

Hancock County Public Library
February 9, 2021

Board of Trustees Meeting

Board Present: Thomas N. Seng, Zach Schroer, Fred Fox, Peggy Pritzke, and Lori Elmore

Board Absent: Michelle Hasty and Libby Manship

Staff Present: Dave Gray, Cindi Holloway, Keith Fisher, Jeanette Sherfield, and Mary Lynn Burrows

Others: none

President Tom Seng called the Board of Trustees meeting to order at 7:02pm.

There were no issues of public concern.

The monthly statistics were reviewed. We circulated over 62,000 items in January. The library's operating hours were limited during the month while the county was in red for COVID-19. Circulation of electronic material continues to be strong.

The **January 12, 2021 minutes** were reviewed. Fred Fox **moved to accept the minutes as presented.** This was seconded by Peggy Pritzke. Vote was taken and the motion carried.

The January **Financial Report** was presented. Zach Schroer **moved to approve the January Financial Report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Bills for January 01, 2021 – January 31, 2021 (\$370,118.06) were presented. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Peggy Pritzke **moved to approve the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Director's Report

- Staffing
 - No staffing changes
- Imagination Library Update
 - 2624 enrolled
 - 147 have graduated from the program (completed the full five years)

Carthage - 5 Charlottesville - 18 Fortville - 274 Fountaintown – 22 Greenfield – 1432 Indy/Cumberland – 27 Knightstown - 1 Markleville – 5	Maxwell – 5 McCordsville – 400 Morristown - 3 New Palestine – 363 Pendleton - 3 Shirley – 17 Wilkinson – 48 Willow Branch - 2
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- Winter Reading Club
 - The theme is Reading is Cooooo.
 - It will run the month of February.

- Participation by Grade Level
 - Babies, Toddlers, Pre-K: 78
 - K-3rd Grade – 115
 - 4th-6th – 53
 - 7th-8th – 19
 - 9th-12th – 21
 - Adult – 190
- School Systems
 - Greenfield-Central – 61
 - Southern Hancock – 47
 - Mt. Vernon – 19
 - Eastern Hancock – 4
 - St. Michael's – 10
 - Zion Lutheran – 6
 - Homeschool – 71
 - Other – 33
 - None – 66
- Appointing Bodies – Annual Reports
 - Southern Hancock (Fred) – March 8 Meeting
 - Greenfield-Central (Peggy) – Send Report
 - County Council (Michelle) – March 10 Meeting
 - City Council (Lori) – Send Report
 - Mt Vernon (Tom) – Send Report
 - County Commissioners (Zach) – March 2 meeting
 - Eastern Hancock (Libby) – April 4

Dave will send the reports and reminders to board members of the meeting dates.
- Indiana State Library Annual Report for 2020
 - It helps the state library with
 - Annual Collection of Indiana Public Library Data
 - IMLS (Institute of Museum and Library Services) questions plus ISL (Indiana State Library) questions
 - Statistics that can help support funding requests
 - ILS/IMLS identify trends
 - ISL check standards
- Board Committees
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach & Fred)
 - Facilities (Tom, Michelle & Fred)
 - Outreach (Libby, Michelle, Peggy)
- 2021 Board Committee Meetings
 - January – Board of Finance (Finance Committee)
 - February – Facilities Committee (Update)
 - March – Executive Committee (Update)
 - May – Finance Committee (Sustainability Analysis)
 - June – Outreach Committee (Update)
 - July – Finance Committee (Budget)
 - August – Executive Committee (Strategic Plan Update)
 - September - Facilities Committee (Capital Improvement Plan Update)
 - October – Finance Committee (Health Insurance)

- November – Executive Committee (Director's Evaluation)
- December – Executive Session (Director's Evaluation)
- 2021 Board Department Updates
 - January – Financial Information (Dave & Cindi)
 - February – Building Services (Keith Fisher)
 - March – Marketing (Kyle Turpin)
 - April - Youth Services (Cathy Riley)
 - May – 2022 Budget Process (Dave & Cindi)
 - June – Outreach (Mike Schull)
 - July – Video marketing (Jesse Keljo)
 - August – Sugar Creek (Jeanette)
 - September – Summer Reading (Cathy Riley)
 - October - Access Services (Cody)
 - November – Technical Services (Cody Flood and Terri Gorden)
 - December – Information Technology (Steve Jones)
- Dave shared the Annual Report to the Appointing Authorities.
- The board, programming and electronic reports will be changing over the next few months. It will align with the statistics needed for the State Library annual report and other statistics the library uses.

New Business –

The fee for the non-resident library card was reviewed.

- This is required by IC 36-12-2-25(b)(2)
- It is based on HCPL's 2020 per capita expenditure of \$71.44.
- The cost will remain \$72.00 for 2121.
- Most non-residents purchase a Public Library Access Card. Occasionally we do have someone wanting to purchase a non-resident card.

Building Services Manager Keith Fisher gave the board a detailed overview of our facilities.

- In Greenfield priorities for 2021 include
 - HVAC issues (as needed)
 - Front library sign deterioration
 - Scan of electrical panels
 - Drainage of north east corner for curbing by fire water connection.
- At the Sugar Creek Branch in New Palestine
 - Because of the newness of the facility, the only one ongoing issue is the lighting.
 - The plan to address this is dependent on the availability of the parts needed. Issues with COVID-19 has affected shipments from China.
 - Affected areas include power inverters, light fixture in the children's area, and book shelf light tape.
 - Other plans include installation of window lintel clips, removal of issues behind and inside the dumpster corral, and a touch-up of lawn and grass (dry spots).

Keith encouraged board members to contact him with any questions or concerns. He also thanked them for their support in allowing contractors to help him.

Old Business -

The library's **Financial Policy** was reviewed by Greg Guerrettaz. He recommended the following four changes –

Furniture and Equipment

- a) The definition of furniture and equipment is an apparatus, tool, or conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.
- b) The library will capitalize items with an individual value equal to or greater than ~~\$1,000~~ **\$3,000**. Equipment combined with other equipment to form one unit with a total value greater than the above-mentioned limit will be one unit.
- c) Improvements or renovations to existing furniture and equipment will be capitalized only if the result of the change meets all the following conditions:
 - (1) The total costs exceed ~~\$1,000~~ **\$3,000**.
 - (2) The useful life is extended two or more years.
 - (3) The total costs will be greater than the current book value and less than the fair market value.

Buildings

- Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, or heating, or any part of the basic building. Cost of items designed or purchased exclusively for the building will be included.
- b) A new building will be capitalized only if it meets the following conditions:
 - (1) The total cost exceeds ~~\$1,000~~ **\$10,000**
 - (2) The useful life is greater than two years.
- c) The cost of improving or renovating an existing building will be capitalized only if the result meets all the following conditions:
 - (1) The total cost exceeds ~~\$1,000~~ **\$10,000**.
 - (2) The useful life is extended two or more years.
 - (3) The total cost will be greater than the current book value and less than the fair market value.

There have been no changes since this was reviewed last month. Peggy Pritzke moved to **approve the changes to the library's Financial Policy**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Fred Fox moved to **adjourn the meeting** at 7:53pm. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary