

**Hancock County Public Library
February 8, 2022**

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, Keith Fisher, Jeanette Sherfield

Others: None

President Tom Seng called the Board of Trustees meeting to order at 7:03pm

There were no issues of public concern

Monthly Statistics

Dave Gray presented the monthly statistics. He shared that the January statistics showed almost 70,000 items circulated, which is about a 4,500 difference compared to 2019 statistics. He said we are getting closer to pre pandemic numbers. Dave also mentioned that Cody Flood, Cathy Riley, and Kyle Turpin worked together to streamline the statistical data to be more in line with what is actually presented to the Indiana State Library each year.

Minutes

Tom Seng did have a question about no committee meeting being listed for April. Dave said there would be no committee meeting for the month of April, so that was correct information.

Fred Fox **moved to accept the minutes as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried. A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to approve the January 11, 2022 minutes.

Financial Report

Cindi Holloway reported there was \$2.6 million in operating cash and a total bank balance of \$9.3 million. The report was for just 1 month of appropriations. A bond payment was made as well as a maintenance fee payment of \$55,000 to SirsiDynix.

A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to approve the Financial Report as presented.

Allow Bills

Bills for January 1, 2022 – January 31, 2022 were presented. Dave Gray said he reviewed the bills and found them to be in order. A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to approve the bills as presented.

Directors Report

Staffing

There have been no changes to staffing since the January report. Alli Kern and Justin Thorpe the newest hires are doing well.

Imagination Library

Dave explained that some have moved out of the area, so there has been some adjustment to the enrollment numbers indicating a reduced number compared to January 2022.

Enrolled 2472

Graduated 47

Total Graduated 753

Indiana State Library Annual Report

Dave shared the annual report was submitted to the Indiana State Library on February 1, 2022.

Annual Financial Report

Dave shared Cindi Holloway did a great job getting the annual financial report in order. FSG Corp reviewed the Annual Financial Report and everything was found to be in order. The Annual Financial Report was also submitted to the Indiana State Library ahead of schedule

Winter Reading Club

Dave shared that the Winter Reading Club is well underway.

- All-ages program from February 1-28
- Goal is to read five hours during the month
- Prizes
 - A reusable library bag after reaching five hours
 - Each hour after five will be good for a drawing ticket
 - Drawings include
 - Gift cards to local businesses such as Hitherto, Sweet Shop, The Mug and Hometown classic pizza
 - Hoosier Experiences such as Holiday World tickets, Indiana State Park passes, and Carb Day tickets

Annual Reports to Appointing Bodies

- 2/15 @ 11am – County Commissioners
- 3/9 @ 9am – County Council
- 3/14 @ 7pm – Eastern Hancock
- 3/28 @ 7pm – Mt. Vernon
- 3/23 @ 7pm – Greenfield City Council
- 4/11 @ 6:30pm – Southern Hancock
- 5/9 @ 7pm – Greenfield-Central

Other

2022 Board Department updates

- January – Financial Information (Dave Gray & Cindi Holloway)
- February – Building Services (Keith Fisher)
- March – Marketing (Kyle Turpin)
- April – Youth Services (Cathy Riley)
- May – Material Selection Process (Paul McNeil & Jenny Cecil-Jesse)
- June – Outreach (Mike Schull)
- July – Video marketing (Jesse Keljo)
- August – Sugar Creek (Jeanette Sherfield)
- September – Summer Reading (Cathy Riley)
- October - Access Services (Cody Flood)
- November – Technical Services (Terri Gorden)
- December – Information Technology (Steve Jones)

2022 Board Committees

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

New Business

Non-Resident Card Review

1. The minimum fee a library must charge for those who are not residents of the library district is based on the library district's operating fund expenditure per capita in the most recent year for which that information is available (IC 36-12-2-25(b)(2))
2. For 2021, HCPL's per capita expenditure was \$71.82 and the current non-resident fee is \$72.00 per year and should remain the same for 2021.

Building Services Overview-Keith Fisher- Building Services Manager

Keith presented an overview of building services.

Sugar Creek Backflow Proposal

Keith briefed the library board on the function of the backflow preventer. He said Ryan Fire Protection found the valve inside the backflow preventer was not functioning as it should and needed replaced. Keith requested and received quotes from multiple vendors for the project. He evaluated the quotes and recommended to the library board that the valve be replaced by Ryan Fire Protection at a cost of \$6,760.00.

Fred Fox **moved to accept the Sugar Creek Backflow Proposal as presented.** The was seconded by Libby Manship. A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to approve the Sugar Creek Backflow Proposal.

Main Library Expansion Tank Proposal

Keith briefed the library board on the function of the expansion tank. He said after closely observing its operation the tank was putting off more steam than it should indicating a high amount of pressure was present. Keith said the balloon inside the tank had ruptured. Keith requested and received quotes from multiple vendors for the project. He evaluated the quotes and recommended that the current tank be replaced entirely with a new Wessel's brand tank at a cost of \$6,379.00. Keith said the removal of the old tank and installation of the new would take place at night and take about 4 hours to complete.

Zach Schroer **moved to accept the Main Library Expansion Tank Proposal as presented.** This was seconded by Jeannie Roberts. A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to approve the Main Library Expansion Tank Proposal.

Main Library Variable Frequency Drive

Keith briefed the library board on the function of the variable frequency drive, which is part of the roof air handlers. Keith requested and received quotes from multiple vendors for the project. He evaluated the quotes and recommended ERMCO Electric be commissioned to install a new variable frequency drive at a cost of \$5,250.00.

Lori Elmore **moved to accept the Main Library Variable Frequency Drive replacement as presented.** This was seconded by Jeannie Roberts. A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to approve the Main Library Variable Frequency Drive.

Other

There was no other new business to report.

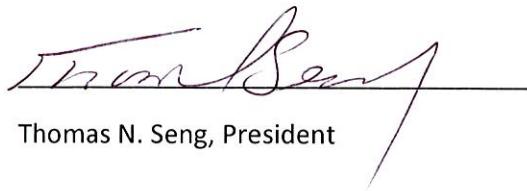
Old Business**Other**

There was no old business to report.

Adjourn

Fred Fox moved to adjourn the meeting at 7:57pm. This was seconded by Lori Elmore. A roll call vote was taken and Tom Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Jeannie Roberts, and Michelle Hasty all voted "aye" to adjourn.

Recorded by Jeanette Sherfield



Thomas N. Seng, President



Lori Elmore, Secretary