

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
May 26, 2022**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on May 26, 2022. The meeting took place at the Lanesville branch of Harrison County Public Library, 7340 E. Pennington Street NE, Lanesville, IN. Members of the Board of Trustees present: Suetta Tingler, Vice President; Barbara Smith, Secretary; Derrick Grigsby, Treasurer; Jon Howerton, Sharon Mathes, and Roger Windell; Alisa Burch, Director; Tiffany Thieneman, Public Services manager/Recording Secretary. Also in attendance was Leah Porter on behalf of Blue Dot Harrison County. Kathy Crimans, President, was absent.

Suetta Tingler called the regular meeting to order at 3:00 p.m. and stated that a quorum was present.

**Public Input**

A welcome was extended to Leah Porter who was attending the meeting on behalf of Blue Dot Harrison County.

**Consent Agenda**

Roger Windell made a motion to approve the consent agenda for the May 26, 2022 meeting. Sharon Mathes seconded the motion and it was approved by a voice vote.

**Approval of the Agenda**

Barbara Smith made a motion to approve the agenda for the May 26, 2022 meeting. Jon Howerton seconded the motion and it was approved by a voice vote.

**Treasurers' Report**

Barbara Smith made a motion to approve the claims and financial reports for April 2022. Sharon Mathes seconded the motion and it was approved by a voice vote.

**COMMUNICATIONS** Presented by Alisa Burch, Director

Alisa introduced Tiffany Thieneman, Public Services Manager, hired January 13 to oversee Reference, Adult Programs, and Adult Outreach. Tiffany shared information about some of the upcoming adult programs scheduled for June, including book clubs, a writing group, and LifeSpring Health Services. June calendars for both youth and adult programs were provided.



Alisa shared that the Summer Reading Challenge began on May 23 and there were already 433 people registered. The theme is Oceans of Possibilities. The Summer Reading Challenge is open to newborns to seniors and will run through July 31. Participants can log into the Beanstack app to track their reading progress or they can write on a paper list. Prizes will be awarded, including a Kindle Fire as a prize for adults.

Alisa stated that new tutorials have been added to Niche Academy for both staff and public. Thirteen tutorials have been added for staff, including topics pertaining to First Amendment Audits in the Library, transgender and LGBTQ+, and fighting fake news. The public has access to the seven tutorials regarding fighting fake news.

The two-day Info Express delivery has been renewed for 2022-2023 at a cost of \$1046.00. Since HCPL shares resources with other libraries across the state, HCPL receives a break on the actual price of \$1866. Materials are delivered on Mondays and Thursdays. Last year, 1133 items were shared through SRCS and 2397 items were received from other libraries through SRCS.

Alisa shared updated information on the progress with BlueCloud Mobile and eResource Central. Jessica Stroud met with Elise Kody from hoopla via phone on May 11 to discuss hoopla goals, general settings, and promotion to the public. The go-live date for hoopla is slated for June 23, which coincides with tweaks to the BlueCloud Mobile app on June 24. Jessica and Elise will have a hoopla pre-launch virtual meeting on June 17. A virtual meeting is scheduled with Sarah at SirsiDynix on June 21 for the second consulting discussion regarding BlueCloud Mobile. Both Jessica and Trevor Smith are watching BlueCloud Mobile and eResource Central training videos covering administration and end-user experience.

Work has been postponed on the exterior stairs to the Carnegie basement due to rain.

Sonitrol has submitted the construction designer lease to IDHS regarding the fire system. As soon as it is approved through the Indiana Department of Homeland Security, it will then be sent to the local fire marshal for approval. Alisa is hoping Sonitrol will take responsibility for all costs.

The pool party has been nixed for the Employee Appreciation night as some employees have expressed that they did not appreciate that idea.

The bill received for the review by the SBOA auditor is \$6229.42. This will be deducted from the June property tax receipts.

Attendance at the Public Access Counselor program included eight participants for the morning program and six for the afternoon session. Both sessions learned something. If a board sanctioned committee schedules a meeting, there must be 48 hours' notice and it must be open to the public. Library directors have expressed interest in having the Public Access Counselor speak at one of their meetings.



Kathy Fisher asked Harrison County Arts if they wanted three boxes of Sidney Crosier booklets that had been in the cabin, but has not heard back from them. Patrick Griffin would like a painting his mother painted of Porter's Point, but we cannot find it. He thought it was sold at the auction and donated, but it has not been located at the cabin. Kathy still has a few more boxes from the cabin to go through.

Alisa reported that there was an incident at the Main Library on May 25 around 1:30 p.m. in which a guest apparently passed out on the floor and urinated on the floor. He was breathing but did not respond to staff. Police and EMS were called. The officer arrived first and the man responded but did not get up. EMS arrived and took him to the hospital. They were not sure if it was medical or drug related. Accident reports are on file.

Alisa stated that she will be out of the library June 7-13 to attend her daughter-in-law's graduation in Seattle.

## **BUSINESS**

Alisa informed the board that the auditor mentioned some changes that needed to be made to the Internal Controls Plan and Financial Accountability Policy. Copies of the updated Internal Controls Plan and Financial Accountability Policy were provided. Alisa highlighted all updates and they were reviewed by the board. Derrick Grigsby made a motion to approve the updates to the Internal Controls Plan and Financial Accountability Policy. Jon Howerton seconded the motion and it was approved by a voice vote.

Alisa proposed closing the library on Monday, October 10, 2022 to hold a Staff Education Day in which staff would be trained on self-check software. In lieu of the pool party for Staff Appreciation, Alisa suggested providing a nice luncheon for staff during the Staff Education Day on October 10. Roger Windell made a motion to approve the library closure on October 10 for Staff Education Day and the Staff Appreciation Luncheon. Sharon Mathes seconded the motion and it was approved by a voice vote.

Alisa brought a thank you card for the board to sign for the use of the CCHS auditorium as the rain location for Julius Caesar. Alisa reported that 53 people attended the event.

Alisa brought a get well card for the board to sign for a staff member who had surgery.

Alisa brought a sympathy card for the board to sign for a staff member who tragically lost her son.

## **BOARD MEMBER COMMENTS**



Barbara Smith commented that the audit was great. Great to hear there were only minute problems. Staff had corrected the problems.

Suetta Tingler said, "I second that."

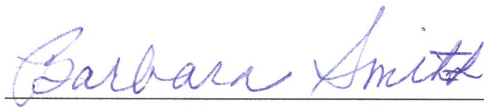
Jon Howerton said, "Happy to be in another one of our branches."

Alisa mentioned some of the adult programs that are held in the room at the Lanesville branch. She also commented that Nancy apologized for not being here, but her grandson had broken his arm.

### **ADJOURNMENT**

Barbara Smith made a motion to adjourn the meeting at 3:37 p.m. Derrick Grigsby seconded the motion and it was approved by a voice vote.

The Board will meet again for the next regular Board meeting at 3:00 p.m. on June 30, 2022 at the Elizabeth branch.



Secretary, HCPL Board of Trustees



Date

