

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
August 31, 2023**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on August 31, 2023. 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; Sharon Mathes, Vice President; Barbara Smith, Secretary; Derrick Grigsby, Treasurer; Suetta Tingler, Roger Windell and Jon Howerton. Also present: Alisa Burch, Director; Diana Lasky, Administrative Assistant/Recording Secretary; and Leah Porter of Blue Dot Harrison County.

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. However, Leah Porter, Blue Dot Harrison County recorder, mentioned that she was able to help a neighbor check out a hotspot for internet access allowing children in the household to complete homework.

CONSENT AGENDA

Suetta Tingler made a motion to approve the consent agenda for the August 31, 2023, meeting. Roger Windell seconded the motion and it was approved by a voice vote.

APPROVAL OF THE AGENDA

Jon Howerton made a motion to approve the agenda for the August 31, 2023, meeting. Barbara Smith seconded the motion and it was approved by a voice vote.

TREASURER'S REPORT

Barbara Smith made a motion to approve the claims, financial reports and funds transfer for July 2023. Derrick Grigsby seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

Tiffany Thieneman will attend the adult programming roundtable at the Jefferson County Public Library in Madison, Indiana on August 3, 2023.

Nikki Esarey's book *Chicken and Moodles* has been published. She has been doing book signings and storytimes around the region including Floyd County, Crawford County and Carmichael's Bookstore. HCPL will host a book signing and reading with a special farm

storytime in the Breeden Activity Room at Main on September 23 beginning at 10 a.m. with storytimes at 10:30 a.m. and 2 p.m. with book signings in-between.

A 75-year-old patron fell going up the marble stairs to the reference department on Tuesday afternoon, August 29. He complained of hip pain and not being able to stand after the fall and was transported to the Harrison County Hospital by ambulance.

The Indiana State Library (ISL) announced on August 30, 2023, that there will be a pause on interlibrary lending due to a transition in courier service. SRCS will not accept new requests for materials from Thursday, August 31st through Sunday, September 10th. The ISL also states that there is a chance that the pause in lending will be extended if enough progress hasn't been made by September 10th. HCPL patrons can expect delays in receiving previously requested materials.

Alisa wrote letters of support for the Harrison County Arts' National Endowment of the Arts Our Town grant application and for the Arts Alliance of Southern Indiana's proposed art therapy program.

Alisa presented the 2024 Budget Calendar:

- September 21 – 2024 Budget Public Hearing @ 3 p.m. prior to the regular September board meeting
- October 12 – Last day to post a notice to taxpayers (Budget Form 3) of proposed 2024 budgets and net tax levies
- October 19 – 2024 Budget Adoption Hearing @ 3 p.m. prior to the regular October board meeting
- November 1 – Deadline for all taxing units to adopt 2024 budgets, tax rates, and tax levies

A Circulation Policy was distributed to the board for their review and will be discussed at the September regular board meeting.

An updated 2024 appropriations for the budget was distributed. Alisa identified the areas of change that included adding makerspace supplies.

Alisa stated the growth quotient is 4% and asked if the board would like to form a Salary Committee. After discussion, a committee was formed with Derrick Grigsby, Jon Howerton, Barbara Smith and Kathy Crimans. The Salary Committee will meet on Tuesday, September 19 at 3 p.m.

Kathy Crimans requested that the board hold Alisa's annual evaluation before Suetta Tingler's term expiration in October. After discussion, it was determined that all members of the board will meet at 2:30 p.m. on Thursday, September 21, 2023, as an executive session to conduct the evaluation.

BUSINESS

The Makerspace Policy presented during the July 27 board meeting was distributed for review and discussion. Roger Windell made a motion to accept the Makerspace Policy as proposed. Barbara Smith

seconded the motion and it was approved by voice vote.

The lighting at the Frederick Porter Griffin Center was discussed with options for moving forward. Roger Windell made a motion to change and update all 22 ceiling lights with LED replacements by Keith Jones Electrical Service for the estimated amount of \$5,336.00. Jon Howerton seconded the motion and it was approved by voice vote.

A motion was made by Barbara Smith to close the Lanesville Branch on Saturday, September 9 during Laneville Heritage Weekend. Sharon Mathes seconded the motion and it was approved by voice vote.

Alisa presented a Notice to Taxpayers to be published through Indiana Gateway for government units and requested approval to publish. The notice states the budget public hearing and adoption meeting dates and times and includes the estimated budget and tax levy. Sharon Mathes made a motion to publish the Notice to Taxpayers. The motion was seconded by Derrick Grigsby and it was approved by voice vote.

The second invoice from Shireman Construction for the Lanesville makerspace was presented. Eighty-five percent of construction is complete. The last major outstanding item is the lighting which has not yet been resolved. Suetta Tingler made a motion to pay the \$43,660.00 invoice. The motion was seconded by Derrick Grigsby and it was approved by voice vote.

A Letter of Recommendation for Board Vacancy to the county commissioners was presented to the board for approval and signature. A seat on the library board will be vacant upon Suetta Tingler's end of term in October. A brief discussion was held and a motion was made by Jon Howerton to approve and send the letter. The motion was seconded by Sharon Mathes and it was approved by voice vote. President Kathy Crimans signed the letter.

BOARD MEMBER COMMENTS

Kathy Crimans expressed, "I had a great time honoring Alisa at the banquet. So deserving. It was just an honor to be there. Thank you."

Suetta Tingler stated, "The community is very privileged to have you, Alisa, as the leader of our library. You work very, very hard and I'm so thrilled they recognized you!"

"It shows we're doing something right here or they would not have recommended you," added Barbara Smith and also stated, "The employees seem very happy."

Jon Howerton said, "Alisa, I appreciate your work, also. And also wanted to say, I really appreciate the work Diana's done since she's taken over that position. It takes a little off you, to let you do more."

Suetta Tingler added, "You (Alisa) work very hard keeping the physical appearance of the building very nice. It's very welcoming. I love the flowers outside this year!"

ADJOURNMENT

Barbara Smith made a motion to adjourn the meeting at 3:31 p.m. Suetta Tingler seconded the motion and it was approved by a voice vote.

The Board will meet again on Thursday, September 21, 2023, at the Corydon branch. An executive session will be held at 2:30 p.m. prior to the 3 p.m. 2024 Budget Public Hearing with the regular meeting to follow.

Barbara Smith

Secretary, HCPL Board of Trustees

9/21/23

Date