

Board of Trustees Meeting

Date: March 11, 2025

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

Board Absent: None

Staff Present: Dave Gray, Cindi Holloway, TJ Reguli, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the meeting to order at 7:04pm.

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported circulation of physical items is down 10%. However, electronic circulation is up by 1% with usage of Libby and Hoopla. The greatest increase in audio books downloads was within Hoopla. Dave also shared that a connector was purchased through Sirsi-Dynix to display items available in Hoopla for checkout within our online catalog. One of our newest databases, Newspapers.com, has been used by 1900 users.

Minutes

Fred Fox **moved to approve the minutes as written.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the March 2025 Financial Report. The bank balance is currently 11.3 million. The fund report reflects the same. Cindi also mentioned there is still 4.6 million left in the appropriations fund for expenses incurred the remainder of 2025. Tom Seng **moved to accept the Financial Report as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Allow Bills

Bills for February 1, 2025 – February 28, 2025 were presented. Director Dave Gray reviewed the bills and found them to be in order. Dave highlighted some of the greater expenses for the month of February to include snow removal and salt application from Fralick's, Ryan Fire Protection, Sirsi-Dynix annual fee and partial payment for Library Market. Michelle Hasty **moved to approve the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Directors Report

Staffing

OPEN –Youth Library Assistant (Part-time Main)

Imagination Library

The Imagination Library of Hancock County is fully sustained by generous donors in Hancock County, forever.

Many have shared their concern for the well-being of the Imagination Library (IL) program in Hancock County due to potential state funding cuts.

In Hancock County, over 5,000 children have benefited from these high-quality books since 2016. We are pleased to share that the Imagination Library program in Hancock County is fully endowed and paid for monthly by the Community Foundation of Hancock County thanks to generous donors. This early literacy program is completely self-sustaining WITHOUT state funding support and will be forever. We celebrate our partnership with the Dollywood Foundation and the Hancock County Public Library to make this early literacy program possible for our children; however, we recognize that other Indiana communities are not as fortunate and encourage the state to consider its invaluable impact on educational attainment.

2,695 Enrolled

49 Graduated Last Month

2,793 Total Graduated

Projects

Website Redesign

Customer Service Initiative

Chiller

Parking Lot Engineering

HVAC Motor Issues at Sugar Creek

Adding Puzzle Swap at Sugar Creek

Added Hoopla Titles to the Catalog

2026 HCPL Budget Schedule

June 6 Department Budget Requests Due

July ?? DLGF Meeting

July 8 Board of Finance Committee Review

August 12 Budget for Final Review by Library Board

August 18 Publication of Budget

September 9 Public Hearing

October 14 Budget Adoption

HEA 1167 – Live Streaming of Meetings

- REQUIREMENT BEGINS ON JULY 1, 2025
- THIS DOES NOT IMPACT PUBLIC LIBRARIES
- UNLESS THE LIBRARY HOLDS THE BOARD MEETINGS IN THE SAME ROOM AS A SCHOOL BOARD GOVERNING BODY OF A CITY, TOWN, COUNTY OR TOWNSHIP

Appointing Bodies Reports

- Zach - County Commissioners 2/18 @ 8am (Dave) -Complete
- Fred - New Palestine – 3/10 @ 6:30pm (Dave) - Complete
- Libby - Eastern Hancock – 3/10 @ 7pm (Cody) - Complete
- Michelle - County Council – 3/12 @ 8:30am (Dave)
- Lori - City Council – 3/12 @ 7pm (Dave)
- Tom - Mt. Vernon – 4/14 @ 7pm (Dave)
- Jeannie - Greenfield-Central – 4/14 @ 7pm (Cody)

Board Reappointment Dates

MICHELLE HASTY – MAY 2026
FRED FOX – JULY 2026
LIBBY MANSHIP – JUNE 2027
JEANNIE ROBERTS – JUNE 2027
TOM SENG – JUNE 2027
ZACH SCHROER – DECEMBER 2028
LORI ELMORE – MAY 2029

2025 Board Committee Meetings

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

2025 Department Updates

March – Facilities (Update – TJ Reguli)
April – Youth Services (Kristen Schutt)
May – Selection Process (Charity Monroe & Michelle Brown)
June – Marketing (Kyle Turpin, Bri Washburn, Ryan Fennell)
July – Adult Services (Paul McNeil)
August – Sugar Creek (Jeanette Sherfield)
September – Summer Reading (Kristen Schutt)
October – Information Technology (Steve Jones)
November – Tech Services (Josephine Kaiser)
December – No Update (Use If Needed)

2025 Board Committees

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

Other

Nothing to report

New Business

Facilities Update/Overview (TJ Reguli)

Facilities Manager TJ Reguli reviewed projects that have been completed as well as projects currently in the works. One of the items on the current project list is removal of invasive Bradford Pear trees on the property. TJ received quotes from 3 tree service companies. He recommended Gaddies Tree Service at a cost of \$4,962 for removal of the Bradford Pears.

Completed Projects

Boiler pan going well
Painting – Rotary room, computer lab, door casings, display case wall
Replaced toilets
Youth cubicle installation
Heat pump repair at SC
Snow and ice removal
Parking lot lights at SC

Current Projects

Chiller start up
Landscape beds SC
Fan motor SC
Exterior washing at main
Sprinkler replacement SC
Locker Project Eastern Hancock
Parking lot main (topo survey complete)
Bradford Pear removal main
SC roof issues

Hancock County Community Foundation Endowment Annual Statement

Director Dave Gray reported the current endowment balance is \$336,311.05. He also shared interest in the amount of \$10,500 will be reinvested.

Commercial Insurance (Cindi Holloway)

Business Manager Cindi Holloway shared the commercial insurance renewal quote for 2025-2026. The current policy will expire on March 30th. There was an 11% increase bringing the total to \$59,408. Zach Schroer **moved to approve the renewal quote for the commercial insurance**. This was seconded by Fred Fox. Vote was taken and the motioned carried.

Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Fred Fox **moved to adjourn the meeting at 7:47pm**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, reading "Libby Manship", written over a horizontal line.

Libby Manship, President

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

Lori Elmore, Secretary