held any time before fall 2020.

The board addressed number 11 from the consent agenda regarding First Capital Christian Church’s request to film in the library for a movie that they are producing. Marydee Meyer expressed concern about using a publicly funded facility for a movie made by a church.

Barbara Hoback Smith made a motion to approve that the Narcan training can be held at the Elizabeth branch and to table discussion until the next regular meeting regarding filming at the library by First Capital Christian Church. Kathy Crimans seconded the motion, and it was approved by a voice vote.

Alisa asked the board about possibly moving to a Zoom meeting for the April 30 regular board meeting. Derrick Grigsby expressed his support of holding the April meeting via Zoom. A test meeting for board members will be scheduled ahead of the regular meeting.

BOARD MEMBER COMMENTS

Derrick Grigsby asked if there is any major library maintenance that could be done while the HCPL libraries are closed to the public. Marydee Meyer suggested that Alisa ask Steve if he know of tasks or jobs that might need doing.

ADJOURNMENT

Upon a motion by Suetta Tingler, seconded by Marydee Meyer and approved by voice vote, the meeting adjourned at 4:14 pm.

The Board will meet again for the next regular Board meeting on April 30, 2020 at 3:00 pm.

Secretary, HCPL Board of Trustees Date