

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
September 21, 2023**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on September 21, 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 and Roger Windell. Also present: Alisa Burch, Director and Diana Lasky, Administrative Assistant/Recording Secretary. Jon Howerton was absent.

Kathy Crimans called the regular meeting to order at 3:07 p.m. and announced that a quorum was present.

**PUBLIC INPUT**

There was no input from the public.

**CONSENT AGENDA**

Roger Windell made a motion to approve the consent agenda for the September 21, 2023, meeting. Suetta Tingler 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 September 21, 2023, meeting. Sharon Mathes seconded the motion and it was approved by a voice vote.

**TREASURER'S REPORT**

Suetta Tingler made a motion to approve the claims and financial reports for August 2023. Barbara Smith seconded the motion and it was approved by a voice vote.

**COMMUNICATIONS** Presented by Alisa Burch, Director

Alisa Burch presented the 2024 Budget Calendar:

- September 21 – Public Hearing of the 2024 Budget was held at 3:04 p.m. today
- October 12 – Last day to post a notice to taxpayers (Budget Form 3) of the proposed 2024 budgets and net tax levies
- October 19 – 2024 Budget Adoption Hearing @ 3 p.m. followed by the regular October board meeting
- November 1 – Deadline for all taxing units to adopt 2024 budgets, tax rates, and tax levies

The Staff Education Day Schedule was distributed along with an invitation to the Board of Trustees to attend the Employee Appreciation Luncheon.

It was reported that Jessica Stroud signed and submitted the annual AdTec contract fee e-rate agreement for category two services for managed internal broadband service for Funding Year 2024.

Alisa Burch presented the new Anthem H.S.A. insurance rate plans that showed the renewal rate plan with 3 alternative plans with different deductibles. It was decided that a deeper look into the insurance benefits would take place at the next board meeting. Barbara Smith said she would find out the specifics of the new rates offered to South Harrison schools for comparison as they were significantly lower than those listed.

The Social Media policies were presented with suggested changes made by the library staff. The Social Media Public Policy and The Social Media Staff, Trustee and Volunteer Policy will be reviewed at the October board meeting.

Alisa Burch stated that the Laneville Makerspace is still under construction. Two vinyl planks were removed and replaced so the concrete floor could be sanded to remove floor waves. Lighting continues to be an issue. Brighter stronger lightbulbs have been ordered and should arrive on October 3. The carpet was cleaned by construction and it became wavy after the cleaning.

## **BUSINESS**

The Circulation Policy was presented with changes recommended by staff. During the policy discussion, ideas of how to bring awareness to library materials were suggested:

- Suetta Tingler stated that having a class for 4<sup>th</sup>, 5<sup>th</sup> and up to 7<sup>th</sup> grade students about how to use binoculars and field guides might increase Adventure Pack checkouts.
- Barbara thought that making posters of library materials and hanging them in the new makerspace would encourage use.
- Suetta said that baking a Halloween cake to put on display might raise awareness that cake pans are available.

After the discussion, Sharon Mathes made a motion to approve the Circulation Policy as presented. Suetta Tingler seconded the motion and it was approved by voice vote.

Derrick Grigsby made a report from the Benefits/Salary Committee held on Tuesday, September 19, 2023. The committee recommends:

- giving an across-the-board 2% cost-of-living increase in keeping with the Federal Reserve Board inflation rate target
- giving an across-the-board 1% merit raise
- increasing the salary scale minimums and maximums by 2%
- adding a clause to the 2024 Salary Scale that states – “Employees hired before January 2022 are exempt from the salary scale maximums.”

After discussion, Roger Windell made a motion to accept the recommendations put forward by the Benefits/Salary Committee. Derrick Grigsby seconded the motion and it was approved by voice vote. The 2024 Salary Resolution was signed by all present board members.

Alisa Burch presented the Longevity Pay Schedule for approval. Suetta Tingler made a motion to accept the 2023 Longevity Schedule. Sharon Mathes seconded the motion and it was approved by voice vote. The Longevity Pay Resolution was signed by all present board members.

Kathy Crimans signed a Letter to the County Council to recommend the renewal of Derrick Grigsby's board term which expires in December.

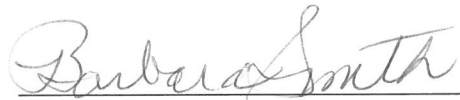
**BOARD MEMBER COMMENTS**

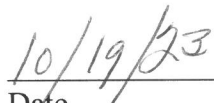
There were no comments. Director Alisa Burch was requested to stay after the meeting to be presented with her annual review.

**ADJOURNMENT**

Roger Windell made a motion to adjourn the meeting at 3:47 p.m. Suetta Tingler seconded the motion and it was approved by a voice vote.

The Board will meet again on Thursday, October 19, 2023, at the Corydon branch. The 2024 Adoption of the Budget Hearing will be held at 3 p.m. with the regular board meeting to follow.

  
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Secretary, HCPL Board of Trustees

  
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Date