

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
January 28, 2021**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on January 28, 2021. 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; Suetta Tingler, Secretary; Barbara Hoback Smith, Derrick Grigsby (via Zoom), Sue Lanham, Barbara Hoback Smith, Alisa Burch, Director, and Jessica Stroud, Recording Secretary. Absent: Sharon Uhl.

Jon Howerton called the regular meeting to order at 3:13 p.m.

Approval of the Agenda

Barbara Hoback Smith made a motion to approve the January 28, 2021 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 January 28, 2021 meeting; Kathy Crimans seconded the motion and it was approved by a voice vote.

Treasurer's Report

Kathy Crimans made a motion to approve the Claims, Budget and Financial reports and the Transfer of Funds within Funds for December 2020. Derrick Grigsby seconded the motion and it was approved by a roll-call vote: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, aye; Sue Lanham, aye; Barbara Hoback Smith, aye.

COMMUNICATIONS

Bennett & Bennett helped find less expensive insurance plans for considerable savings.

The SirsiDynix renewal cost for 2021 is \$45,970.80. This includes enriched content, Enterprise catalog, hardware and peripherals, Outreach, SIP/NCIP, SirsiDynix Voice Automation, SirsiDynix Core. This is the third year of the seven-year contract for HCPL's ILS (integrated library system).

HCPL received another CARES Act mini-grant in Round 2 for reimbursement up to \$2,000 for COVID-19 related purchases between May 6, 2020 and April 1, 2021.

The Winter Reading Program reached the 2,500-book goal on January 25.

All endowment fund final reports were submitted.

A representative from Hickory Recovery Network has requested weeded and donated books for the male patients in the Hickory Recovery Treatment Center in Corydon. Alisa delivered two boxes of weeded and donated books on January 26.

Genealogy staff interviewed applicants to be paid with the LSTA digitization grant funds. COVID pushed the schedule back months, so the plan is to hire two interns and split the time between them to speed up the process. The interns will be Stephanie Harrison and Leo Stiner, paid at the advertised rate of \$10.00 an hour.

Diana Lasky applied for the \$500 Summer Reading Grant through the Dollar General Literacy Foundation. Monies would be applied to purchasing books as incentives for program participants.

Heth Washington Elementary School students will soon get student library cards.

The library closed at 7:00 p.m. on January 27, 2021, due to the inclement weather.

Jessica Stroud provided stats on the LibraryAware eBlasts. 860 users opened the “We’re Always Open!” December email blast, and 686 opened the “Curbside and Virtual Services” January email blast.

BUSINESS

Sue Lanham has been appointed to the board by the Harrison County Commissioners and North Harrison Community School Corporation has reappointed Jon Howerton for his fourth term. Sharon S. Uhl’s term expires on March 1, 2021; discussion was held on the need to advise South Harrison School Board that a new appointee may be necessary.

Election of Officers

Barbara Hoback Smith made a motion to nominate Kathy Crimans for President of the Board of Trustees. Suetta Tingler seconded the motion.

Suetta Tingler volunteered to serve as Vice President of the Board of Trustees.

Barbara Hoback Smith volunteered to serve as the Secretary of the Board of Trustees.

Derrick Grigsby volunteered to serve as the Treasurer of the Board of Trustees.

A roll-call vote was called on this slate of officers: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, aye; Sue Lanham, aye; Barbara Hoback Smith, aye. The slate of board officers was approved.

A Designated Endowment Fund Agreement between Harrison County Community Foundation and Leadership Harrison County was drafted following successful fundraising by the Leadership

Harrison County Class of 2019 for the Harrison County Adventure Walk. Harrison County Public Library currently oversees and maintains the Adventure Walk and is slated to become the beneficiary of the remaining endowment fund from Leadership Harrison County. Derrick Grigsby pointed to the Purpose and Administrative provisions of this endowment agreement as the most significant. Per the agreement, the purpose of the fund shall be to provide support to HCPL for the maintenance, upgrade or expansion of the Leadership Harrison County Class of 2019 Adventure Walk; the administrative provisions instruct that the Community Foundation shall administer the Fund and all contributions and assets subject to applicable law. \$5,000.00 of the fund will be available immediately; Harrison County Community Foundation will match this amount for a total of \$10,000.00.

