

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

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

Board Absent: Michelle Hasty

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

Others: Shelley Swift, Pat Elmore

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 that total items circulated during the month of February 2023 was 77,251 items. He also shared that door counts continue to be on the rise.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the February 2023 Financial Report. The bank balance is currently 9.9 million. The Fund Report reflects the same. Cindi also mentioned that the appropriations used so far this year is 14% of the budget, which is on track for where we are in this first quarter. There were some larger payments in the month of February for annual maintenance contracts such as Sirsi in the amount of \$42,000. Jeannie Roberts **moved to accept the Financial Report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Allow Bills

Bills for February 1, 2023 -- February 28, 2023 were presented. Dave Gray said he reviewed the bills and found them to be in order. Dave mentioned again the Sirsi maintenance contract as being a large portion of the bills. Fred Fox **moved to approve the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Director's Report

Staffing

Hired

Jordan Harrison - Outreach Assistant (Main) – Part-time

Open Positions

Youth Assistant (Main) – Part-time

Access Services Assistant (Main) – Part-time

Imagination Library Update

2,509 Enrolled

53 Graduated

1,429 Total

State Board of Accounts Annual Financial Report

- Due March 1st, 2023
- Submitted on 2/13/23
- Double-checked by FSG

Annual Reports to Appointing Bodies

- County Commissioners (Zach Schroer) – 3/21 @ 8:00am
- Mt. Vernon Schools (Tom Seng) - 3/27 @ 7:00pm
- Southern Hancock Schools (Fred Fox) - 4/10 @ 6:30pm
- Greenfield-Central Schools (Jeannie Roberts) – 4/10 @ 7:00pm

Other

2023 Board Committees

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

2023 Board Committee Meetings

- 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

- 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

Facilities Update/Overview (TJ Reguli)

Facilities Manager TJ Reguli briefed the Library Board of Trustees on some of the projects he's been involved with since his last report. He provided a handout giving a brief description of these projects. This update included the LED lighting retrofit of suspended linear fixtures with 500 new lamps purchased. The most recent project was a clean-up by Service Master due to a raw sewage back up due to a blockage in the pipes 75ft to the west of the library.

Service Master Clean-up Invoice

Tom Seng **moved to authorize payment of the invoice from Service Master in the amount of \$7863.91.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Commercial Insurance (Cindi Holloway)

Business Manager Cindi Holloway reported that the Commercial Insurance policies are scheduled to be renewed on March 30, 2023. She mentioned that the total increase was \$131.00. The property deductible is \$5,000 and the cyber deductible is \$5,000. There was a reduction in the property deductible due to the fact that we no longer have the old Sugar Creek facility. Fred Fox **moved to approve the renewal of the Commercial Insurance policies.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Community Foundation Endowment

Director Dave Gray reported the current balance of the library's endowment is \$250,000.

Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Adjourn

Lori Elmore **moved to adjourn the meeting at 7:35pm.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary