

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

A regular meeting of the Board of Trustees of Harrison County Public Library was held on April 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; Sharon Mathes, Vice President; Barbara Smith, Secretary; Derrick Grigsby, Treasurer; Jon Howerton, Roger Windell and Pam Bennett Martin. Also present: Alisa Burch, Director; Diana Lasky, Administrative Assistant/Recording Secretary; Deborah McClanahan, Corydon Lead Circulation Associate, Leah Porter of Blue Dot Harrison County Podcast and Liz Beamer, a member of the public.

Kathy Crimans called the regular meeting to order at 3:15 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 April 25, 2024, meeting. Sharon Mathes 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 April 25, 2024, meeting. Pam Bennett Martin seconded the motion and it was approved by a voice vote.

TREASURER'S REPORT

A motion was made by Barbara Smith to approve the claims and financial reports for March 2024. Jon Howerton seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

Keith Jones Electrical Services installed the LED lights at Lanesville on April 19 and converted the director/business manager/assistant director's office lighting to LED on April 23.

Cobb Heating & Cooling did their spring maintenance/filter changes at Main and the Frederick Porter Griffin Center on April 24 and planned to do maintenance at the branch locations later in the week.

Alisa enthused, “Thank you, volunteers.” A list of HCPL official volunteers was distributed to the board. The volunteer recognition reception was held today, a Library News blog post and social media posts were made to recognize volunteers and celebrate National Volunteer Week.

Adventure Begins at Your Library is the theme for Summer Reading Challenge 2024. All branches will offer storytimes, programs and activities for youth and adults. The program runs from June 1 through July 31. Program registration begins May 28.

The Library is closed on Monday, May 27 in observance of Memorial Day.

Alisa will attend the April 26 ILF District 6 Directors Meeting at the Batesville Memorial Library.

Alisa will be out of the library May 8 – 15 for a trip to Scotland.

Debbie McClanahan, lead circ. associate at Main was introduced. She spoke about departmental changes for the better that she has seen since January 2019 when Alisa Burch took over as Director:

- Fine free – more patrons coming in and coming back to the library
- Forgiving past fines resulted in receiving more overdue materials (as a part of the fine-free conversion)
- Debit/credit card payments is a great addition and can be used to pay online
- Pop-up libraries
- Niche Academy – online training for staff and for the public
- Online library card registration
- Digital library cards
- Beanstack app – streamlined the Summer Reading program process and we have added an annual Winter Reading program
- Lifted limits (old limit pertained to the checkout of only 3 items per subject, series, author)
- Increased the length of checkout periods (3 weeks) and added auto-renew (the public is thrilled with fine free and auto-renew)
- Debbie stated, “In a world of “No,” it’s nice to be able to say, “Yes, we are here for you” and the library is working to accommodate the public
- Working on being a kinder more courteous library
- More user-friendly and children-friendly; circulation makes a point of talking to and engaging the kids
- Debbie thanked to board for allowing staff to attend the ILF (regional) conference every year and closing the library as necessary to do so
- \$1 fax service and fax to one social services number phone number that is free – this has increased patron fax use
- Notary service available for free
- Hotspots – they are always checked out, people really appreciate them and they are wildly popular
- Sitting area and new book area changes have been very positive. People love the quieter, more welcoming sitting area as well as the new books being at the front as you come in the door
- To be more engaging and friendlier, the circulation staff makes the first call for holds in addition to the automated calls
- The addition of department Google calendars that are shared with all staff

- E-print service – people can print remotely and come in and pick up (through reference dept.)
- Staff meetings – Alisa started having monthly staff meetings in 2019, which keeps department heads informed and is very appreciated

Debbie McClanahan left the meeting at 3:18 p.m.

BUSINESS

A \$1,046.39 endowment disbursement request was presented. The George L. Hess Family Harrison County Public Library Fund has \$3,967.53 available to spend. The disbursement would be used to cover the purchase of American Girl dolls and clothing to circulate in the HCPL's Library of Things and toys for the Elizabeth, Palmyra and Corydon branch play areas. Pam Bennett Martin made a motion to approve the endowment request. Roger Windell seconded the motion and it was approved by a voice vote. Derrick Grigsby abstained from the vote. The endowment paperwork was signed by Kathy Crimans and Alisa Burch.

A discussion was held about overdue materials including hotspots. Some options for the library are to sue or send to a collection agency, which do not guarantee return of materials and could add additional expenditures with no return value. (Liz Beamer entered the meeting at 3:34 p.m.) Roger Windell made a motion to collect a \$10 cash deposit to checkout a hotspot, refundable upon return. In addition, an amnesty week would be promoted for long overdue hotspot patrons who would receive a \$10 gift card to return the device, and they would be blocked from hotspot checkouts in the future. Jon Howerton seconded the motion and it was approved by a voice vote, to be implemented on June 3, 2024. The board stated that they would like to try this for 30 – 60 days and then it could be adjusted.

BOARD MEMBER COMMENTS

At the end of Debbie's presentation Kathy Crimans told Debbie, "We appreciate you," and Jon Howerton added, "When you walk in the front door, you see a smile every time." Alisa Burch stated, "You are the front line; you are the first impression of the library and the last person they see when they leave, and it is extremely important."

Pam Bennett Martin stated she appreciates Debbie coming in and giving a presentation and believes these types of presentations are beneficial and very helpful. All of the board concurred, "She did a great job."

Jon Howerton said, "Thanks for honoring the volunteers, which includes all of us."

Kathy Crimans said, "I love the library so much. One of the organizations that I am a part of decided to donate to the children's summer reading program." She presented a \$400 check from Tri Kappa.

ADJOURNMENT

Barbara Smith made a motion to adjourn the meeting. Sharon Mathes seconded the motion, it was approved by a voice vote. At 3:51 p.m. the meeting adjourned.

The Board will meet again at 3:00 p.m. on Thursday, May 30, 2024, for the regular Board meeting at the Lanesville branch.

Barbara Smith
Secretary, HCPL Board of Trustees

05-30-2024
Date