

Hancock County Public Library
April, 13, 2021

Board of Trustees Meeting – Sugar Creek Branch

Board Present: Thomas N. Seng, Fred Fox, Libby Manship, Zach Schroer and Lori Elmore

Board Absent: Peggy Pritzke and Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Cathy Riley, Jeanette Sherfield, and Mary Lynn Burrows

Others: none

President Tom Seng called the Board of Trustees meeting to order at 7:05pm.

There were no issues of public concern.

The monthly statistics were reviewed. Door counts are trending upwards. Circulation of electronic material is up 3%.

The **March 9, 2021 minutes** were reviewed. Fred Fox **moved to accept the minutes as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

The **March Financial Report** was presented. Two of the larger claims were annual maintenance bills. The library's commercial insurance was also paid last month. Lori Elmore **moved to approve the Financial Report as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Bills for March 01, 2021 – March 31, 2021 (\$277,068.52) were presented. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Fred Fox **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 changes
- Imagination Library Update
 - 2624 enrolled
 - 147 have graduated from the program (completed the full five years)

Carthage - 5 Charlottesville - 16 Fortville - 273 Fountaintown – 22 Greenfield – 1440 Indy/Cumberland – 25 Knightstown - 1 Markleville – 5	Maxwell – 4 McCordsville – 397 Morristown - 3 New Palestine – 373 Pendleton - 3 Shirley – 17 Wilkinson – 48 Willow Branch - 3
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- Appointing Bodies – Annual Reports
 - Southern Hancock (Fred) – Done
 - Greenfield-Central (Peggy) – Report sent
 - County Council (Michelle) – March 10 at 8:30am
 - City Council (Lori) – March 10 at 7:00pm
 - Mt Vernon (Tom) – Report sent
 - County Commissioners (Zach) – Done

- Eastern Hancock (Libby) – April 4 at 7:00pm
- Board Members up for reappointment in 2021
 - Lori Elmore
 - Appointed by Greenfield City Council
 - Appointed in May of 2017
 - Zach Schroer
 - Appointed by the County Commissioners
 - Appointed in May of 2018
 - Filled a term for David Roberts
 - Reappointed March 2, 2021.
- Board Committees
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach & Fred)
 - Facilities (Tom, Michelle & Fred)
 - Outreach (Libby, Michelle, Peggy)
- 2021 Board Committee Meetings
 - 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
 - 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)

New Business

Youth Services Manager Cathy Riley gave an overview/update for her department.

Commercial Insurance

- The library's commercial insurance with Pence, Bolander & Shepherd Insurance is renewed annually in March.
- Coverage includes
 - Package property/liability
 - Business Auto
 - Umbrella

- Worker's compensation
- DO (Directors and Officers)
- EPLI (Employment Practices Liability Insurance)
- Values were raised 5%
 - This is an increase of \$1,968 from last year.
- The Workers compensation amount may change. An audit of the current employees must be done to obtain an exact amount.

Fred Fox moved to **approve the commercial insurance for 2021/2022**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Boiler Repair

- The main library in Greenfield has two boilers.
- The library has been using one boiler that ran all the time.
- Work was done on the second boiler to get it running. This work was done by Quality Plumbing and Heating (QPH).
- The first boiler developed a leak and had to be shut down.
- QPH was contacted about this leak.
- Replacement with a new boiler would be ~\$35,000.
- Replacement of the burner and heat exchanger would be ~\$26,000.
- QPH suggested cleaning the burner by soaking it overnight in a cleaner, since it appeared the damage done was from calcium build up.
- With the burner being cleaned, we just need to replace the heat exchanger.
- QPH sent a quote of \$18,795 to replace the heat exchanger.
- It will take a 4 - 6 week lead time to get it.
- They assured the library they would be available immediately to keep the newly repaired boiler running during the down time of the first boiler.

Libby Manship moved to **approve the quote from QPH**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Dave shared the Hancock County Community Foundation annual fund statement for the library's endowment for 2020.

- The 2021 *Available to Grant* for the fund is \$6,515.
- The money will be reinvested back into the fund.
- The ending balance is \$222,230.22.

The board's Executive Committee recently discussed changing the closing times at the main library in Greenfield.

- The main library is open Monday – Thursday until 9:00pm.
- The Sugar Creek branch is open Monday – Thursday until 8:00pm.
- Statistics show that circulation between 8-9:00pm during 2019 made up 2.8% of the overall circulation.
- Having the same hours at both libraries will make it more uniform.
- This only removes four hours from the weekly operating hours.
- The study rooms are seldom used past 8:00pm.
- Dave checked with each manager to see if this affected their departments and there were no concerns.
- Building Services Manager Keith Fisher said the building could be "closed down" an hour earlier on those days, saving on utility usage.
- Wi-Fi access points were added when the pandemic began. They are still in place for patrons wanting to use the internet when the library is closed.
- This will be a permanent change and will begin on April 5th.
- The open/close schedule on Friday, Saturday, and Sunday will remain the same.

Libby Manship **moved to approve the change in the operating hours** at the main library in Greenfield. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

There was no old business to discuss.

Fred Fox moved to **adjourn the meeting** at 7:45pm. This was seconded by Libby Manship. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary