

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
September 24, 2020**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on September 24, 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 3:04 p.m.

Approval of the Agenda

Barbara Hoback Smith made a motion to approve the September 24, 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 September 24, 2020 meeting; Kathy Crimans 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 August 2020. Kathy Crimans seconded the motion, and it was approved by voice vote.

COMMUNICATIONS

The air conditioning in the Ford Escape is out. Steve Schifcar reported the repair might cost up to \$1,000.

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

Governor Holcomb has proclaimed that on Saturday September 26, 2020, Indiana will enter stage 5 of the Indiana Back on Track reopening plan. This phase is slated to run through October 17, at which time the Governor will re-evaluate whether to stay at this phase. Alisa suggested to the Board that HCPL could not operate a full capacity and maintain social distancing, a recommendation in Stage 5 of the Back on Track plan. Masks are still required during Stage 5. The Board consented to removing the 60-minute time restriction for patron library visits. HCPL will continue to offer curbside pickup and will continue to clean and quarantine materials before they are placed back on the shelves.

The Board reviewed the HCPL Education Reimbursement Policy that Alisa had revised following the August meeting discussion. Marydee Meyer made the motion to approve the updated policy. Derrick Grigsby seconded the motion, and it was approved by voice vote.

Alisa presented to the Board two grant request forms that she would like to submit to the Harrison County Community Foundation.

From the George L. Hess Family Harrison County Public Library Fund, of which \$2,302.18 is available to spend, Alisa requests \$1,055.95 to:

- a) provide an education Jim Gill Video Concert for all Harrison County primary schools as a youth outreach program;
- b) purchase 4 microphones to improve the sound quality of youth video programs; and
- c) purchase one lighting to 3.5mm adaptor for one microphone for improved sound quality in youth video programs.

From the Frederick Porter Griffin Fund for Genealogy and History, of which \$13,454.46 is available to spend, Alisa requests \$5,410.00 to purchase an annual subscription to NewspaperArchive® World Collection that includes the Indiana Collection, the Southeast U.S. Collection, the Central U.S. Collection, the West U.S. Collection and the Northeast U.S. Collection.

Marydee Meyer made a motion to approve both grant requests to the Harrison County Community Foundation. Barbara Hoback Smith seconded the motion, and it was approved by a voice vote. Derrick Grigsby abstained.

Alisa requested Board approval to submit signed 2020 LSTA Grant contracts for both Teresa Douglass's and Jessica Stroud's LSTA grant awards to the Indiana State Library for processing. Marydee Meyer made a motion to approve the 2020 LSTA Grant contracts; Suetta Tingler seconded the motion, and it was approved by a voice vote.

Alisa informed the Board that air conditioning units 5 and 3 at the Main library are not functioning and are in need of replacement or repair. Steve Schifcar received an estimate from Cobb Heating and Cooling to replace the unit that will not function for \$4,000. To replace the compressor in the other unit would cost \$1,800.00, or \$4,000 to replace. Following some discussion, Suetta Tingler made a motion to request that Cobb Heating and Cooling replace both air conditioning units. Barbara Hoback Smith seconded the motion and it was approved by a voice vote.

Alisa stated that Harrison County Public Library would collaborate with Arts Alliance of Southern Indiana to make Little Free Libraries available throughout the county. Of the 18 repurposed newspaper boxes, three of these Little Free Libraries will be placed in Harrison County. Alisa would like to appropriate \$2,000 from the Children's Activities appropriation to invest in books and materials to place in the little libraries. Kathy Crimans stated that she recommended two artists to decorate the boxes. R.S.V.P. volunteers will help in keeping the Little Free Libraries stocked with supplies and kids' materials. Marydee Meyer made a motion to approve spending \$2,000 for items to place in the Little Free Library. Kathy Crimans seconded the motion, and it was approved by a voice vote.

Alisa and Diana Lasky previously held a discussion with the library's Baker & Taylor representative about their Sustainable Shelves Program, through which the library can recycle items and receive cash or credit for items in good condition when weeding items from HCPL's collection. Alisa presented the Sustainable Shelves Program Agreement to the Board for their review and said that this program is a good way to recycle both weeded items and materials from The Book Box that do not sell. It is good for the environment and economical. Kathy Crimans made a motion to approve signing the Sustainable Shelves Program Agreement; Derrick Grigsby seconded the motion and it was approved by a voice vote.

On September 14 at 3:00 p.m., the Salary and Benefits Committee of the Harrison County Public Library Board of Trustees met in the basement at the Frederick Porter Griffin Center for Local History and Genealogy. Jon Howerton provided an overview report of that meeting to all present Board members at this regular meeting. Jon summarized his notes aloud, noting the comparison of HCPL to Noble County Public Library when attempting to make salary and benefit determinations for staff. Mr. Howerton said that Noble County Public Library separates employees into groups by their responsibilities, and then sets salary minimums and maximums for each of these groups. Employees of NCPL can earn merit raises as well. The Salary and Benefits Committee of the HCPL Board agrees that an evaluation process would need to be implemented in order to grant merit raises.

BOARD MEMBER COMMENTS

Jon Howerton said that he never hears any complaints; he hears only positive comments about HCPL.

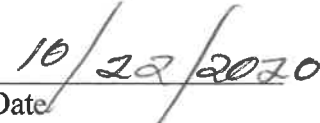
Barbara Hoback Smith said that she is very pleased that we are participating and investing in the Free Little Libraries. Suetta Tingler asked if there is a timeline for the Free Little Library to be placed; Alisa stated that she heard that it would be placed near the end of October 2020.

ADJOURNMENT

Kathy Crimans made a motion to adjourn the meeting at 4:08 p.m. Derrick Grigsby seconded the motion and it was approved by voice vote.

The Board will meet again for the public budget adoption meeting and next regular Board meeting on October 22, 2020 at 3:00 p.m. at the Main library.


Secretary, HCPL Board of Trustees


Date