

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
June 25, 2020**

---

A regular meeting of the Board of Trustees of Harrison County Public Library was held on June 25, 2020. The meeting took place at the Frederick Porter Griffin Center for Local History and Genealogy, 117 W. Beaver Street, Corydon, IN. 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, Recording Secretary.

Jon Howerton called the regular meeting to order at 3:08 p.m.

**Approval of the Agenda**

Barbara Hoback Smith made a motion to approve the June 25, 2020 regular meeting agenda. Suetta Tingler seconded the motion, and it was approved by a voice vote.

**Executive Session**

Pertaining to IC 5-14-1.5-6.1(b)(6), an Executive Session was called to order at 3:09 p.m. to discuss a personnel matter. The session adjourned at 3:10 p.m.

**Consent Agenda**

Marydee Meyer made a motion to approve the consent agenda for the June 25, 2020 meeting; Derrick Grigsby seconded the motion and it was approved by a voice vote.

**Treasurer's Report**

Suetta Tingler made a motion to approve the Claims, Budget, and Financial statements for May 2020. Barbara Hoback Smith seconded the motion, and it was approved by voice vote.

**COMMUNICATIONS**

A. Jessica Stroud's Leadership Harrison County graduation will be held at 5:00 p.m. on Sunday, July 19 at Hayswood Park.

B. Budget Calendar for HCPL:

June 19 – DLGF sent out a memo with an estimate of miscellaneous revenue sources, including FIT, CVET and MVH

June 30 – State Budget Agency deadline to provide Assessed Value Growth Quotient

July 14 – 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

July 15-August 28 – DLGF field agent Tammy Byerly will meet with Alisa for a virtual budget workshop  
July 30 – Regular Board Meeting – Discuss increases allowed  
July 31 – Latest date the DLGF has to provide HCPL notice of the 2021 property tax cap loss (circuit breaker impact)  
September 24 – Regular Board Meeting – HCPL Public Budget Hearing  
October 21 – Last day to post notice to taxpayers of proposed 2021 budget and net tax levies  
October 22 – Regular Board Meeting – HCPL Public Budget Adoption Meeting  
November 2 – Last day to submit 2021 budgets, tax rates and tax levies

## **BUSINESS**

Concerning “Grab and Go” service, Alisa stated that HCPL would continue the same model of the Phase 4 reopening plan through July 2020. Alisa said that the plan has worked well and the concern about reaching capacity within a branch has not yet been a concern. Jon Howerton added that senior citizens would appreciate year-round curbside pickup; other members of the board agreed. Alisa said that she would inform staff of the continuation of Phase 4.

Joe Shireman submitted a quote to repair the deteriorating fascia wood on the north side of the Main library building in Corydon. After reviewing the quote, Marydee Meyer made a motion to approve the quote from Shireman Construction and approve the work to be completed. Derrick Grigsby seconded the motion and it was approved by a voice vote.

The HCPL Board of Trustees terms will end on December 31, 2020 for both Jon Howerton and Marydee Meyer. The appointing body for Jon Howerton’s position will be North Harrison School Corporation and the appointing body for Marydee Meyer’s position is Harrison County Commissioners.

Alisa proposed adding the following statements (in orange) to the *Compensation in an Epidemic/Pandemic* section of the *HCPL Epidemic/Pandemic Policy*:

The Library will compensate an employee for their regularly scheduled hours if they:

- contract the disease
- receive a mandated or doctor-directed self-quarantine

In the event of closure, the library will follow current closure compensation policies per the **Employee Handbook**. When the library reopens services to the community, those employees choosing not to work by taking unpaid leave cannot be guaranteed employment.

The library will follow all state and federal guidelines dealing with pandemic leave.

Kathy Crimans made a motion to approve these additional statements as presented; Suetta Tingler seconded the motion, and it was approved by a voice vote.

Alisa will have 2021 budget figures to relay to the Board of Trustees at their July 30, 2020 meeting. Derrick Grigsby asked how endowments interact with the budget, to which Alisa replied that there are none to consider.

The board held a discussion as to where to hold the July 30 regular meeting. Barbara Hoback Smith made a motion that the board meet at the Elizabeth branch and that the November regular meeting be held at the Palmyra branch. Kathy Crimans seconded the motion and it was approved by a voice vote.

### **BOARD MEMBER COMMENTS**

Jon Howerton informed Alisa that she is doing a great job and that staff are doing a great job.

Barbara Hoback Smith said that she is impressed that employees have gone over and beyond to get things done.

Kathy Crimans said that she thinks that teamwork is a key part of staff getting things done. She also commented that she received helpful book recommendations from HCPL staff by phone.

### **ADJOURNMENT**

Marydee Meyer made a motion to adjourn the meeting at 3:35 p.m. Barbara Hoback Smith seconded the motion and it was approved by voice vote.

The Board will meet again for the next regular Board meeting on July 30, 2020 at 3:00 p.m. at the Elizabeth branch.

	
Secretary, HCPL Board of Trustees	Date