

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
November 19, 2020**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on November 19, 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, Alisa Burch, Director, and Jessica Stroud, 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 November 19, 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 November 19, 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, Financials and Transfer of Funds for October 2020. Barbara Hoback Smith seconded the motion, and it was approved by a voice vote.

COMMUNICATIONS

Cobb Heating & Cooling replaced the air conditioning units on the roof at the Main branch on Monday, November 16.

Twenty 4G LTE Sprint/T-Mobile hotspots were ordered from Mobile Beacon, in compliance with the LSTA Technology Grant.

Jessica Stroud attended the virtual SirsiDynix Connections Summit October 27 and will be able to access the recorded October 28 sessions.

Bethany Banet also attended the virtual SirsiDynix Connections Summit and won a door prize!

The new Free Little Library is on display at the Lanesville branch. Painted by Providence High School art teacher Stephanie LeBrun, the LFL will be placed at Lanesville Elementary. Date to be determined.

Logo cookies from Adrienne & Company have been ordered for staff. Will also get the Cracker Barrel gift cards. Looking at December 5 for distribution.

Kelly Powell will distribute Criminal History Background forms to all employees to be completed in December. She will do the checks in batches through the Indiana State Police.

BUSINESS

Alisa provided an update on the spendable endowment funds received from the Harrison County Community Foundation:

- A check was received from the George L. Hess Family Harrison County Public Library Fund. The funds were used for a Jim Gill virtual concert held November 13 and 14; microphones for virtual programs, which were ordered and received; a Lightning to 3.5 mm adaptor for microphones, which was ordered and received.
- A check was received from the Frederick Porter Griffin Fund for Genealogy and History. This amount funded the Newspaper Archive World Collection, which is accessible from the eResources and Genealogy pages on the HCPL website.
- A check was received from the Harrison County Public Library Fund and deposited. This amount funded the purchase of LibraryAware to allow staff to broadcast information to patrons and promote events.
- A check was received from the Marilyn M. Rhodes Memorial Fund and deposited. These funds have been used to order twenty (20) Kajeet SmartSpots from ENA. Ten have Verizon service and 10 have AT&T service.
- A check was received from the Nancy A. Keller Fund and deposited. The funds will be applied toward the purchase of a Glass Negative Storage System and Archival Poly Envelopes for Tintypes.

Jon Howerton distributed a summary of the November 12 meeting of the Salary and Benefits Committee of the HCPL Board of Trustees. Don Leslie & Associates attended this meeting via Zoom to answer questions from the members of the committee. Following discussion, the committee recommends that HCPL offer two options for health insurance to staff:

1. Humana Traditional
 - a) \$2,850 deductible
 - b) Office visits, prescriptions, urgent care and emergency room are covered 100% after the deductible is met.
 - c) Co-insurance is 100/70
 - d) Max out-of-pocket expense for the year is \$2,850/\$5,700
2. Humana H.S.A.
 - a) No deductible

- b) Insured person must pay fees at the time service is rendered; this includes office visits, prescriptions, urgent care, emergency room visits and imaging.
- c) Co-insurance is 100/50
- d) Max out-of-pocket for the year is \$3,000/\$3,000

Mr. Howerton stated that the committee feels that offering two different plans would give each employee a choice of health insurance that suits their family's needs, and that the cost to HCPL would be nearly the same. HCPL would continue to contribute \$1,500 into an H.S.A. account for each insured employee.

The committee also recommends a 1.5% increase in hourly salaries for all employees in 2021. Members of the committee expressed that they would like to continue to meet in December and throughout 2021 to review how salaries might be determined in 2022 and to review Longevity Pay.

Following review of the two insurance policies that Jon Howerton presented to the full board, Marydee Meyer made a motion to approve offering these insurance policy options to HCPL staff. Kathy Crimans seconded the motion, and it was approved by a voice vote.

Alisa distributed to the board a spreadsheet that calculates a 1.5% salary increase for each member of the staff in 2021. Following review, Kathy Crimans made a motion to approve the 2021 Salary Resolution with a 1.5% salary increase for all employees. Marydee Meyer seconded the motion, and it was approved by a voice vote.

Alisa provided the board the standards for Library Director evaluations from *IN the Public Trust* board trustee manual. She also distributed sample evaluations provided by other public libraries. Barbara Hoback Smith suggested that the board form a committee to devise the metrics by which the board can evaluate the Director, and then present this tool to the full board. The trustees' evaluation forms could then be averaged. Barbara Hoback Smith will serve as committee chair; Kathy Crimans and Jon Howerton also volunteered to sit on this committee.

Alisa informed the board that HCPL currently does not have a service agreement with Cobb Heating and Cooling. She will email to the members of the board a sample of payments from service calls. If the board is interested, she will also relay the cost of an agreement per library branch.

Alisa shared that the Indiana State Board of Accounts has provided alternate procedures to consider during the COVID pandemic.

Main Street Corydon asked Alisa to contact the Corydon Town Council to apprise them of Main Street's benefits to the town. Alisa asked the board if it would be all right to contact the council; the board agreed that HCPL should fully support Main Street Corydon as they do benefit our community.


BOARD MEMBER COMMENTS

No board member comments were voiced at this meeting.

ADJOURNMENT

Suetta Tingler made a motion to adjourn the meeting at 3:55 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 December 17, 2020 at 3:00 p.m. at the Main library.



Secretary, HCPL Board of Trustees

12-17-2020
Date