

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

A regular meeting of the Board of Trustees of Harrison County Public Library was held on August 27, 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 3:05 p.m.

Approval of the Agenda

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

COMMUNICATIONS

HCPL received a \$990 Indiana Humanities grant for Advancing Racial Equity in Collection Development. Rachel Baelz completed the application with help from Diana Lasky and Eden Ransdell. Monies will be used to add eBooks to our OverDrive collection.

HCPL's grant application, *Bring the Internet Home from the Library: Meeting Harrison Co Resident's Connectivity Needs*, submitted by Jessica Stroud was selected as a winner. The \$3,386 grant will allow HCPL to purchase 20 Mobile Beacon hotspots from TechSoup for patron checkout. Service for the hotspots is provided by Sprint. We are exploring additional hotspot services that are offered by other carriers.

HCPL's grant application, *Digitization of Harrison County Election Documents, 1833-1864*, submitted by Teresa Douglass was selected as a winner. The \$6,307 grant will allow HCPL to

hire an intern to help the genealogy department digitize early election records and purchase some archival storage materials for the actual records.

The Palmyra Branch closed at 4 pm on August 10 and 7:30 pm on August 18 due to power outages.

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 announced the Assessed Value Growth Quotient of 4.2%~~

~~July 14—DLGF estimated of the maximum permissible property tax levy for the ensuing year as \$1,619.888 and HCPL's 2021 estimated maximum budget \$3,424,024~~

~~July 30—Regular Board Meeting—Discuss increases allowed~~

~~July 31—DLGF has to provided HCPL notice of the 2021 estimated property tax cap loss (circuit breaker impact) = \$9,600~~

~~August 14—DLGF field agent Tammy Byerly will meet with Alisa for a 10:15 am virtual budget workshop~~

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

As Governor Holcomb again extended Phase 4.5 until September 25 in response to the COVID-19 pandemic, Alisa recommended to the Board that HCPL continue “Grab and Go” service into September. The members of the Board present consented to continuing “Grab and Go” services.

Alisa brought to the attention of the Board that the cost of Lorraine Engleman’s Reference course is \$985.00; the current education and tuition reimbursement policies cover \$500 per individual per year. Barbara Hoback Smith suggested that this amount should be raised. Alisa mentioned that there is \$5,500 appropriated in the 2020 budget for employee benefits such as tuition reimbursement. Marydee Meyer suggested that \$1,200.00 per calendar year should be allotted per person for education. Barbara Hoback Smith said that she feels that the library should pay fully for any course that is required for an employee to earn or maintain their certification. Derrick Grigsby stated that if a class(es) is taken to remain in compliance, this class should not fall under the education/tuition reimbursement policy. Derrick feels that this policy should be applied to only elective courses. Alisa responded that it is worth all considering that the tuition reimbursement is taxpayer funded. Kathy Crimans agrees that HCPL should cover the full amount of the tuition owed for classes that are required to maintain librarian certifications and remain in compliance with the Indiana State Library.

Marydee Meyer asked if a threshold amount is set, would it still be at Alisa’s discretion to determine if an employee’s request for reimbursement will be allowed. Derrick Grigsby asked if there could be an instance in which employees might find themselves in a revolving door and cannot leave the library due to the number of classes paid by the library. Barbara Hoback Smith suggested that HCPL pay fully for certification/required courses and reserve \$500.00 for courses

that parallel a Library Science degree. Alisa iterated that tuition reimbursement requests are subject to the Director's discretion and budget eligibility. Derrick Grigsby suggested placing a cap on the number of years that an employee would be indentured following course completion, perhaps 3 to 5 years per certificate. Marydee Meyer asked if extenuating circumstances could excuse staff repayment if they should leave the employ of HCPL. The board asked Alisa to reword the staff education policy to review at their next regular meeting.

Marydee Meyer made a motion to reimburse the full amount of Lorraine Engleman's Reference course. Kathy Crimans seconded the motion, and it was approved by voice vote.

Alisa informed the Board that she asked Kathy Fisher, Head of Genealogy and Local History, for ideas to best spend endowment monies from the Harrison County Community Foundation. Among the suggestions are microfilm storage, a map storage cabinet, security (including mirrors), equipment to scan glass negatives and a good digital camera. Alisa also stated that Diana Lasky intends to request an amount from the Hess Fund to pay for a virtual Jim Gill Concert that will be available for all schools to show their students for a 24-hour period. Alisa and Jessica Stroud intend to use funds from the Rhodes Fund to purchase Kajeet hotspots to ensure good network coverage through the county.

Alisa stated that the tax information supplied by U.S. Lawncare was incorrect. Kelly Powell intends to resolve this issue with U.S. Lawncare (ProScape Lawncare).

The board granted Alisa their approval to post notice to taxpayers of the proposed 2021 budget to the Indiana Gateway for Government Units.

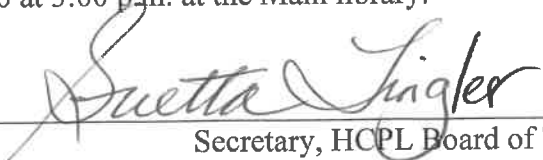
BOARD MEMBER COMMENTS

Jon Howerton said that although the personnel committee of the board had previously met some time ago, no changes were put into effect. Mr. Howerton feels that the Board should appoint a committee to look at salaries and benefits, and requested volunteers for this committee. Derrick Grigsby, Suetta Tingler and Barbara Hoback Smith volunteered to join Jon Howerton on the personnel committee. Mr. Howerton said that he would email the committee so that they can determine when to convene.

ADJOURNMENT

Barbara Hoback Smith made a motion to adjourn the meeting at 4:17 p.m. Suetta Tingler seconded the motion and it was approved by voice vote.

The Board will meet again for the public budget hearing and next regular Board meeting on September 24, 2020 at 3:00 p.m. at the Main library.


Secretary, HCPL Board of Trustees

9-24-2020
Date