Sue Lanham asked if there is a possibility of using this fund to bring another Adventure Walk in to the county. Alisa said that she would love to have one in each Harrison County park eventually. Funds have been used to replace acrylic plexiglass and screws in the Adventure Walk stands.

Suetta Tingler asked how word gets out about the library's endowments. Alisa said that the Harrison County Community Foundation places advertisements in the newspaper and suggested that HCPL could advertise them in an eBlast using LibraryAware. Derrick Grigsby declared a conflict of interest and will abstain from voting on this matter.

Barbara Hoback Smith made a motion that the Board approves of becoming the beneficiary to the endowment. Suetta Tingler seconded the motion, followed by a roll call vote: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, abstains; Sue Lanham, aye; Barbara Hoback Smith, aye. The motion was approved.

Alisa distributed the Bylaws of the Board of Trustees, which are to be reviewed by the board annually. Alisa proposed amending the bylaws to allow for election of officers in November in order to allow for the next serving Treasurer to begin their term on January 2. Alisa proposed changes to sections 2, 8 and 9 under **Article VIII. Officers**. She also proposed amending section 6 of **Article XI. Meetings** to reorder the order of business to allow for public input ahead of approval of the consent and meeting agendas. The board will review to discuss at the next regular meeting.

Alisa submitted proposed amendments to the Contracts section of the HCPL Internal Control and Financial Accountability Policy:

The Board will approve all *new* contracts to which the organization is a party at a regular or special meeting of the board. Competitive bids will be secured when required.

Annual contracts for continuing services may be paid without board approval. Such contract payments are included in the financial reports that are board reviewed and approved monthly.

Barbara Hoback Smith made a motion to accept the proposed changes. Suetta Tingler seconded the motion followed by a roll-call vote: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, aye; Sue Lanham, aye; Barbara Hoback Smith, aye. The motion was approved.

Alisa discovered that HCPL was in need of a Purchasing Policy when inquiring about purchasing a new library vehicle. Alisa composed a policy from an Indiana State Library-approved template and submitted the policy to the board for review and adoption. Derrick Grigsby made a motion to accept the proposed Purchasing Policy. Suetta Tingler seconded the motion, followed by a roll-call vote: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, aye; Sue Lanham, aye; Barbara Hoback Smith, aye. All members of the board present signed two copies of the Purchasing Policy resolution.

Alisa submitted to the Board a Harrison County Public Library COVID-19 Employee Relief Plan, suggesting that if were adopted it should be reviewed by the board quarterly. Suetta Tingler made a motion to approve the HCPL COVID-19 Employee Relief Plan. Kathy Crimans seconded the motion, followed by a roll-call vote: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, aye; Sue Lanham, aye; Barbara Hoback Smith, aye. The plan is effective January 28, 2021.

Alisa submitted for review and approval a Resolution Authorizing Electronic Funds Transfer (Including Payroll and PERF). This resolution would allow an urgent payment to be made electronically, perhaps to avoid penalties, interest, etc. Barbara Hoback Smith made a motion to approve the resolution as presented. Suetta Tingler seconded the motion, followed by a roll-call vote: Jon Howerton, aye; Kathy Crimans, aye; Suetta Tingler, aye; Derrick Grigsby, aye; Sue Lanham, aye; Barbara Hoback Smith, aye. The Resolution Authorizing Electronic Funds Transfer (Including Payroll and PERF) was adopted and all board members who were present signed two copies.

BOARD MEMBER COMMENTS

Members of the board held a discussion about the process to get the COVID-19 vaccine, including registering for and scheduling the doses and how the vehicle vaccination queue works at the vaccination site.

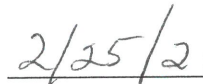
ADJOURNMENT

Suetta Tingler made a motion to adjourn the meeting at 4:42 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 February 25, 2020 at 3:00 p.m. at the Main library.



Secretary, HCPL Board of Trustees



Date