

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

A regular meeting of the Board of Trustees of Harrison County Public Library was held on July 25, 2024. The meeting took place at the Elizabeth branch of Harrison County Public Library, 5101 Main Street, Elizabeth, IN 47117. Members of the Board of Trustees present: Kathy Crimans, President; Sharon Mathes, Vice President; Barbara Smith, Secretary; Derrick Grigsby, Treasurer; Jon Howerton, Pam Bennett Martin, and Roger Windell, members at large; Alisa Burch, Director; Jessica Stroud, Head of IT/Interim Recording Secretary; Sara Deatruck, Lead Circulation Associate at the Elizabeth branch, and Leah Porter from Blue Dot Harrison County.

Kathy Crimans called the regular meeting to order at 3:15 p.m. and stated that a quorum was present.

Public Input

There was no input from the public.

Consent Agenda

Jon Howerton made a motion to approve the consent agenda for the July 25, 2024 meeting. Pam Bennett Martin seconded the motion and it was approved by a voice vote.

Approval of the Agenda

Roger Windell made a motion to approve the agenda for the July 25, 2024 meeting. Sharon Mathes seconded the motion and it was approved by a voice vote.

Treasurers' Report

Pam Bennett Martin made a motion to approve the claims and financial reports for June 2024. Derrick Grigsby seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

Alisa provided a 2024 Summer Reading Challenge update. As of July 25, there are 1,727 total participants and 21,450 books have been logged.

The Department of Local Government Finance (DLGF) announced July 9 that the 2025 Maximum Levy Growth Quotient is 4%.

Kylie A. Ayres was hired as a Grade 4 library assistant to work as a part-time makerspace circulation assistant at Lanesville.

Courtney Satterfield was hired as a Grade 4 library assistant to work part-time in Reference.

Kaitlyn Taylor, a part-time circulation clerk at Corydon, has been working on her Vet Tech certification and has accepted a job in her field. July 20 will be her last day at HCPL. A search is on for a replacement.

2025 Budget Calendar

- **July 24** – Alisa meets virtually with HCPL’s DLGF field representative Anna Culy.
- **July 28** – Deadline for DLGF to provide each taxing unit with an estimate of the property tax cap loss (circuit breaker impact) for the ensuing year.
- **August 29** – **2025 Budget Public Hearing @ 3 pm** before the regular August board meeting
- **September 26** – **2025 Budget Adoption Meeting @ 3 pm** before the regular September board meeting
- **November 1** – Deadline for all taxing units to adopt 2025 budgets, tax rates, and tax levies

Alisa is looking into a Corporate Rotary Membership for HCPL.

Alisa Burch and Jessica Stroud provided an update regarding interlibrary loans following the Indiana State Library’s decision to terminate the Statewide Remote Circulation Service (SRCS). The library is seeking an affordable replacement that will meet the needs of HCPL patrons and staff.

A new plumbing line running from the Frederick Porter Griffin Center to the Town of Corydon will be installed next week if there is no rain.

Sara Deatrick, Lead Circulation Associate at the Elizabeth branch, provided an update. She said they have had several patrons express their displeasure regarding the ends of SRCS. All is going well at the Elizabeth branch, and Sara displayed examples of recent adult programs and youth story time crafts. She also noted upcoming activities for Shark Week and the Summer Olympics. Sara thanked the library board for approving of HCPL staff to attend the ILF Regional Conference at the Floyd County Public Library, noting some key takeaways from the conference and the Collaborative Summer Library Program (CSLP) Conference.

BUSINESS

Alisa presented the proposed 2025 Harrison County Public Library budget, Budget Form 2, and the Notice to Taxpayers regarding the public hearing of the 2025 budget that will take place on August 29, 2024 at 3:00pm. Pam Bennett Martin made a motion to approve Alisa’s submitting the Notice to Taxpayers. Derrick Grigsby seconded the motion, and it was approved by a voice vote.

Alisa presented a designated grant request form, for submission to the Harrison County Community Foundation, to request distribution in the amount of \$5,770.56 from available endowment funds to cover the library's renewal fees for two public eResources: ProQuest Newspapers.com – World Collection and ProQuest Historical Newspapers – Louisville Courier Journal. Roger Windell made a motion to approve this Harrison County Community Foundation designated purpose grant request form. Sharon Mathes seconded the motion, and it was approved by a voice vote. Derrick Grigsby abstained. Kathy Crimans and Alisa Burch signed the grant request form.

Alisa presented the Resolution to Join the Indiana State Library Consortium for Public Library Internet Access for FY July 1, 2025 to June 30, 2026. Barbara Smith made a motion to approve the resolution. Sharon Mathes seconded the motion, and it was approved by a voice vote. All members of the board present signed the resolution.

Alisa presented five bids received by HCPL in response to a request for bids to paint the Palmyra branch. Following a review of the bids, Jon Howerton made a motion to accept bid number 1. Pam Bennett Martin seconded the motion, and it was approved by a voice vote.

Alisa presented a Resolution to Transfer Funds up to \$30,000 from the Operating Fund to the Rainy Day Fund. All members of the board present signed the resolution.

Alisa proposed closing the Lanesville branch on Saturday, September 14, 2024, the weekend of Lanesville Heritage Festival. Derrick Grigsby made a motion to approve closing the Lanesville branch on September 14, 2024. Roger Windell seconded the motion, and it was approved by a voice vote.

Alisa distributed to the board for their review 2025 staff salary increase comparisons.

BOARD MEMBER COMMENTS

Sharon Mathes expressed her gratitude to Alisa and Jessica Stroud for presenting an overview of all HCPL services to the Step Ahead Council On July 18, 2024.

Pam Bennett Martin asked for an update on Diana.

Barbara Smith said that Sara Deatruck is doing a great job at the Elizabeth branch.

ADJOURNMENT

Jon Howerton made a motion to adjourn the meeting at 3:55 p.m. Roger Windell seconded the motion and it was approved by a voice vote.

The Board will meet again for the next regular Board meeting following the Public Budget Hearing at 3:00 p.m. on August 29, 2024, at the Corydon branch.

Barbara Smith

Secretary, HCPL Board of Trustees

8/29/24

Date