

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

A regular meeting of the Board of Trustees of Harrison County Public Library was held on April 30, 2020. The meeting took place via Zoom video conferencing. 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 3:02 p.m.

Approval of the Agenda

Kathy Crimans made a motion to approve the April 30, 2020 regular meeting agenda. Barbara Hoback Smith seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton - Aye
The motion passed.

Consent Agenda

Suetta Tingler made a motion to approve the consent agenda for the April 30, 2020 meeting; Derrick Grigsby seconded the motion and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton - Aye
The motion passed.

Treasurer's Report

Kathy Crimans made a motion to approve the Claims, Budget and Financial statements for March 2020. Suetta Tingler seconded the motion, and it was approved by roll call vote: Kathy

Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye

Jon Howerton – Aye
The motion passed.

COMMUNICATIONS

Dr. Andrew Morton, Harrison County Health Officer, approved the Limited Service – Curbside Plan for the Harrison County Public Library.

Booklets have been created for the *Tell Your Story* program. Printed copies of the *My 2020 Tell Your Story Harrison County COVID-19* booklet will be distributed during the meal distribution at Harrison County schools next week. Digital copies will be available on HCPL’s website and will be distributed by all county school systems.

Postcards promoting HCPL’s curbside service will be mailed to patrons next week and handed out with the *Tell Your Story* booklets at the school-meal distribution sites.

On April 29, Alisa participated in the 9th Congressional District Library Leaders meeting with Representative Trey Hollingsworth and Legislative Director Jon Van Buren to discuss actions by Congress and ILF Library Leaders’ challenges of serving during the Pandemic.

Jessica Stroud-Gibson has been acting as host for all staff Zoom meetings. The library has purchased a Zoom Pro license at \$14.99 a month, which allows us to host meetings with up to 100 participants.

Library staff have been creating great content and participating in professional development.

Clear shower curtains were hung to act as barriers at the Main circulation desks. Plexiglass barriers/sneeze guards have been ordered for branch and Reference desks.

BUSINESS

Kathy Crimans made a motion to approve that Windell Carpet Care clean the carpets at all HCPL locations. Derrick Grigsby seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton – Aye
The motion passed.

Alisa presented to the board two quotes from Sealcoat Asphalt Sealing and Striping: one to seal, hot-fill cracks and restripe the Palmyra branch parking lot, and the second to seal, hot-fill cracks and restripe the Lanesville branch parking lot. Kathy Crimans made a motion to approve the quotes as presented. Barbara Hoback Smith seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye

Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton – Aye
The motion passed.

Barbara Hoback Smith made a motion to approve the replacement of canned lights with LED 2x2 panels at the Main library by Keith Jones Electrical. Kathy Crimans seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton – Aye
The motion passed.

Alisa presented bids to replace the deteriorating light fixtures at the Elizabeth branch. Following review of the bids and discussion, Derrick Grigsby made a motion to approve of the box lights quoted at \$5,000 by Keith Jones Electrical. Suetta Tingler seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton – Aye
The motion passed.

Alisa shared the bid from Joe Shireman to repair the Main library's exterior north sidewall fascia. Following some discussion, Barbara Hoback Smith made a motion to table this item until the next regular meeting. Suetta Tingler seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton – Aye
The motion passed.

In accordance with SEA 410, the Harrison County Public Library must adopt a board resolution, Declaration of Fiscal Body. Suetta Tingler made a motion to adopt the Resolution for Declaration of Fiscal Body. Kathy Crimans seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye

Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton - Aye

The motion passed. Jon Howerton, President of the Harrison County Public Library Board of Trustees, will sign the resolution.

A discussion was held regarding staffing levels at all HCPL branches. Alisa explained that staff might need to be redistributed and that staff hours may fluctuate. Jon Howerton stated that a decision hinges on how long the pandemic lasts, which is unknown. Barbara Holcomb Smith stated that Governor Holcomb would make a public address the day after this meeting (Friday, May 1, 2020). Marydee Meyer asked if there were staff not actively working who may be interested in a furlough. Derrick Grigsby remarked that he prefers to err on the side of paying staff. All members of the board present agreed to call a meeting in two weeks, with appropriate notice to the public.

Kathy asked if the current situation has affected new staff. Alisa replied that Bob Ohlrich and Makenzie Emily were able to begin working, but Pamela Nemeth was not able to receive training due to the library closing to comply with Governor Holcomb's stay-at-home order.

BOARD MEMBER COMMENTS

Jon Howerton requested comments via roll call:
Kathy Crimans - no comments yet
Marydee Meyer - none
Suetta Tingler - none
Derrick Grigsby - "Thanks to Alisa and the HCPL staff."
Barbara Hoback Smith - "A 'shout-out' to Alisa!"
Jon Howerton - none

ADJOURNMENT

Suetta Tingler made a motion to adjourn the meeting at 4:13 p.m. Marydee Meyer seconded the motion and it was approved by roll call vote: Kathy Crimans seconded the motion, and it was approved by a roll call vote:

Kathy Crimans - Aye
Marydee Meyer - Aye
Suetta Tingler - Aye
Derrick Grigsby - Aye
Barbara Hoback Smith - Aye
Jon Howerton - Aye
The motion passed.

The Board will meet again for the next regular Board meeting on May 28, 2020 at 3:00 pm.


Secretary, HCPL Board of Trustees


Date