

Harrisburg Public Library District - Board of Trustees Meeting Minutes
Wednesday, October 18, 2023

The regular meeting of the Board of Trustees of the Harrisburg Public Library District was called to order by President Janet Jones at approximately 5:06pm. Those in attendance were Trustees David Berry, Robert (Bob) DeVillez, Denise Drue, Kelly Phelps, Emily Sumner, Sally Wofford, and Library Director, Krystal Gulley. There were no visitors present.

Consent Agenda:

Sally Wofford made a motion to accept the Consent Agenda as presented. Bob DeVillez provided a second to the motion and the motion carried unanimously via roll call vote.

President's Report:

***Janet began sharing her vision on Strategic Planning. First, she would like to begin with a community survey. Janet provided an old survey that each trustee needs to review before the next meeting to make comments and/or suggestions. This survey will then be the guide for the beginning of the Strategic Planning Committee in the Spring. The committee should consist of 12 to 15 community members as well as a few board members. She expressed her desire to have a sizeable committee to gauge where/what the public would like from us. Elizabeth Cook's name was mentioned as she has experience as a moderator.

Correspondence/Communications – None

Committee Reports:

*****Finance** – No report

*****Personnel** – No report

*****Policy** – See Krystal's Report

*****Building and Grounds** – No report; however, Bob commented on the height and size of the plantar in the back. Krystal acknowledged that it has really grown, and needs to be cut back or removed. Janet encouraged everyone to attend the solar presentation by Wade Halva on Monday, October 23.

*****House Tours** – Kelly and Emily have been collaborating on this project and continue to stay in contact with all homeowners. Posters are now done so please distribute around town. Tickets are also printed & available

Director's Reports

***The levy for next year is estimated at \$448,966.93.

***Ordinance 23/24-4 has been included in our packets for the November meeting.

***Krystal checked with several other libraries about the changes to notaries. These changes might not be as cumbersome as first thought. We will continue to see how everything works before making changes.

***Sexual harassment training needs to be completed by December.

***Per Capita Grant is due January 31st. Krystal provided copies of chapters 1 to 4 to board members and has already started making up dates.

Chapter 1 – Core Standards

Chapter 2 – Government & Administration - We will vote on a new ADA policy at the November 15 meeting.

Chapter 3 – Personnel – Krystal is working on Competency Checklist.

Chapter 4 – Access – The update to our ADA policy helps with this as well.

***Discussion - Janet asked if there is enough information for new trustees much like that which is provided to new employees. Krystal shared that she gives out a binder, but also questioned aloud if this is really sufficient, and also shared that she is already on a committee that focuses on enhancing trustee orientation through the creation of a Trustee Portal.

***Don't forget the Art Reception on Sunday, October 29 at 2pm.

***Please remember the Pie for Veterans event from 1 to 4pm on Wednesday, November 15.

Motion to adjourn at 6:07 by David Berry with a second by Denise Drue

Respectfully submitted by Trustee Leah Denise Drue, Secretary

