

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
May 28, 2020**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on May 28, 2020. The meeting took place at the Lanesville Branch of the Harrison County Public Library, 7340 Northeast Pennington Street, Lanesville, IN. Members of the Board of Trustees present: Jon Howerton, President; Kathy Crimans, Vice-President; Marydee Meyer, Treasurer; Suetta Tingler, Secretary; Sharon S. Uhl (by speaker phone), 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 May 28, 2020 regular meeting agenda. Suetta Tingler seconded the motion, and it was approved by a voice vote.

**Consent Agenda**

Marydee Meyer made a motion to approve the consent agenda for the May 28, 2020 meeting; Kathy Crimans seconded the motion and it was approved by a voice vote.

**Treasurer's Report**

Kathy Crimans made a motion to approve the Claims, Budget, Financial statements and Transfer of Funds for April 2020. Suetta Tingler seconded the motion, and it was approved by voice vote.

**COMMUNICATIONS**

HCPL will accept online credit card payments through BLUEcloud Commerce beginning on June 1.

Joe Shireman from Shireman Construction forwarded an email from architect John Hawkins about products that may be used to replace the wood on the north exterior wall of the Main branch.

Alisa has a 2020 Public Library Budget Workshop on June 3. The Indiana State Library presents the workshop with sessions by the Department of Local Government Finance (DLGF) and the Indiana State Board of Accounts.

June 30, 2020 is the deadline for the State Budget Agency to provide the Assessed Value Growth Quotient.

By July 14, the DLGF will provide an estimate of the maximum permissible property tax levy for the ensuing year and guidance on calculating allowable adjustments to the maximum levy.

On July 14, 2020, the DLGF will provide an estimate of miscellaneous revenue sources, including FIT, CVET, MVH, etc.

HCPL's virtual budget workshop with DLGF field agent Tammy Byerly will be scheduled for some time between July 15 and August 28, 2020.

July 31, 2020 is the latest date that the DLGF has to provide HCPL with notice of the 2021 property cap loss (circuit breaker impact).

September 24, 2020 will be the HCPL public budget hearing.

October 12, 2020 is the last day to post notice to taxpayers of proposed 2021 budget and net tax levies.

October 22, 2020 will be the HCPL public budget adoption meeting.

November 2, 2020 is the deadline for all taxing units to adopt 2021 budgets, tax rate and tax levies.

## **BUSINESS**

Alisa Burch presented the Harrison County Public Library Phase 3 – Limited Service – Computer Services by appointment plan to the Board of Trustees for their review.

Alisa Burch presented the Harrison County Public Library Phase 3 – Limited Service – Genealogy Services by appointment plan to the Board of Trustees for their review.

Alisa stated that the library must soon plan for Phase 4 – Limited Service – Grab and Go Service, slated to begin on June 15. The board discussed methods by which staff can moderate the number of people who enter the library, the number of people per area of each building, as well as the length of time that a patron may stay in the building. Board members present agreed that all patrons should be encouraged to wear masks when entering HCPL facilities, as staff will wear masks when in public areas of the library.

## **BOARD MEMBER COMMENTS**

Jon Howerton asked about the staffing levels discussed at the previous regular meeting. Alisa replied that Judy Shaffer and Helen Gettelfinger opted for unpaid leave, but all other staff are currently working. Alisa also noted that Pam Nemeth has not yet begun working at HCPL due to the pandemic, but that the hope is that she will join the staff sometime in July 2020.

Suetta Tingler said to Alisa, "Thanks for hanging in there."

Marydee Meyer stated that she received an iPad with a Bluetooth keyboard for Mother's Day, and that she is now operating online.

Jon Howerton thanked Alisa for trying to plan through this, and to hang in there because some people will try to skirt the [safety] rules. Jon also suggested making announcements over the libraries' speaker systems to remind patrons to social distance, wear facemasks and to sanitize their hands.

Kathy Crimans said that not only adults will try to rebel [against the safety rules], but children will try to avoid the rules and touch items and then their faces.

Suetta Tingler expressed concern about those who are asymptomatic entering the libraries (to which Alisa responded that limited interactions would be key).

### **ADJOURNMENT**

Suetta Tingler made a motion to adjourn the meeting at 3:50 p.m. Kathy Crimans seconded the motion and it was approved by voice vote.

The Board will meet again for the next regular Board meeting on June 25, 2020 at 3:00 pm.

  
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Secretary, HCPI Board of Trustees

6-25-2020  
Date