

**BOARD OF TRUSTEES  
HARRISON COUNTY PUBLIC LIBRARY  
MINUTES  
REGULAR MEETING  
October 19, 2023**

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A regular meeting of the Board of Trustees of Harrison County Public Library was held on October 19, 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; Jon Howerton, Suetta Tingler and Roger Windell. Also present: Alisa Burch, Director and Diana Lasky, Administrative Assistant/Recording Secretary.

Kathy Crimans called the regular meeting to order at 3:11 p.m. and announced that a quorum was present.

**PUBLIC INPUT**

There was no input from the public.

**CONSENT AGENDA**

Sharon Mathes made a motion to approve the consent agenda for the October 19, 2023, meeting. Roger Windell 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 October 19, 2023, meeting. Derrick Grigsby seconded the motion and it was approved by a voice vote.

**TREASURER'S REPORT**

Jon Howerton made a motion to approve the claims and financial reports for September 2023. Barbara Smith seconded the motion and it was approved by a voice vote.

**COMMUNICATIONS** Presented by Alisa Burch, Director

The 2024 Budget Calendar was presented:

- October 19 – 2024 Budget Adoption Hearing was held at 3:02 p.m. today
- November 1 – Deadline for all taxing units to adopt 2024 budgets, tax rates, and tax levies. Burch stated that the budget would be filed before the deadline.

Forty-two staff members attended the Staff Education Day and 52 people attended the Staff Appreciation Luncheon. The education day was focused on customer service and many staff have commented that it was one of the best trainings they have attended.

The Lanesville makerspace has been completed. The lighting and electrical issues have been fixed. Equipment is still being placed and training is ongoing. The makerspace will open to the public as soon as possible. After discussion, an invitation-only special Chamber of Commerce ribbon cutting and open house will be held on Friday, December 1, 2023, followed by a public open house on Saturday, December 2. Sharon Mathes volunteered to be on the Makerspace Open House Committee.

Madalyn Summers was hired to work as a library clerk at the Elizabeth branch and Eve Kopsolias was hired to work as a library clerk in reference at the Corydon branch. Both were hired at the 2023 Grade 3 minimum pay rate of \$13.20.

The Harrison County Community Foundation approved the Harry F. Kepner and Mildred A. Kepner O'Bannon Genealogy Library Fund established by Robert Kepner at the HCCF board meeting on October 2. A thank you card was signed by the board members to send to Mr. Kepner.

The outdoor illuminated signs at Elizabeth and Palmyra are showing signs of wear. The stickers are peeling off the library logos. The light in the Palmyra sign was no longer working. Steven Schifcar contacted Keith Jones Electrical who removed the faulty ballast in the Palmyra sign and replaced it with an LED strip on Monday, October 16. Steven has reached out to the sign company about new logo stickers for each location.

In November the library will be closed:

- Saturday, November 11 – Veterans Day
- Wednesday, November 22 – Close at 5 p.m. for Thanksgiving
- Thursday, November 23 – Thanksgiving
- Friday, November 24 - Thanksgiving

## **BUSINESS**

Sharon Mathes made a motion to approve the final payment to Shireman Construction for the makerspace renovation for \$16,372.50. Jon Howerton seconded the motion and it was approved by voice vote.

Roger Windell made a motion to approve the Social Media – Public Policy and the Social Media – Staff, Trustee and Volunteer Policy. Suetta Tingler seconded the motion and it was approved by voice vote.

A review of the Bylaws of the Board of Trustees was held and no changes were made. Barbara Smith made a motion to accept the Bylaws as currently written. Sharon Mathes seconded the motion and it was approved by voice vote.

Discussion was held about options for the 2024 Insurance Rates for employees. Derrick Grigsby made a motion to approve the Anthem alternative plan with a \$4,000 deductible, increase the Health Savings Account deposit for each covered employee to \$2,500 and increase the required

employee contribution to \$200 per month. Roger Windell seconded the motion and it was approved by voice vote.

The 2024 Board Meeting, Payroll, and Holiday Closure dates were presented. It was requested that the Board Meeting dates be adjusted to reflect that the board would meet at the Lanesville branch in May, the Palmyra branch in June and the Elizabeth branch in July. Jon Howerton made a motion to approve the amended Board Meeting dates and the Payroll and Holiday Closure dates. Suetta Tingler seconded the motion and it was approved by voice vote.

After discussion, the slate of 2024 Board Officers nominations will be:

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

The officers will be voted on during the November meeting.

Alisa Burch officially thanked Suetta Tingler for her years of active service and noted that this was Suetta's last board meeting. Suetta stated, "It has been a privilege to work on this board for eight years. Thank you for the special reception." Kathy Crimans added, "Thank you for eight wonderful years!"

#### **BOARD MEMBER COMMENTS**

There were no comments.

#### **ADJOURNMENT**

Sharon Mathes made a motion to adjourn the meeting at 4:07 p.m. Suetta Tingler seconded the motion and it was approved by a voice vote.

The Board will meet again at 3 p.m. on Thursday, November 16, 2023, for the regular board meeting at the Lanesville branch.

  
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Secretary, HCPL Board of Trustees

  
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Date