

**Board of Trustees Meeting
February 14, 2023**

Board Present: Libby Manship, Lori Elmore, Tom Seng, Fred Fox, Zach Schroer
Board Absent: Michelle Hasty, Jeannie Roberts
Staff Present: Dave Gray, Cindi Holloway, Mike Schull, Jeanette Sherfield
Others: Pat Elmore, Scott Wooldridge

Library Board President Libby Manship called the meeting to order at 7:00pm

There were no issues of public concern

Monthly Statistics

Director Dave Gray reported that there were 70,000 items circulated during the month of January. He also mentioned that despite items circulated being up slightly over January of 2022 that the door counts were up greatly. Card registrations and renewals were up as well.

Minutes

Lori Elmore **moved to accept the minutes as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the January 2023 Financial Report. The bank balance is currently 9.8 million. The fund report reflects the same. Cindi also mentioned that in the appropriations report there were 3 large payments made. One for the bond payment, one for a big equipment purchase, and one for a maintenance contract. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Allow Bills

Bills for January 1, 2023 – January 31, 2023 were presented. Dave Gray said he reviewed the bills and found them to be in order. He also mentioned the bond payment for Sugar Creek. Fred Fox **moved to approve the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Directors Report

Staffing

Hired

- Katiana Mayer – Access Services Assistant (Main) – Part-time
- Caroline Dunbar – Access Services Assistant (Main) – Part-time
- Megan Crocker Youth Services Assistant (SC) – Part-time

Open Positions

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

Imagination Library Update

2,480 Enrolled

54 graduated

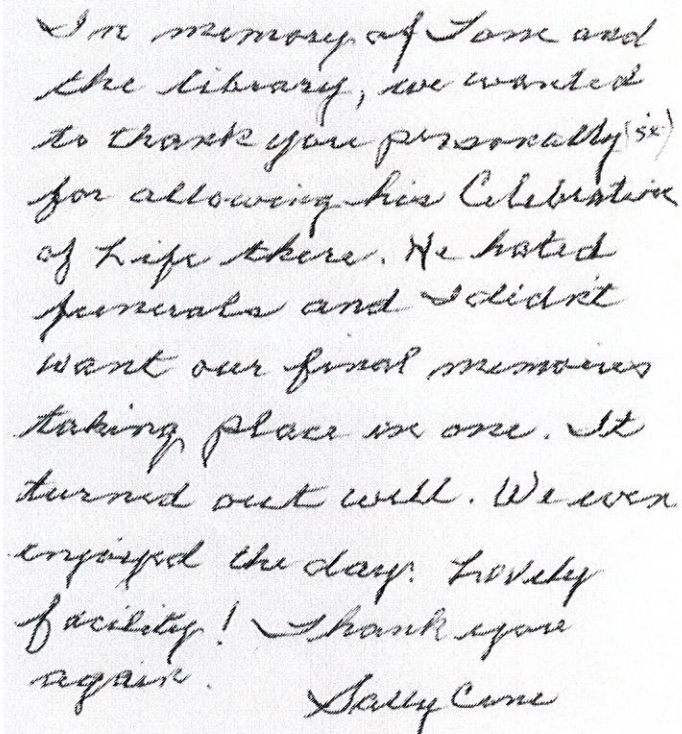
1,376 Total

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!



In memory of Tom and the library, we wanted to thank you personally (sic) for allowing his Celebration of Life there. He hated funerals and I didn't want our final memories taking place in one. It turned out well. We even enjoyed the day. Lovely facility! Thank you again. Sally Cone

Director Dave Gray reported there was a good turnout for Tom Cone's Memorial Gathering. He also mentioned that Sally Cone, Tom's widow made a \$500 donation to the library and the in lieu of flowers donations be made to the Library Endowment Fund or to Hancock Health. Dave reported that several donations have been given for the library's endowment fund to date.

Indiana State Library Annual Report

Due March 1st, 2023

Attachment "E" in the Board Packet

Completed and double-checked by Library Staff (Managers)

The 2022 Report has been completed and is ready for the Board President's signature

Annual Reports to Appointing Bodies

Director Dave Gray discussed what would be covered in the appointing bodies annual update.

County Council (Michelle Hasty) – 3/8 @ 8:30am

City Council (Lori Elmore) – 3/8 @ 7:00pm

Southern Hancock Schools (Fred Fox) - 3/13 @ 6:30pm

Eastern Hancock Schools (Libby Manship) – 3/13 @ 7:00pm – Cody Flood

County Commissioners (Zach Schroer) – 3/21 @ 8:00am

Greenfield-Central Schools (Jeannie Roberts) – 4/10 @ 7:00pm

Mt. Vernon Schools (Tom Seng) - 4/17 @ 7:00pm

Other

2022 Board Committees

Executive (Tom, Libby & Lori)

Finance (Lori, Zach & Tom)

Facilities (Zach, Michelle & Fred)

Outreach (Fred, Michelle, Jeannie)

Director Dave Gray said he's working on getting this list updated for 2023.

2023 Board Committee Meetings

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

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

Outreach Department Update (Mike Schull)

Outreach Services Manager Mike Schull shared with the Library Board of Trustees, services that have been provided to the community from 2020 to the present by the Outreach Department. Mike highlighted that during the COVID-19 pandemic services were adjusted to meet community needs. He shared that individualized teacher collections were put together and delivered to the schools during the 2021-2022 school year. In total, 440 teacher collections were built and delivered during the 2021-22 school year! Beginning with the 2022-2023 school year in person stops at schools resumed. Home Services/contactless delivery service (started in 2020) continues for those requesting it. In addition, the Bookmobile currently serves 7 assisted living and senior-based communities, 4 daycare facilities, and 2 outlying neighborhoods (Stansbury Housing Development and Shirley) – Mike shared he will continue to add prior stops back as demand, time, and staffing allow. The addition of a second vehicle in June 2022 will give the Outreach Department the ability to expand services. Mike also shared that he is currently working on finding the right candidate to assist him in the Outreach Department.

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 2022, 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 2023.

FSG Sustainability Analysis Proposal

Director Dave Gray proposed the Library Board of Trustees retain the services of Greg Gueritaz of FSG to conduct a sustainability analysis for the library. Zach Schroer moved to retain Greg Gueritaz of FSG to conduct a sustainability analysis for the library. This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

None

Old Business

None

Other

None

Adjourn

Fred Fox moved to adjourn the meeting at 7:40pm. This was seconded by Zach Schroer.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President

Lori Elmore, Secretary