

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
December 17, 2020**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on December 17, 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**

Suetta Tingler made a motion to approve the December 17, 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 December 17, 2020 meeting; Barbara Hoback Smith 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 reports and the Transfer of Funds within Funds for November 2020. Kathy Crimans seconded the motion and it was approved by a voice vote.

**COMMUNICATIONS**

Cookies and Cracker Barrel gift cards were delivered December 4 by Santa Alisa.

Kelly Powell distributed the Criminal History Background forms and emergency contact information forms to all employees.

Alisa created and shared performance evaluation tools and the process schedule for interviews and evaluations with department heads.

The winter reading program this year will be #WinterRead2021 – Feed Harrison County. The program will run from January 1 through January 31. Tyson Foods, Inc., has pledged to donate 100 cases of chicken to Harrison County Community Services if the 2,500-book goal is reached or surpassed. Canned food donations will also be collected at each HCPL branch location.

A YouTube video of the Notable Tough, Rough, and Dangerous Women presentation that Kathy Fisher, Diane Stepro of Jeffersonville Township Public Library and Melissa Wiseheart of the Floyd County Public Library offered as a virtual program earlier in the fall has been blog posted to the website and posted on the library Facebook page. Jessica added a section for Genealogy and Local History to the Adult Program Videos page on the website and put the video there as well. Kathy Fisher may wish to create more video content to add to the website.

Duke Energy plans to replace a pole in the lot between Main and the FPGC on December 17 in the morning. As a result, the parking lot, the drive-through book drop and curbside service will be closed during the process. The Duke employee estimated it to be a 2 to 3-hour job.

Alisa will be off the week of December 21 - 26 (mostly) and possibly some days the week of December 28 - January 2.

## **BUSINESS**

Alisa reported that she filed four final reports for the most recent endowment funds provided by the Harrison County Community Foundation.

Following the board's request at the November meeting, Alisa provided information regarding a Quantity Purchase Agreement available from Fletcher Chrysler in Franklin, Indiana. Kathy Crimans stated that she would prefer to purchase a vehicle locally. Suetta Tingler suggested that if Heritage Ford in Corydon could offer HCPL a good price that they would be assured of local service. Derrick Grigsby asked Alisa about protocol for requesting bids; Alisa said that she would confirm the procedure with the Indiana State Library.

Cobb Heating and Cooling provided an estimate for annual maintenance and filter changes, detailing the procedures, which Alisa distributed to the board members. Derrick Grigsby said that he favors the opinion of the HCPL maintenance staff, to which Alisa responded that Steve Schifcar is currently maintaining the filter changes and feels that he can continue to do so. Marydee Meyer stated that she favors a service agreement in instances in which items are out of Steve's range of expertise. Barbara Hoback Smith agreed and said that proactive measures are necessary. Marydee Meyer made a motion to adopt the service agreement. Suetta Tingler then asked if there should be a cost analysis. Kathy Crimans then seconded Marydee Meyer's motion. It was approved by a voice vote; Suetta Tingler and Derrick Grigsby opposed.

AVC Technology provided HCPL with an annual Software Service Agreement, valid from the date of acceptance until December 31, 2021, for software support and training. Alisa stated that according to the Internal Controls Policy, the board must approve every contract. She asked if the board feels that this should apply to only new contracts, or should that include renewing contracts. Derrick Grigsby replied that in his experience, every new contract must be board-approved, but recurring contracts are not approved annually. Derrick Grigsby made a motion to approve the 2021 AVC Technology contract, which Kathy Crimans seconded. The motion was approved by a voice vote. Alisa asked if the board would like to add to the Internal Controls Policy during the January 2021 Board of Finance meeting; Derrick stated that he favors reviewing this piece.

Alisa stated that in September she disseminated information regarding Marydee's replacement appointee to the appointing body, Harrison County Commissioners.

Marydee Meyer's term for the HCPL Board of Trustees ends on December 31. Alisa thanked Marydee for a job well done and told her that she will be greatly missed. Alisa presented Marydee with a gift and Jessica presented her with a plaque to express appreciation on behalf of the board and staff.

## **BOARD MEMBER COMMENTS**

Jon Howerton: Mr. Howerton asked who replenishes the books for the Little Free Libraries. Alisa replied that R.S.V.P. will place the materials in the LFLs for one year, and after that, the sponsors (HCPL, schools, etc.) will replace the books and supplies. Alisa went on to say that currently, HCPL refills the Little Free Library at Hayswood Park. Mr. Howerton noted that he was not aware that HCPL offers free notary services, and asked for further explanation about the "dark period" and filtering on the Kajeet SmartSpots that the library will put out for circulation soon. Alisa and Jessica answered that Kajeet requires a 5-hour period during which the hotspots cannot be used, so that students receive an appropriate amount of sleep. Content filtering by default is very stringent, since the hotspots are for student use, but Jessica requested enabling webmail, YouTube and Office 365 applications for the profile that will be used by adults and 9-12 grade students. Jon Howerton said that that the Elizabeth Branch's video, "A Visit from St. Nicholas", was great. He asked if HCPL needs to hire more people to staff the circulation desks; Alisa replied that Sarah Rhodes has been covering where needed, especially in Circulation. Jon Howerton concluded by saying that he received a Thank You card (to all of the board) from Debi Strubler for the HCPL logo cookie and gift card, and that Debbie McClanahan thanked him on a visit to the library. Jan Hecht extended her thanks via Marydee Meyer.

Suetta Tingler said that she thought that "A Visit from St. Nicholas" video was great as well, and that the Scavenger Hunt video is very nice. She said to Alisa that as difficult as this year has been, she has run the operation well. Marydee Meyer and Barbara Hoback Smith agreed that Alisa has done a great job.

Barbara Hoback Smith said that the whole staff is doing a great job.

Jon Howerton offered his thanks as outgoing President of the Board: thanks to Marydee for her service, it has been appreciated—especially in signing HCPL checks. He offered thanks to Suetta, Barbara and Derrick for serving on the Salary Committee, and thanks to Alisa for a job well done and he feels that it is great that she involves the staff more. He also extends gratitude to the entire library staff for making HCPL a library to be proud of, especially during this difficult year. He said he never hears any complaints about the library.

Barbara Hoback Smith said that [as chair of the evaluation committee] she feels that a scale of one through ten is too big of a range for a proper evaluation, and recommends a scale of one through five.

**ADJOURNMENT**

Marydee Meyer made a motion to adjourn the meeting at 3:58 p.m. Suetta Tingler seconded the motion and it was approved by voice vote.

The Board will meet again for the Board of Finance meeting and next regular Board meeting on January 28, 2020 at 3:00 p.m. at the Main library.

Suetta Tingler      1/28/2021  
Secretary, HCPL Board of Trustees      Date