

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
July 28, 2022**

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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 Corydon branch of Harrison County Public Library, 105 N. Capitol Avenue, Corydon, IN. Members of the Board of Trustees present: Kathy Crimans, President; Suetta Tingler, Vice 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 Leah Porter of Blue Dot Harrison County. Derrick Grigsby, Treasurer, was absent.

Kathy Crimans called the regular meeting to order at 3:01 p.m. and announced that a quorum was present.

**Public Input**

Kathy Crimans asked Leah Porter, who was present on behalf of Blue Dot Harrison County, if she had any public comments she would like to make. Leah replied that she has only positive comments; she enjoys the StoryWalk along Indian Trail and she checks out books using the Libby app. She's having a ball at the library.

**Consent Agenda**

Roger Windell made a motion to approve the consent agenda for the July 28, 2022 meeting. Barbara Smith seconded the motion and it was approved by a voice vote.

**Approval of the Agenda**

Suetta Tingler made a motion to approve the agenda for the July 28, 2022 meeting. Sharon Mathes seconded the motion and it was approved by a voice vote.

**Treasurers' Report**

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

**COMMUNICATIONS** Presented by Alisa Burch, Director

Jessica provided an update on the new HCPL app.

Committees have been meeting for the staff education and employee appreciation luncheon.

During a brief heavy rain on July 6, part of a tree in the back parking lot fell on Genealogy employee Leo Stiner's car, causing some damage. The Town of Corydon employees cut up and removed the tree. Corydon police came to the scene. It was determined that the tree belongs to Regions Bank.

Last week, The Corydon Democrat featured an article about the new HCPL app. An ad about the app ran in this week's Democrat and Clarion newspapers.

Computers still to be purchased in the 2022 rotation are staff computers at the Technical Services Center and Youth Services. Genealogy patron computers will be replaced with repurposed units.

Alisa received notice from the Indiana State Board of Accounts that the audit engagement cost \$3,259.

The Maximum Levy Growth Quotient for Budget Year 2023 is 5.000%.

On July 18, the DLGF posted the Calculation of Estimated Maximum Levy for Budget Year 2023 and 2023 Library Estimated Maximum Budget Report. HCPL's estimated maximum levy is \$1,774,020 and estimated maximum budget is \$3,749,817.

2023 Budget Calendar:

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

**September 22** – **2023 Budget Public Hearing** at 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** at 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 distributed to the board a proposed update to the Internal Control and Financial Accountability Policy regarding the payment of bills. Following a review, Roger Windell made a motion to accept the proposed change to the policy. Jon Howerton seconded the motion, and it was adopted by a voice vote.

Barbara Smith made a motion to adopt the board resolution *Commitment to Join the State Library Consortium for Public Library Internet Access for Funding Year July 1, 2023 through June 30, 2024*. Sharon Mathes seconded the motion, and it was adopted by a voice vote. All

members who were present signed the resolution, which was attested by Barbara Smith, Secretary of the Board of Trustees.

Alisa presented to the board a completed grant request form for submission to the Harrison County Community Foundation. The request is for funds from the Frederick Porter Griffin Fund for Genealogy and Local History for the purpose of renewing online subscriptions to genealogy and local history eResources. Jon Howerton made a motion to accept the request in the amount of \$13,147.22 for digital subscriptions. Roger Windell seconded the motion, and it was approved by a voice vote. Alisa and Kathy Crimans signed the grant request; Alisa will submit the request to the Harrison County Community Foundation for their review.

Alisa informed the board that new HCPL blue shirts will be purchased to give to staff at the employee appreciation luncheon in October.

Alisa distributed to the board the tentative 2023 Budget Appropriations for their review.

Regarding HCPL staff salary, Alisa strongly advises at least a 5% increase in 2023. Derrick Grigsby had previously stated that a 5% increase should be the minimum due to the cost of living increase. Alisa distributed suggested salary figures for the board members' review.

The shrubs located along the library parking lot are causing difficulty in seeing in/out of the parking lot. Alisa relayed that Jerry Kincaid said that the shrubs may survive if cut back; she would like the board to take a look at the shrubs and offer their opinion. After a discussion, it was the consensus of the board that the shrubs should be removed and they gave Alisa their approval to do so.

#### **BOARD MEMBER COMMENTS**

Kathy Crimans said that this summer she had 10 people living in her house and participated in the HCPL summer reading challenges. They used the Cultural Passes with her grandchildren to visit the Discovery Center, Squire Boone Caverns, Lazy Cow and Dairy Queen.

#### **ADJOURNMENT**

Roger Windell made a motion to adjourn the meeting at 3:54 p.m. Sharon Mathes 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 August 25, 2022 at the Corydon branch.

*Barbara Smith*

Secretary, HCPL Board of Trustees

*8/25/22*

Date