

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
January 25, 2024**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on January 25, 2024. 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; Derrick Grigsby, Treasurer; Jon Howerton, Pam Bennett Martin and Roger Windell. Also present: Alisa Burch, Director; Diana Lasky, Administrative Assistant/Recording Secretary and Leah Porter of Blue Dot Harrison County Podcast. Sharon Mathes, Vice President and Barbara Smith, Secretary were absent.

Kathy Crimans called the regular meeting to order at 3:08 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 January 25, 2024, meeting. Jon Howerton seconded the motion and it was approved by a voice vote.

APPROVAL OF THE AGENDA

Pam Bennett Martin made a motion to approve the agenda for the January 25, 2024, meeting. Derrick Grigsby seconded the motion and it was approved by a voice vote.

TREASURER'S REPORT

The transfer within categories was reviewed. Jon Howerton asked if anyone was comparing invoices or usage, such as water. Alisa Burch explained that she looks at each category by month against the previous year and compares differences and noted that invoices are viewed by Diana, Kelly and herself. Treasurer Derrick Grigsby said that he also looks closely at invoices when reviewing and signing checks. A motion was made by Jon Howerton to approve the claims, financial reports and funds transfers for December 2023. Roger Windell seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

- In February, the library will be closed:
- Monday, February 19 – Presidents Day

The Harrison County Council reappointed Derrick Grigsby to the Harrison County Public Library Board of Trustees during their January 8 meeting. Derrick's second term will expire on December 31, 2027. Derrick Grigsby will continue as the Treasurer for the Board of Trustees.

The Community Reading Goal of 10,000 books for the 2024 Read to Feed Harrison County Winter Challenge has been surpassed. As of 9:49 a.m. January 25, 11,158 books have been logged. As a result, Harrison County Community Services will receive \$1,000 from Duke Energy, \$1,000 from Lucas Oil, \$250 from Eckart Supply, \$250 from Caesers Southern Indiana and \$200 from the Harrison REMC. Canned goods are also being collected for HCCS at each library location.

Using the AVC file Kelly Powell created for the 2023 W2s, Alisa Burch uploaded the 100R to the State Board of Accounts through Gateway Indiana on January 19.

Steven Schifcar reports that Keith Jones Electrical replaced a non-functioning light above the DVD section at Lanesville with one of the leftover LED light fixtures from the FPGC upgrades. Jones sent a proposal to replace the remaining 25 eight-inch and 7 six-inch fluorescent lights at Lanesville with LED for \$3,760.00. Steven also stated that the lights were dim at the Palmyra branch and would request an LED quote.

Employee Sharon Rudolph's arrangements are being handled by Love Funeral Home in Palmyra. Visitation is Saturday, January 27, from 10 a.m. to 12 p.m. A Memorial Gathering is being held at noon.

Kelli Witsman resigned as a reference library assistant. Ellie Tucker-Brown was hired as a reference assistant on January 2 at the 2024 Salary Scale Grade 4 Library Assistant Minimum plus the LC5 Certification Bonus.

Amanda Embrey, a circulation clerk at Palmyra, obtained her LC5 Certification in December. Her salary was adjusted to include the Certification bonus for 2024.

The 2023 HCPL by the Numbers handout made by IT Head Jessica Stroud was distributed. The handout highlights the number of: items circulated, hotspot checkouts, computers used, wireless sessions, HCPL cardholders, items in the physical and digital collection, people who visited HCPL branches and programs attended.

HCPL received the 2024 Certified Budget Order from the Department of Local Government Finance on January 11.

Alisa Burch presented her 2024 SMART Goals to the Board.

BUSINESS

Pam Bennett Martin made a motion to change the HCPL 2024 Mileage Rate to match the IRS standard mileage rate of 67 cents per mile for cars driven for business use. Jon Howerton seconded the motion and it was approved by voice vote.

BOARD MEMBER COMMENTS

Jon Howerton apologized for missing the December 2023 board meeting and said that he was able to attend plays and sporting events for his grandchildren in North Carolina. He also enthused, "I think the library has had another great year," and he welcomed Pam Bennett Martin to the board.

Pam Bennett Martin replied, "I am excited to be here," and stated that she appreciates being on the board of a well-run organization along with receiving board information/documents in advance of the meetings.

ADJOURNMENT

Roger Windell made a motion to adjourn the meeting at 3:29 p.m. Derrick Grigsby seconded the motion and it was approved by a voice vote.

The Board will meet again at 3:00 p.m. on February 29, 2024, for the regular Board meeting at the Corydon branch.

Barbara Smith
Secretary, HCPL Board of Trustees

2/29/24
Date