

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
December 19, 2024**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on December 19, 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, Pam Bennett Martin, Roger Windell, members at large; Alisa Burch, Director, Jessica Stroud, Assistant Director/interim Recording Secretary; Leah Porter of Blue Dot Harrison County, and Liz Beamer.

Kathy Crimans called the regular meeting to order at 3:00 p.m. and stated 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 December 19, 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 December 19, 2024 meeting. Pam Bennett Martin seconded the motion and it was approved by a voice vote.

Treasurers' Report

Barbara Smith made a motion to approve the claims, financial reports, and transfer of funds for November 2024. Derrick Grigsby seconded the motion and it was approved by a voice vote.

COMMUNICATIONS Presented by Alisa Burch, Director

In December the library will be closed:

- Tuesday, December 24 – Christmas Eve
- Wednesday, December 25 – Christmas
- Tuesday, December 31 – New Year's Eve

In January the library will be closed:

- Wednesday, January 1 – New Year’s Day
- Monday, January 20 – Martin Luther King Jr. Day

Alisa and Jessica provided an ILL update.

The 2025 Read to Feed Harrison County Winter Reading Program will run January 1-31. This year’s theme is Be a Reading Machine. Sarah Dorton has once again created a video promoting the program. If the community goal of 10,000 books read is reached, these generous sponsors will donate - \$1,000 from Duke Energy, \$1,000 from Lucas Oil, up to \$500 from Caesars Southern Indiana, \$250 from Eckart Supply and \$200 from the Harrison REMC. Canned food will also be collected at all library branches. Registration can be done on Beanstack at www.hcpl.lib.in.us or by downloading the Beanstack Tracker App.

Save the date for a reception for Bryan Moss on Friday, January 24, at the Harrison County Arts.

The PLAC fee for 2025 will be increased to \$70. The PLAC program enables library patrons to purchase a card that allows them to borrow materials directly from any public library in Indiana. Any individual who holds a valid Indiana public library card may obtain a PLAC card. The card is valid for 12 months after issuance.

Heather Rapp has been hired to replace Lanesville Makerspace Specialist Heather Wyss at the Grade 12 pay rate.

John Hamann has been hired to work Saturdays in the Lanesville Makerspace at the Grade 12 pay rate.

BUSINESS

Roger Windell made a motion to approve increasing the one-day limit of ACH payment to \$50,000.00. Pam Bennett Martin seconded the motion, and it was approved by a voice vote.

Alisa presented an updated HCPL Internal Control Policy. Derrick Grigsby made a motion to approve the updated policy as presented. Jon Howerton seconded the motion, and it was approved by a voice vote.

Alisa proposed an update to the current HCPL staff PTO policy. Pam Bennett Martin made a motion to approved the updated PTO policy as presented. Sharon Mathes seconded the motion, and it was approved by a voice vote.

Jon Howerton made a motion to approve the option to open HCPL locations late on the day that the library’s integrated library system (ILS) will be upgraded. Roger Windell seconded the motion, and it was approved by a voice vote.

Alisa presented estimates to replace HVAC unit 6 (\$4,278.00) and unit 8 (\$5,212.00) from Cobb Heating & Cooling. Barbara Smith made a motion to Cobb Heating & Cooling's replacing these units. Jon Howerton seconded the motion, and it was approved by a voice vote.

Alisa presented Jessica Stroud's request for tuition reimbursement for the Fall 2024 semester at Indiana University Indianapolis, as well as Jessica's request for tuition assistance for the Spring 2025 semester. Pam Bennett Martin made a motion to approve Jessica's requests for reimbursement for the Fall 2024 semester and assistance in Spring 2025. Sharon Mathes seconded the motion, and it was approved by a voice vote.

Alisa thanked Jon Howerton and Roger Windell for their service to HCPL as they are retiring from the board of trustees.

BOARD MEMBER COMMENTS

Roger Windell said that it has been an honor and a privilege to serve, this is a great board.

Jon Howerton said that he has enjoyed these last 16 years [on the board]. He has served with two library directors, each with different styles. Alisa is organized and great to work with. The library has grown so much, from becoming a countywide system in 1999 to the addition of three branches. He would like to see a board member join from the Elizabeth area. He admitted that he questioned adding a makerspace, but it's popularity has mushroomed. He added that Alisa kept the libraries open during COVID and did it well.

Sharon Mathes thanked Jon Howerton and Roger Windell for their service.

Barbara Smith said that she appreciated Jon Howerton's thoroughness when reviewing the library's financial reports. She said that she has noticed on Facebook that people are becoming aware of the library's offering notary services.

Kathy Crimans said that it's been wonderful having Jon Howerton and Roger Windell on the board, and thanked them both for serving. She also suggested an article advertising all of the library's services in bullet points.

Pam Bennett Martin said that Jon Howerton's and Roger Windell's knowledge and commitment to the library is valued. Pam added that Heather Rapp and Heather Wyss were so helpful and genial and helping many different users and makers in the makerspace.

Derrick Grigsby said that we have leaned on your [Jon Howerton's and Roger Windell's] historical perspective.

ADJOURNMENT

Roger Windell made a motion to adjourn the meeting at 3:30 p.m. Jon Howerton seconded the motion and it was approved by a voice vote.

The Board will meet again for the next regular Board meeting following the Board of Finance meeting at 3:00 p.m. on Thursday, January 30, 2025, at the Corydon branch.

Barbara Smith

Secretary, HCPL Board of Trustees

1/30/25

Date