

## **Board of Trustees Meeting**

**Date: March 12, 2024**

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

**Board Absent: Zach Schroer**

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

**Others: Derek Rogers with Shepherd Insurance**

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 the library had the 2<sup>nd</sup> highest circulation for February on record. He also shared patrons downloaded 6,000 items from Hoopla and over 6,000 items from OverDrive as well.

### **Minutes**

Tom Seng **moved to approve the minutes with the correction to the Mt Vernon annual presentation date of March 25<sup>th</sup>**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

### **Financial Report**

Business Manager Cindi Holloway presented the February 2024 Financial Report. The bank balance is currently 10.7 million. The fund report reflects the same. Cindi also mentioned there is still 4.2 million left in the appropriations fund for expenses for the remainder of this year. Fred Fox **moved to accept the Financial Report as presented**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

### **Allow Bills**

**Bills for February 1, 2024 – February 29, 2024** were presented. Director Dave Gray said he reviewed the bills and found them to be in order. Dave did highlight the work done by Fralick's to remove several layers of mulch along the western side of the building. The mulch was replaced with stone allowing for better drainage away from the building. He also said Fralick's re-seeded the former garden plot outside the youth area on the north side of the building. Lori Elmore **moved to approve the bills as presented**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

## Directors Report

### Staffing

#### New Hires

*Library Assistant*

Elaine Guinn - Youth Services Librarian (Sugar Creek) - Part-time  
Patrick Kelly - Adult Services Library Assistant (Main) – Part-time

#### Open Positions

Just prior to the board meeting Dave learned of Judy Clark accepting a position at Conner Prairie, eventually leaving a vacancy in the Youth Dept at HCPL Main.

### Imagination Library

2,744 Enrolled

67 Graduated

2,110 Total

### Winter Reading 2024 vs (2023)

Readers – **1,726** (1,184)

Minutes – **2,342,020** (1,310,951)

### Annual Reports to Appointing Bodies

Lori - City Council - March 13th @ 7pm

Tom - Mt. Vernon - March 25th @ 7pm

Zach - County Commissioners - April 2nd @ 8am

Michelle - County Council - April 10th @ 8am

### Projects

#### CURRENT

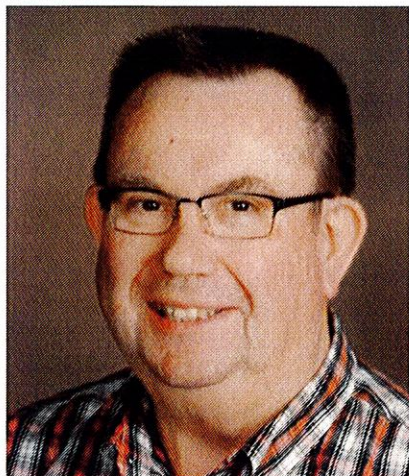
- ⌘ Orange Boy Data Analytics – Now
- ⌘ Painting (Main Library) – Now
- ⌘ Landscaping - Now
- ⌘ Sorter Install – April 22
- ⌘ Sirsi Upgrades – 4/8
- ⌘ TBS (PC/Print) Management Install – 4/8
- ⌘ Exhaust Fan – March
- ⌘ Valve Replacement – March
- ⌘ Exterior Sign Replacement (Main) – Late Spring

## UPCOMING

- ♦ Expansion Tank - TBD
- ♦ Air Separator – Early Spring or Fall
- ♦ Boiler Install – Late Summer
- ♦ Display Shelving Repair – Late Summer/Early Fall
- ♦ Chiller Install Prep – Summer/Fall
- ♦ Self Check Install – September
- ♦ Chiller Install – February/March 2025

## DONATIONS!

### J. EDSSEL REEVES



James Richmond Edsel Reeves James Edsel Reeves passed away on Wednesday February 14, 2024, due to "complication of too many birthdays". He was born in Indianapolis, Indiana to James and Audre Reeves. James was raised in Greenfield, Indiana and graduated from Greenfield High School. He attended Indiana University and graduated with two degrees in Optometry.

### **LEFT \$10,000 TO HCPL TO BE USED FOR BOOKS AND OTHER READING MATERIAL**

Another donation was made this month that will be matched 2 to 1 by the Lilly Endowment for a total of \$15,000 to be used in the youth area.

### **2024 Board Committees**

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

### **2024 Board Committee Meetings**

April - None (Use if needed) **Facilities Committee - Chiller**  
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)

## **2024 Department Updates**

March – Facilities (Update – TJ Reguli)  
April – Youth Services (Kristen Schutt)  
May – Selection Process (Paul McNeil & Sarah McCullough)  
June – Marketing (Kyle Turpin, Bri Washburn, Ryan Fennell & Jesse Keljo)  
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)

## **Other**

Nothing to Report

## **New Business**

Facilities Update and Overview (TJ Reguli)

**Current Projects-** Waiting on parts for a few of these.

- CWS expansion tank/air separator
- HWS expansion tank
- CW pump- 1 new and rebuilding our old for shelf stock (story to explain).
- AHU1 CCV replacement
- DDC phase 2 (VAV’s, CUH’s, FCU’s)
- SC- waterline excavation yard damage, trash truck accident.
- Sign replacement

## **Completed Projects-**

- Tile floor restoration in 4 restrooms.
- New admin office.
- Painting work: kitchen, staff r/r’s, tech, baseboard heaters & youth r/r.
- Former aquarium display case.



- Landscape bed re-grading/stone install.
- Replaced the public r/r (rooftop) fan.
- SC- Truck accident yard repair (Ed helped).

#### **Disconnect & Boiler Replacement Quotes (TJ Reguli)**

**Chiller Disconnect-** The current power situation for the chiller is missing a few key safety features (fuses or a breaker). I reached out to the following vendors about adding a disconnect.

- Ermco- \$12,570 After learning about a national shortage I secured the last disconnect on hand in the Midwest (\$4993 out of total cost).
- Miller-Eads- declined to quote
- Apex Electric- N/R
- JFM Electric- N/R

Michelle Hasty **moved to approve \$7,577 for the labor and materials for the chiller disconnect to be performed by Ermco.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

**Boiler Replacement quotes-** I reached out to 4 companies below with a scope of work for quotes and received the following.

- True Mechanical- \$118,000
- Choice Mechanical- \$149,117
- HMM Mechanical-
- Leach & Russell- \$127,525

With lead times around 20 weeks, we could get this project done before heating season.

Lori Elmore **recommended True Mechanical be awarded the contract to replace the boiler.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

#### **Commercial Insurance (Cindi Holloway)**

Derek Rogers with Shepherd Insurance reported that the current commercial insurance policy premium that's due to expire at the end of March is \$41,538. The renewal price is \$46,133. Rates have increased 15% and of that number 9% is building value. Auto rates have increased 11%. Derek recommended the library have coverage to help with loss of business income, as well as any sexual misconduct incidents, but the board did not feel the need for coverage for loss of income since the library is not a for profit business. Jeannie Roberts **moved to renew the commercial insurance policy after further research into the options of additional coverage for loss of business income, and sexual misconduct incidents, with the premium not to exceed the amount of \$46,133 that was quoted.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

### Drop Box Replacement (Dave Gray)

Director Dave Gray presented a proposal for the replacement of the book returns at Eastern Hancock and Mt Comfort as they have deteriorated from usual wear and tear and the elements. The book returns would be purchased from Demco. The total cost for both book returns would be \$10,748.00. Dave said they would work with a local sign company to have the proper logos created for the outside of the book returns. Tom Seng **moved to approve the Demco price of \$10,748 to purchase new book returns for Eastern Hancock and Mt. Comfort.** This was seconded by Fred Fox. Vote was taken and the motion carried.

**Hancock County Community Foundation Endowment Annual Statement was reviewed.**

### Other

Nothing to report

### Old Business

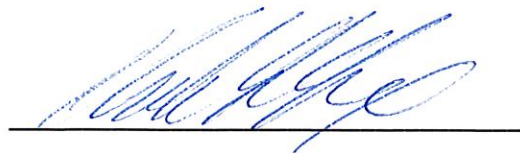
Nothing to report

### Other

Nothing to report

Fred Fox **moved to adjourn the meeting at 8:03pm.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary



~~Libby Manship~~, President

Fred Fox



Lori Elmore, Secretary