

**Board of Trustees Meeting**  
**Date: April 9, 2024**

**Board Present:** Lori Elmore, Jeannie Roberts, Fred Fox, Tom Seng  
**Board Absent:** Libby Manship, Michelle Hasty, Zach Schroer  
**Staff Present:** Dave Gray, Cindi Holloway, TJ Reguli, Jeanette Sherfield  
**Others:** John Lang, John Feltner

Library Board Vice President Fred Fox called the meeting to order at 7:01pm

There were no issues of public concern.

**Monthly Statistics**

Director Dave Gray reported the library has already circulated 256,000 items this year. He said new library cards issued are up 5% and renewed library cards are up 61%. He also mentioned that OverDrive had the highest number of downloads thus far with 17,192 items downloaded.

**Minutes**

Director Dave Gray reported a correction to the minutes. Elaine Guinn is a library assistant in Sugar Creek Youth, not a librarian. Jeannie Roberts **moved to accept the minutes as written**. This was seconded by Tom Seng. Vote was taken and the motion carried.

**Financial Report**

Business Manager Cindi Holloway presented the March 2024 Financial Report. The bank balance is currently 10.8 million. The fund report reflects the same. Cindi also mentioned the appropriations fund was on target for where it should be at this point in the year. Lori Elmore **moved to accept the Financial Report as presented**. This was seconded by Tom Seng. Vote was taken and the motion carried.

**Allow Bills**

Bills for March 1, 2024 – March 31, 2024 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. Total spending for the month of March was \$199,407. Jeannie Roberts **moved to approve the bills as presented**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

## Directors Report

### **Staffing**

#### New Hires

Nick Gentry -Youth Services Library Assistant (Main) -Part-time  
Catherine Leahey – Adult Services Shelver (Main) – Part-time

#### Open Positions

NONE!

### **Imagination Library Update**

2,712 Enrolled  
59 Graduated  
2,169 Total

### **Annual Reports to Appointing Bodies**

Michelle - County Council - April 17th @ 8am

### **Delayed Opening on April 10<sup>th</sup>**

The scheduled delayed opening for Wednesday April 10<sup>th</sup> has been cancelled due to weather. This is the first step in the disconnect installation for the chiller. The worst-case scenario is that it will have to wait until fall 2024.

### **New Outside Book Returns**

The new book returns for Eastern Hancock and Mt Comfort have arrived. Logos from the manufacturer will be removed and new library logos will be installed on the book returns.

### **Friends Book Sale**

The Friends of the Library made \$3,200 in sales at their March 13<sup>th</sup> – March 18<sup>th</sup> book sale.

## **2024 DEPARTMENT UPDATES**

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)

## **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 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 Services Overview/Update (Kristen Schutt)

Youth Services Manager Kristen Schutt gave a brief overview of Youth Services staff and their duties at both HCPL Main and Sugar Creek. She also discussed what's new to include the introduction of an additional story time as well as read, rock, and roll. Instead of having parents register for story time, they are now encouraged to come on story time days and get a seat on a first come, first serve basis. This has been good for those that perhaps were unable to get their child registered before all available slots filled up. Kristen highlighted the new materials display area. She said before new materials might be found in several different places. Now that everything is consolidated into one space it's easier for patrons to browse. She said youth librarian Michelle Brown has introduced "dynamic shelving" in the non-fiction area. This helps highlight certain subject areas in the collection for easy browsing. Kristen said having table top games and other hands on activities available while in the library have been popular as well. Kristen shared that since June of 2023 they've been without an outreach librarian at HCPL Main. Stephanie Haines has now filled that position and is making connections to restore this service. Kristen also shared early literacy kits, formerly known as baby bags, have made a comeback.

### Bylaws Update

Director Dave Gray presented suggested updates to the Library Board of Trustees bylaws concerning Article X Meetings. Page 11 – Section 5(a)2 concerning actions of the acting board president and Pages 12 & 13 – Public Comment, are the specific sections where changes have been suggested. Tom Seng **moved to approve changes as suggested**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

### Chiller Quotes

Facilities Manager TJ Reguli presented quotes for a new chiller. Trane came in with a bit of \$146,800 for a new scroll chiller, while Indiana Thermal Solutions quoted \$120,000 for a Daikin scroll chiller. John Lang with Indiana Thermal Solutions was present and stated that he has worked with Daikin products before and stands behind the quality of the product. He said he would be the contact person for any questions or concerns involving parts, warranty, etc. He said customer service is priority. Lori Elmore **moved to accept the quote of \$120,000 from Indiana Thermal Solutions for a new scroll chiller**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

### Chiller Install Quotes

Facilities Manager TJ Reguli presented quotes from HMH Contractors, Inc., True Mechanical Services, and Choice Mechanical for the chiller install. HMH Contractors Inc. presented the lowest quote at \$36,000, while True Mechanical Services presented a quote of \$46,750, and Choice Mechanical had the next highest quote of \$54,256. Leach & Russell had the highest quote at \$65,450. TJ recommended True Mechanical Services receive the contract for the install. Even though they weren't the lowest bid they provided the most thorough list of specs for the bid satisfying the request. Jeannie Roberts **moved to accept the quote from True Mechanical Services in the amount of \$46,750 for the chiller install**. This was seconded by Tom Seng. Vote was taken and the motion carried.



## Other

Nothing to report

## Old Business

### Update on Commercial Insurance

Director Dave Gray presented an update on the commercial insurance after looking into the loss of business income and sexual misconduct coverages. He said there would be a blanket amount of \$16 million coverage. This would only increase the premium \$125 overall. There was also an amount of \$4,920 to cover sexual abuse and wrongful acts. Lori Elmore **moved to accept the \$125 premium increase and the additional \$4,920 to cover sexual abuse and wrongful acts.** This was seconded by Tom Seng. Vote was taken and the motion carried.

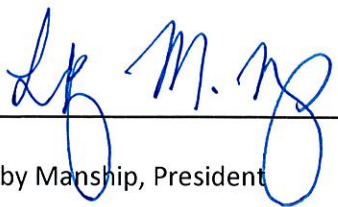
## Other

Nothing to report

## Adjourn

Tom Seng **moved to adjourn the meeting at 8:08pm.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

  
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Libby Manship, President  
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Lori Elmore, Secretary