

Harrisburg Public Library District - Board of Trustees Meeting Minutes

August 20, 2025

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by President Robert (Bob) DeVillez at approximately 5:03pm. Those in attendance included David Berry, Denise Drue, Emily Sumner, Sally Wofford, and Emily Bergman, Library Director. Janet Jones and Kelly Phelps were absent.

Consent Agenda

David Berry made a motion to accept the Consent Agenda as presented. Emily Sumner gave a second and the motion carried unanimously via roll call vote. Please note, there was a minor in attendance for the duration of the meeting.

President's Report

***As part of the Strategic Plan, community members will begin laying the groundwork for creation of the Library Foundation,

***Bob has asked Evan to compile information from our summer events and send out the appropriate thank you's and acknowledgments,

***Bob also participated in the new Story Walk at the Park. It looks very professional and has garnered many compliments from the community.

Public Comment – None

Correspondence/Communication:

***Evan received positive correspondence from 2 patrons regarding the smart phone basics presentation.

Committee Reports

*****Finance** – A CD will mature on September 25th at First Mid-Bank. Another CD will mature in November at Banterra Bank. Sally verified that signatures will have to be updated as there have been changes to the Board committees.

*****Personnel** – A new Young Author Librarian has yet to be hired. There were several excellent candidates, but none had experience with teens and tweens. Additional ads will be placed in local newspapers and placed on the doors to attract more people to apply. Welcome to Maureen, our newest part time employee.

*****Policy** –None need to be updated, but Emily will be taking a close look at the Patron Registration policy.

*****Building and Grounds** – Marvin contacted Emily recently and has been doing some work off and on for about 3 weeks. The Building & Grounds Committee will meet Wednesday, September 17th after the Board meeting.

Director's Report

Sally Wofford made a motion to renew the contract with Fowler Heating and Cooling in the amount of \$2500. David Berry provided a second and the motion carried unanimously via roll call vote. In addition, after much discussion about how to pay the repair cost for cleaning system #2, a motion was made by David Berry to pay these repair cost. Sally Wofford provided a second. The motion passed unanimously via roll call vote.

Insurance-

1. David Berry made the motion to renew the Earthquake policy in the amount of \$3868.43. Denise Drue provided a second and the motion carried unanimously via roll call vote.
2. David Berry made the motion to pass the Business Owners policy in the amount of \$9596.00. Sally Wofford provided a second and the motion carried unanimously via roll call vote.
3. David Berry made the motion for the Workers Compensation policy to be renewed in the amount of \$1093.00. Sally Wofford provided a second and the motion carried unanimously via roll call vote.

Sally Wofford made a motion to accept the B&M Ordinance 25/26-02. Denise Drue provided a second and the motion passed unanimously via roll call vote.

The vote for the B&O Ordinance (Tax Levy) is not needed until September.

IPLAR is due August 30th. Please note that ILS has really streamlined the system as it now allows for simple input.

Bob DeVillez and Emily Sumner will do the IPLAR Secretary Audit review and provide the signatures as required.

Denise Drue made a motion for the library to be closed from 2pm to 5pm for the Homecoming Parade on Thursday, September 18. David Berry provided a second and the motion carried unanimously.

Based on newly acquired information about legal issues surrounding FOIA, it was highly recommended that trustees have a library-based email address for communication purposes. Bob DeVillez & David Berry (President and Vice President, respectively) decided on the individualized email option while all other board members present decided to utilize the group email option.

The possibility of retaining a local lawyer was tabled until the September meeting. Possible lawyers suggested included: Nina Brown, Todd Lambert, Tammy Jackson, Molly and Robert Wison, Kolby Smithpeters, Keegan Dennis, and Amanda Moore.

Evan, Maureen, Hadleigh, and Emma were able to participate in August training. Officer Bergman made many suggestions and reminded employees they are only looking for ways to just deter or delay an intruder. Emily also reviewed the Strategic Plan with staff during the training. There was also discussion about the AED and the placement/number of fire extinguishers in the building.

David Berry made a motion to adjourn at 6:28 pm with Denise Drue providing a second. Motion passed unanimously. Respectfully submitted by Leah Denise Drue, Secretary