

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
October 22, 2020**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on October 22, 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 (via Zoom); Marydee Meyer, Treasurer; Suetta Tingler, Secretary; Barbara Hoback Smith, Alisa Burch, Director, and Jessica Stroud, Recording Secretary.

Jon Howerton called the regular meeting to order at 3:09 p.m.

Approval of the Agenda

Marydee Meyer made a motion to approve the October 22, 2020 regular meeting agenda. Kathy Crimans seconded the motion, and it was approved by a voice vote.

Consent Agenda

Suetta Tingler made a motion to approve the consent agenda for the October 22, 2020 meeting; Marydee Meyer seconded the motion and it was approved by a voice vote.

Treasurer's Report

Barbara Hoback Smith made a motion to approve the Claims, Budget, Financials and Transfer of Funds for September 2020. Suetta Tingler seconded the motion, and it was approved by a roll-call vote:

Jon Howerton: Aye
Kathy Crimans: Aye
Marydee Meyer: Aye
Suetta Tingler: Aye
Barbara Hoback Smith: Aye

COMMUNICATIONS

The air conditioning in the Ford Escape was not fixed. It needed a new compressor. The total for the compressor and sway bar was \$1,633.73.

All department heads are working on updating job descriptions for their departments. Alisa has reached out to other directors to see what types of evaluation tools they use.

Alisa received notification from Jacob Speer, Indiana State Librarian, in a letter dated September 23, 2020, that Harrison County Public Library is in compliance with the Public Library Standards (590 IAC 6) for 2019.

The first Free Little Library from the Arts Alliance of Southern Indiana and HCPL collaboration will be placed at the New Middletown Elementary School. A dedication is planned for 11am on Wednesday, November 4.

Alisa will be out of the library on October 26 and 27.

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

Alisa presented to the Board the 2021 Board meeting dates, HCPL closed holidays and employee pay periods.

The 2020 Longevity Pay for Harrison County Public Library was approved by a roll call vote:

Jon Howerton: Aye
Kathy Crimans: Aye
Marydee Meyer: Aye
Suetta Tingler: Aye
Barbara Hoback Smith: Aye

All Board members present signed the document approving the 2020 Longevity Pay.

Alisa presented three endowment requests that she wishes to submit to the Harrison County Community Foundation:

- From the Nancy A. Keller Fund, a request of \$369.63 to purchase a glass negative storage system comprised of enclosures and boxes from Gaylord Archival, as well as archival poly envelopes for tintypes from Gaylord Archival.
- From the Marilyn M. Rhodes Memorial Fund, a request of \$6,178.86 in order to purchase 20 Kajeet SmartSpots from ENA. Each SmartSpot device is bundled with 12 months' unlimited data, a CIPA-compliant filter and HCPL access to the Sentinel Dashboard that allows the library to monitor the device usage and offers other helpful features.
- From the Harrison County Public Library Fund, a request of \$999.00 to purchase an annual subscription to LibraryAware from EBSCO NoveList. LibraryAware is a web-based outreach service designed to help libraries communicate and build strong relationships with patrons, as well as increase library circulation and usage. Featuring professionally designed templates, images and other ready-to-use promotional content, LibraryAware offers strong support for the library's outreach efforts.

Marydee Meyer made a motion to approve of Alisa's submitting these three endowment funds requests to the Harrison County Community Foundation for their review. Barbara Hoback Smith seconded the motion, and it was approved by a roll call vote:

Jon Howerton: Aye
 Kathy Crimans: Aye
 Marydee Meyer: Aye
 Suetta Tingler: Aye
 Barbara Hoback Smith: Aye

Alisa informed the Board that she had opted to forego the 2019 HCPL staff Christmas party in the hope of holding an employee recognition dinner in 2020. The COVID-19 pandemic struck and the library was unable to hold the recognition dinner. The Board concurred that holding a social gathering would not be wise. Barbara Hoback Smith suggested giving each of the staff a gift card; the other members of the Board present agree that this is a good idea.

The Salary and Benefits committee of the HCPL Board of Trustees met on October 6. Jon Howerton distributed a summary of that meeting and included HCPL Health Insurance Information for 2020. Mr. Howerton read aloud his summary and followed up by asking the Board members if the Salary and Benefits Committee should receive further information from Don Leslie, should that information first be heard and discussed by the committee, then present the information to the full board? Marydee Meyer responded that she would prefer that this information from Don Leslie and Associates be refined through the committee first, if time allows. Alisa said that she would notify Jon Howerton as soon as she receives a response from Mr. Leslie.

BOARD MEMBER COMMENTS

Barbara Hoback Smith said that if insurance will be more costly to staff, the Board of Trustees should adjust salaries to allow for the increase in cost. She said that the cost of living [as the only metric] should not be set in stone.

ADJOURNMENT

Barbara Hoback Smith made a motion to adjourn the meeting at 4:00 p.m. Suetta Tingler seconded the motion and it was approved by voice vote.

The Board will meet again for the next regular Board meeting on November 17, 2020 at 3:00 p.m. at the Main library.

Suetta Tingler 11/19/2020
Secretary, HCPL Board of Trustees Date