

**BOARD OF TRUSTEES
HARRISON COUNTY PUBLIC LIBRARY
MINUTES
REGULAR MEETING
July 31, 2025**

A regular meeting of the Board of Trustees of Harrison County Public Library was held on July 31, 2025. The meeting took place at the Elizabeth branch of the Harrison County Public Library, 5101 Main Street, Suite 109, Elizabeth, IN 47117. Members of the Board present: Kathy Crimans, President; Sharon Mathes, Vice-President; Barbara Smith, Secretary; Pam Bennett Martin, Sharon Rothrock, Jo Ann Spieth-Saylor, Alisa Burch, Director, Jessica Stroud, Assistant Director/Treasurer & Recording Secretary, Sara Deatruck, Elizabeth Lead Circulation Associate, and Leah Porter of Blue Dot Harrison County. Derrick Grigsby was absent.

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 public input.

Consent Agenda

Barbara Smith made a motion to approve the consent agenda for the July 31, 2025 meeting. Sharon Mathes 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 July 31, 2025 meeting. Sharon Rothrock seconded the motion and it was approved by a voice vote.

Treasurers' Report

Sharon Mathes made a motion to approve the claims and financial reports for June 2025. Jo Ann Spieth-Saylor seconded the motion and it was approved by a voice vote.

Pam Bennett Martin made a motion to approve a resolution to transfer funds between Category 4 (Capital Outlays) and Category 3 (Other Services and Charges) for June 2025. Sharon Rothrock seconded the motion, and it was approved by a voice vote. The resolution was signed by all board members present.

COMMUNICATIONS Presented by Alisa Burch, Director

Jennifer Clifton from the Indiana State Library Development Office sent a letter dated July 2 stating that “at its June 13th meeting, the Indiana Library & Historical Board found the Harrison County Public Library to be in compliance with the Public Library Standards (590 IAC) for 2024.”

Alisa renewed her State of Indiana Librarian Certificate 1 on July 2, 2025. It will expire on September 30, 2030.

Trevor Smith, systems administrator, started a three-week paternity leave on July 28. Jessica Stroud, with the assistance of Bob Vaal, will handle technology issues in Trevor’s absence.

As of July 31, 1,499 people are registered for the Summer Reading Challenge. Breakdown:

- o Adults = 321
- o Babies = 71
- o Teens – 7-12th grades = 157
- o Youth – Age 2- 6th grade = 950

Community Conversation dates for the next HCPL 5-year strategic plan:

- o Elizabeth Branch – 6 pm, today
- o Harrison County Community Foundation Meeting Room – 6 pm, August 26

HCPL’s Volunteer Reception will be Thursday, August 28, from 1:00 – 2:30 pm at the Corydon branch.

209 people have completed the HCPL 2025 Planning Survey.

Alisa provided an audit update.

HCPL’s Maximum allowable budget for 2026 is \$4,218,029.00.

2026 Budget Calendar

- o **July 31** – Deadline for DLGF to provide each taxing unit with an estimate of the property tax cap loss (circuit breaker impact) for the ensuing year.
- o **August 28 – 2026 Budget Hearing @ 3 pm** before the regular August board meeting.
- o **September 25 – 2026 Budget Adoption Meeting @ 3 pm** before the regular September board meeting.
- o **November 3** – Deadline for all taxing units to adopt 2026 budgets, tax rates, and tax levies.

Sara Deatruck, Elizabeth lead circulation associate, provided an update about the Summer Reading Challenge youth and adult events and regular events that take place at the branch.

BUSINESS

Pam Bennett Martin made a motion to approve the HCPL Employee Handbook as presented with style corrections. Barbara Smith seconded the motion, and it was approved by a voice vote.

Sharon Rothrock made a motion to approve posting the 2026 Budget Notice to Taxpayers to Indiana Gateway. Barbara Smith seconded the motion, and it was approved by a voice vote.

Sharon Mathes made a motion to adopt the resolution Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2026, to June 30, 2027. Pam Bennett Martin seconded the motion, and it was adopted by a voice vote. The resolution was signed by all board members present.

Barbara Smith made a motion to adopt a Resolution to Transfer funds to the Rainy Day Fund. Jo Ann Spieth-Saylor seconded the motion, and it was adopted by a voice vote. The resolution was signed by all board members present.

Pam Bennett Martin made a motion to close the Lanesville branch of HCPL for Heritage Weekend on Saturday, September 13, 2025. Sharon Mathes seconded the motion, and it was approved by a voice vote.

BOARD MEMBER COMMENTS

Pam Bennett Martin said that the personnel handbook is extensive.

Barbara Smith said that we need to foresee issues and enforce policies that cover these issues. Barbara added that Sara [Deatrick] always does such a good job. She has found her niche.

ADJOURNMENT

Sharon Rothrock made a motion to adjourn the meeting at 3:40 p.m. Jo Ann Spieth-Saylor seconded the motion and it was approved by a voice vote.

The board will meet again for the next regular board meeting on Thursday, August 28, 2025, after the 3:00 pm public budget hearing at the Corydon branch.

Barbara Smith
Secretary, HCPL Board of Trustees

8/28/25
Date

