

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
June 30, 2022**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on June 30, 2022. The meeting took place at the Elizabeth branch of Harrison County Public Library, 5101 Main Street, Elizabeth, IN. Members of the Board of Trustees present: Kathy Crimans, President; Barbara Smith, Secretary; Jon Howerton, Sharon Mathes, and Roger Windell; Alisa Burch, Director; Jessica Stroud, Head of IT/Recording Secretary. Also in attendance was Graylin Porter of Blue Dot Harrison County. Suetta Tingler, Vice President and Derrick Grigsby, Treasurer, were absent.

Kathy Crimans called the regular meeting to order at 3:00 p.m. and announced that a quorum was present.

Public Input

There was no input from the public.

Consent Agenda

Jon Howerton made a motion to approve the consent agenda for the June 30, 2022 meeting. Roger Windell 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 June 30, 2022 meeting. Sharon Mathes seconded the motion and it was approved by a voice vote.

Treasurers' Report

Roger Windell made a motion to approve the claims and financial reports for May 2022. Jon Howerton seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

Jessica provided an update on BLUEcloud Mobile, eResource Central and BLUEcloud Mobile Staff.

Alisa provided an update on the status of the Ford Escape, which was taken to the mechanic.

Jessica received notice of e-Rate funding approval from Universal Service Administrative Company (USAC).

A new check-in desk and book shelf were placed at the Palmyra branch.

The Palmyra branch opened at 1pm on Tuesday, June 28, due to a staffing issue.

The part needed to repair the air conditioner at The Book Box is not available.

2023 Budget Calendar:

June 30 – Deadline for the State Budget Agency to provide the Maximum Levy Growth Quotient

July 15 – DLGF provides each library with their maximum allowable budget able to be adopted by the library board and the threshold that will trigger the budget to be adopted by the county council

July 15- DLGF provides each library unit with an estimate for the 2023 non-property tax revenues FIT, CVET, and Excise based on historical distribution amounts

July 15 – Alisa attends ILF Budget Preparation Workshop in Indianapolis

August 17 – Alisa meets with DLGF field representative Anna Culy for budget workshop

September 22 – **2023 Budget Public Hearing @ 3 pm** prior to regular September board meeting

October 12 – Last day to post a notice to taxpayers (Budget Form 3) of proposed 2023 budgets and net tax levies

October 20 – **2023 Budget Adoption Meeting @ 3 pm** prior to regular October board meeting

November 8 – Last day for units to submit their 2023 budgets, tax rates and tax levies to the Department through Gateway as prescribed by the Department.

BUSINESS

Alisa issued a correction to statement she made at the May 26, 2022 meeting of the board. During that meeting, she stated that the audit conducted by the State Board of Accounts cost the library \$6,229.42, as that information had been reported to her. Alisa later discovered that this information was incorrect as that amount was a reimbursement issued to HCPL by the ARPA grant.

There is a need for more HCPL board members to become check signers, or a Treasurer's signature stamp is needed. If a signature stamp were issued, it could be used only when the Treasurer of the Board of Trustees indicates that it may be used. Additionally, if the signature stamp were adopted, HCPL would implement a procedure approved by the State Board of Accounts and add that procedure to the HCPL Internal Controls Policy. Jon Howerton made a motion to purchase a signature stamp with the Treasurer's signature, to be used upon the

Treasurer's approval when they cannot physically come to the library to sign checks. Sharon Mathes seconded the motion, and it was approved by a voice vote.

April Graves graduated from high school on June 5, 2022. She moves from pay grade 1 to pay grade 3.

Regarding the large evergreen tree adjacent to the Genealogy library: Tim Day, The Tree Man LLC., reported to HCPL that the large spruce needs to be crowned, as do the rest of the trees on the library's Corydon property, and that the sewer lines can be placed around the critical root system of the tree. It is the consensus of the board to let the tree remain for now, since it is deemed healthy.

Alisa distributed the 2022 Salary Scale for the board's review and to inform their thoughts surrounding 2023 salaries later, after the growth quotient is received.

BOARD MEMBER COMMENTS

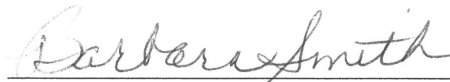
Barbara Smith said that she is pleased that we can save that [large spruce] tree as long as we can. She suggests that the library talk to plumbers to see if plumbing with fewer joints could be installed. Alisa responded that Steven Schifcar has received bids for plumbing. Barbara said that the library would need to get an idea soon, since it takes a while anymore to get bids and labor done. She is glad that Jessica is back.

Barbara asked if Kathy Fisher is able to do her "normal" job now. Alisa confirmed that her work is back to normal.

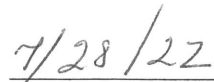
ADJOURNMENT

Jon Howerton made a motion to adjourn the meeting at 3:38 p.m. Roger Windell 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 July 28, 2022 at the Corydon branch.



Secretary, HCPL Board of Trustees



Date

