

Board of Trustees Meeting

Date: April 8, 2025

Board Present: Fred Fox, Lori Elmore, Tom Seng, Libby Manship

Board Absent: Jeannie Roberts, Michelle Hasty, Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Kristin Schutt, 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 up 2%, electronic material usage is up 5%, door counts are up 2%, new library cards issued are up 9% and renewed library cards are up 7%.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the April 2025 Financial Report. The bank balance is currently 11.385 million. The fund report reflects the same. Cindi also mentioned that 23% of the appropriations have been spent so far for 2025. Lori Elmore **moved to accept the Financial Report as presented**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Allow Bills

Bills for March 1, 2025 – March 31, 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 March to include \$60,000 for Hoopla, paid twice a year, removal of the Bradford Pear trees, as well as payment to attorneys Faegre Drinker. Fred Fox **moved to approve the bills as presented**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Directors Report

Staffing

HIRED –TEEN LIBRARIAN (FULL-TIME/MAIN) -RACHEL PEELE
HIRED –YOUTH LIBRARY ASSISTANT (PART-TIME/MAIN) –BEN FELLER
OPEN –LIBRARY ASSISTANT (PART-TIME/SUGAR CREEK)
OPEN –LIBRARY ASSISTANT (PART-TIME/OUTREACH)

Conflict of Interest Forms

USUALLY WE DO THIS ANNUALLY IN APRIL
UPLOADED TO GATEWAY
STATE BOARD OF ACCOUNTS (SBOA) FALL PRESENTATION

- NOT NEEDED ANNUALLY
- ONLY WHEN BOARD MEMBERS CHANGE

NO CONFLICT OF INTEREST FORMS IN APRIL!

Imagination Library Update

2,674 Enrolled
50 Graduated Last Month
2,843 Total Graduated

Project Updates

REMOTE PICK-UP LOCKERS – ARRIVING APRIL 23RD
WEBSITE REDESIGN – CONTINUED PROGRESS ON SITE MAP AND LAYOUT
CUSTOMER SERVICE INITIATIVE – CONTINUED WORK ON VIDEOS & CHECK-INS/EVALS
CHILLER – TOO COLD FOR 4/11 START UP – NOW SCHEDULED FOR 4/14
PARKING LOT ENGINEERING – SITE PLAN BY END OF WEEK

2025 Performance Review Timeline

4/18 – HR TO SEND OUT CHECK-IN E-MAIL
4/25 – STAFF TO COMPLETE SELF-REVIEW
5/2 – MANAGERS TO COMPLETE STAFF REVIEWS
5/9 – DIRECTOR/PUBLIC SERVICE MANAGER APPROVE REVIEWS
5/12-5/23 – CHECK-IN MEETINGS TAKE PLACE AND REVIEWS FINALIZED
10/31 – HR TO SEND OUT ANNUAL REVIEW E-MAIL
11/14 – STAFF TO COMPLETE REVIEWS
11/28 – MANAGERS TO COMPLETE STAFF REVIEWS
12/12 - DIRECTOR/PUBLIC SERVICE MANAGER APPROVE REVIEWS
12/15-12/31 – REVIEW MEETINGS TO TAKE PLACE AND FINALIZED

Best Library Card Use

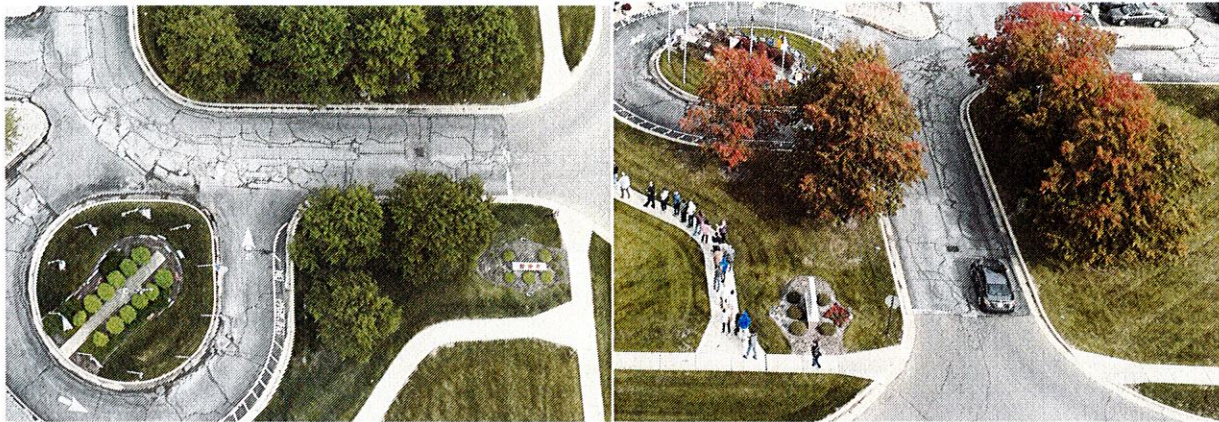


Dawson Lynch met Michael Phelps and he had nothing for him to sign so he used his library card..

Awesome

Invasive Tree Removal

Before



After



2026 HCPL Budget Schedule

Department Budget Requests Due June 6
DLGF Meeting July ???
Board Finance Committee Meeting Review July 8
Budget for Final Review by Library Board August 12
Publication of Budget August 18
Public hearing September 9
Budget Adoption October 14

State Board of Accounts Audit

YEARS 2023 & 2024
REQUIRED DUE TO BOND
ENTRANCE MEETING WAS APRIL 1ST
PLAN TO BE DONE MID-APRIL
REPORT SHOULD BE AVAILABLE AT THE BEGINNING OF MAY

Appointing Bodies Reports

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 Department Updates

April – Youth Services (Kristen Schutt)
May – Selection Process (Charity Munro & 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

Youth Service Overview/Update (Kristen Schutt)

Youth Services Manager Kristen Schutt gave a short presentation of staff in her department with the newest members being Ben Feller and Rachel Peele. Kristen also highlighted the new baby space in youth at HCPL that's gated off for safety and has baby toys for them to enjoy while visiting the library. She also highlighted how youth assistant Heather Powell modified some of the content in the interactive playhouses at HCPL. While the bigger playhouse is more action packed, Heather designed some matching games for the smaller playhouse so that parents and children would have a calm area to play. Heather also created a post office theme for the bigger playhouse. The mail can be sorted and even includes junk mail. Stephanie Haines has had great success with the chess club at main. There are a couple of older gentlemen that have joined the group and serve as mentors sharing tips with the young players who love interacting with them. Some of the activities going on at Sugar Creek include sensory friendly movies for those that are sensitive to sound and bright light. This is something staff member Amy Bruce has created. She's also provided sensory friendly fidget toys and weighted stuffed animals for those that may need a little extra comfort. Youth staff at Sugar Creek have also started providing scavenger hunts with themes like Pokémon, cats, insects, sea creatures and holidays. Kristen also highlighted the teen non-fiction and biographies being integrated back into the rest of the teen collection. Kristen also gave a brief report on the upcoming Summer Reading Club and some of the activities that would take place.

Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Fred Fox **moved to adjourn the meeting at 7:35pm.** 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, appearing to read "Libby Manship", written over a horizontal line.

Libby Manship, President

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

Lori Elmore, Secretary