

**Hancock County Public Library Board of Finance Meeting
January 10, 2023**

Board of Finance Meeting

Board Present: Thomas N. Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, Michelle Hasty

Board Absent: None

Staff Present: Dave Gray, Cindi Holloway, Jeanette Sherfield

Others: None

Library Board President Tom Seng called the Board of Finance Meeting to order at 7:01pm

Election of Officers (President and Secretary)

Tom Seng called for nominations for President and Secretary of the Board of Finance. Lori Elmore moved to nominate Tom Seng for President and Fred Fox for Secretary. Vote was taken and the motion carried.

Review of Financial Policy Including Investments Policy

Library Director Dave Gray pointed out one change to the effective policy date per IC 5-13-9-5.7. Zach Schroer **moved to accept the Financial Policy with date change**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

List of Depositories

Cindi Holloway presented the list of depositories. Cindi stated this list must be presented to the Board of Trustees every January. The library has chosen Greenfield Banking Company.

List of outstanding encumbrances

Cindi Holloway reviewed the library's list of outstanding encumbrances and stated that \$122,440.46 would be carried over to 2023 from the 2022 budget. These are items that have been ordered but have not yet been received.

Review of Library's investments

Cindi Holloway reviewed the library's investments. There are investments for all 4 accounts, which consist of the Operating Fund, LIRF, Rainy Day, and Rea Gift Fund. There is a total of \$5,214,000 Invested. Cindi also mentioned interest rates have improved compared to last year.

Adjournment

Fred Fox **moved to adjourn the Board of Finance meeting at 7:06pm**. This was seconded by Libby Manship. Vote was taken and the motion carried.

**Board of Trustees Meeting
January 10, 2023**

Board Present: Thomas N. Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, Michelle Hasty

Board Absent: None

Staff Present: Dave Gray, Cindi Holloway, Jeanette Sherfield

Others: None

Library Board President Tom Seng called the Board of Trustees Meeting to order at 7:07pm

There were no issues of public concern

Election of Officers – Nominating Committee

President, Libby Manship; Vice-President, Fred Fox; Secretary, Lori Elmore; Cindi Holloway, Treasurer

Zach Schroer **moved to accept the slate of officers as presented by the nominating committee.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Newly elected Library Board President Libby Manship presided over the remainder of the Library Board of Trustees Meeting.

Monthly Statistics

Director Dave Gray presented the monthly statistics. Dave shared that even though 2022 did not end with 1 million items circulated we were at least 91% closer to where we want to be with a total of 910,799 items circulated for 2022. Dave believes with programming fully restored we have a greater chance to make the 1 million mark in 2023.

Minutes

Jeannie Roberts **moved to accept the minutes as presented.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Financial Report

Cindi Holloway presented the December 2022 Financial Report. Cindi reported that the ending bank balance was 9.888 million. The fund report reflects the same amount. Cindi reported that there is \$122,440.46 of the 2022 appropriations being carried over to the 2023 budget. The beginning of January 2023 the budget will be a total of \$4,739,300. Fred Fox **moved to accept the Financial Report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Allow Bills

Bills for December 1, 2022 – December 31, 2022 were presented. Dave Gray said he reviewed the bills and found them to be in order. Zach Schroer **moved to approve the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Staffing

Hired

- Stephanie Haines – Youth Librarian (Sugar Creek) Full-time
- Madi Williams – Outreach Assistant (Main) Part-time

Open Positions

- Youth Assistant (SC) – Part-time
- Access Services Assistant (Main) – Part-time

Imagination Library

2,460 Enrolled

61 graduated

1,322 Total

Tom Cone Memorial Gathering

- Where: HCPL (Greenfield/Main) In the GBC Community Room
- When: February 5th, 2023 from 12 to 4pm
- Was HCPL's local attorney for over 30 years!

Strategic Plan 2023-2025

Director Dave Gray reported that the strategic plan was submitted and approved by the Indiana State Library.

Social Media

The library's Communications/Marketing Department put out a statement on social media, "Libraries are great. That's it. That's the post." Dave shared some of the responses to that statement with the Library Board of Trustees, which showed just how much our customers appreciate their Hancock County Public Library.

Vote Center Numbers

Vote Center Numbers (General 2022)

Election Day (11/8/22)

Site	Voters	%
HCPL (Greenfield)	3,519	30.73%
Hancock County Annex	2,951	25.77%
HCPL (Sugar Creek)	2,516	21.97%
Buck Creek Fire	1,110	9.69%
Mt. Vernon Admin Bldg	1,051	9.18%
Brown's Chapel	306	2.67%
Total	11,453	100.00%

Early Voting (10/12-11/7/22)

Site	Voters	%
HCPL (Greenfield)	1,594	14.26%
HCPL (Sugar Creek)	1,383	12.37%
Buck Creek Fire	1,333	11.93%
Hancock County Annex	1,216	10.88%
McCordsville Town Hall	1,006	9.00%
Fortville Comm Center	966	8.64%
Cross of Grace Church	894	8.00%

Brown's Chapel	730	6.53%
NineStar (North)	719	6.43%
Wilkinson Church of Christ	639	5.72%
Mt. Vernon Admin Bldg	445	3.98%
Nameless Creek	252	2.25%
Total	11,177	100.00%

2020 General Election Voting

Greenfield

- Early Voting – 7,139
- Election Day – 1,392
- Total – 8,531

Sugar Creek

- Early Voting – 5,230
- Election Day – 790
- Total – 6,020

2020 vs (2022) General Election Voting

Greenfield

- Early Voting – 7,139 (3,519)
- Election Day – 1,392 (1,594)
- Total – 8,531 (5,113)

Sugar Creek

- Early Voting – 5,230 (2,516)
- Election Day – 790 (1,383)
- Total – 6,020 (3,899)

Other

2022 Board Committees

- Executive (Tom, Libby & Lori)
- Finance (Lori, Zach & Tom)
- Facilities (Zach, Michelle & Fred)
- Outreach (Fred, Michelle, Jeannie)

2023 Board Committee Meetings

- January – Board of Finance (Finance Committee – Cindi)
- February – Outreach Committee (Update – Mike Schull)
- March – Facilities Committee (Update – TJ Reguli)
- May – Finance Committee (Sustainability Analysis – Cindi & Dave)
- June – Executive Committee (Update – Dave)
- July – Finance Committee (Budget – Cindi & Dave)
- August – Executive Committee (Strategic Plan Update – Dave)
- September - Facilities Committee (Capital Improvement Plan – TJ)
- October – Finance Committee (Health Insurance – Cindi)
- November – Executive Session (Director's Evaluation)
- December – Executive Session (Director's Evaluation)

2023 Department Updates

- January – Financial Information (Dave Gray & Cindi Holloway)
- February – Outreach (Mike Schull)
- March – Facilities (TJ Reguli)
- April – Youth (Cathy Riley)
- May – Selection Process (TDB)
- June – Marketing (Kyle Turpin)
- July – Access Services (Cody Flood)
- August – Sugar Creek (Jeanette Sherfield)
- September – Summer Reading (Cathy Riley)
- October – IT (Steve Jones)
- November – Tech Services (Josephine Kaiser)
- December – No Update

New Business

Public Library Access Card (PLAC) remains \$65

Director Dave Gray reported the library currently has 120 PLAC users.

Resolution 011023 – Cancellation of Old Outstanding Checks

Cindi Holloway presented to the Library Board of Trustees Resolution 011023 which would authorize the cancellation of an outstanding check in the amount of \$30.95. Cindi shared that in accordance with IC5-11-10.5 any outstanding checks that were at least 2 years old could be cancelled. Tom Seng **moved to accept Resolution 011023**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Reciprocal Borrowing Agreement with Fortville – Review

HCPL's Fortville/Vernon Township borrowers

December 2021: 820 December 2022: 741

FVTPL's HCPL borrowers

December 2021: ??? December 2022: 73

Other

Nothing to report

Old Business

HCPL Bylaw Review

Director Dave Gray reported that he'd had the library's attorney review the HCPL Bylaws. Dave mentioned that the library is not required to have public input at the Library Board of Trustees meetings, but that it's provided as a courtesy. In light of other types of board meetings around the state that have been monopolized by public input, hindering regular board business to be conducted, it was suggested that there be an update to Section 9. Public Comments and Concerns. This update would limit the amount of people allowed to provide public input to 5 and that each person be given 3 minutes only to state their business. Zach Schroer **moved to accept the HCPL Bylaws with the Public Comments and Concerns changes**. This was seconded by Fred Fox.

Other

Nothing to report

Adjourn

Tom Seng **moved to adjourn the meeting at 7:31pm**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Libby M. Manship", written over a horizontal line.

Libby Manship, President

A handwritten signature in blue ink, appearing to read "Lori Elmore", written over a horizontal line.

Lori Elmore, Secretary