

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
November 17, 2022**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on November 17, 2022. The meeting took place at the Lanesville branch of Harrison County Public Library, 7340 Pennington St., Lanesville 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; Nancy Rosenbaum, Lanesville lead circulation associate, and Leah Porter of Blue Dot Harrison County. Absent was Derrick Grigsby, Treasurer.

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

Public Input

Leah Porter remarked that she uses the library all day every day, but she is not actually in there. She uses the digital resources very often.

Consent Agenda

Roger Windell made a motion to approve the consent agenda for the November 17, 2022 meeting. Sharon Mathes 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 November 17, 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 financials for October 2022. Suetta Tingler seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

In November the library will be closed:

- Wednesday, November 23 – close at 5 pm for Thanksgiving
- Thursday, November 24 – Thanksgiving
- Friday, November 25 – Thanksgiving

In December the library will be closed:

- Saturday, December 24 – Christmas Eve

- Monday, December 26 – Christmas
- Saturday, December 31 – New Year's Eve

HCPL's 2023 Budget was submitted on October 21, 2022. Alisa received HCPL's 1782 Budget Notice for Budget Year 2023 on November 15. The budget was fully funded. The county's assessed value was high enough that the adopted tax rate of 0.1018 was able to be reduced to 0.0756.

Alisa attended the ILF Annual Conference at the Marriott East in Indianapolis November 14, 15 and 16.

Board members received job descriptions for the business manager, youth services manager and the newly created administrative assistant to the director position for their review.

Alisa reminded board members that they, as well as all new staff members, are required to view the Indiana State Board of Accounts Internal Controls webinar. She will be presenting a document annually for their signature with the number of new staff members who have viewed the webinar.

Alisa gave board members the Leadership Harrison County's Free Little Pantry project proposal letter. Class member Brianna Kays had attended the board meeting in October before the class had voted on their class project. Brianna has asked if LHC could place Free Little Pantries at some of the library locations. Alisa had tentatively agreed and is waiting to learn more about which locations the class has selected. She said that the project is still in the planning stage and there is no timeline yet for installation.

Nancy Rosenbaum, the lead circulation associate for the Lanesville Branch, indicated that the Lanesville Branch meeting room is used a lot and gave a report on upcoming activities at her branch.

- Saturday, November 30 there is a Bible study. That group meets every three weeks.
- There are several ladies' groups that play cards:
 - Euchre group meets every Thursday a.m. with six members
 - Euchre group that meets monthly with 12 members
 - Canasta group that meets monthly with eight members
- Sit & Stitch craft group meets every Thursday afternoon with 4 to 10 members
- Carla Ward hosts classes monthly
 - Card classes
 - Junk Journaling
 - Mystery Book Club
- Cooking class for adults meets once a month
- Children's storytime meets weekly during the months of February, March, April, June, July, October, November and December
- Monday Fun Day take & make - once a month families can pick up activities for children to do at home

- Nancy makes gingerbread houses for families to take home and decorate in December

BUSINESS

Roger Windell made a motion to approve the proposed slate of officers by acclamation. Jon Howerton seconded the motion and it was approved by voice vote. Officers for 2023 are:

President - Kathy Crimans
Vice-president - Sharon Mathes
Secretary - Barbara Smith
Treasurer - Derrick Grigsby

Alisa presented the board with an updated internet policy using more positive language and eliminated obsolete practices. Roger Windell made a motion to approve the updated internet policy. Sharon Mathes seconded the motion and it was approved by voice vote.

Alisa presented a Grant Request Form to use \$1,034.43 of the available \$6,475.07 spendable income from the Harrison County Community Foundation George L. Hess Family Harrison county Public Library endowment form to add kits to the library of toys for patron checkout and toy sets for in-house library use. The proposal was written by Diana Lasky, youth services manager. Jon Howerton made a motion to approve the HCCF Endowment request. Barbara Smith seconded the motion and it was approved by voice vote.

Alisa stated that there is an employee who, due to a serious health issue, has requested to take unpaid time off in the month of December. This employee only has 2 days of paid time off left for the year and will need to take more days in December for appointments and to receive treatments. Roger Windell made a motion to give Alisa the authority to approve the employee taking unpaid time off in this situation. Sharon Mathes seconded the motion and it was approved by voice vote. Barbara Smith questioned what if someone needed unpaid time off and the board wasn't able to meet. She said she would be very comfortable giving Alisa the authority to make that decision if the board wasn't available or in any case. She said she thought we should use compassion. There was discussion as to whether a policy was needed. It was decided to wait to see if there will be a need for a policy or if this is a one-time situation.

BOARD MEMBER COMMENTS

Jon Howerton said he really enjoyed looking at the Halloween costumes. He was glad we had that many people who were willing to dress up. He especially liked the Steve Kornacki costume. He also asked about the vehicles and what shape they are in now. Alisa said the Ranger was due to go into the shop next week and the replacement for the Escape has been ordered. She will check with Steven Schifcar and report back what the dealership says about the Ranger.

Jon Howerton added that after reading the consent agenda and noting how many people are using the self-checkout station and how the front desk staff are willing to help them, he would hate for us to turn into a "Walmart". He likes the personal touch from the people at the desk. He said


they are always so friendly. Alisa responded that library research shows that many people are coming into the library because they like the staff and the staff interactions. The self-checkout station was added as part of an ARPA grant to enable those who wish to have little interaction due to social distancing to be able to check out their own materials to avoid interaction. Jon stated that he hopes it doesn't go that way (self-check) ten to 15 years from now.

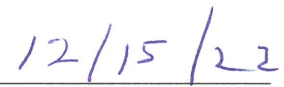
Kathy Crimans said she wanted, "To say thank you to Nancy because what you are doing here is a big service to the community."

ADJOURNMENT

Suetta Tingler made a motion to adjourn the meeting at 3:40 p.m. Barbara Smith seconded the motion and it was approved by a voice vote. Nancy Rosenbaum then led the board on a tour of the Lanesville Branch.

The Board will meet again for the next regular Board meeting at 3:00 p.m. on December 15, 2022, at the Corydon branch.


Secretary, HCPL Board of Trustees


Date