

**Board of Trustees Meeting  
April 11, 2023**

**Board Present:** Libby Manship, Jeannie Roberts, Tom Seng, Fred Fox, Lori Elmore  
**Board Absent:** Zach Schroer, Michelle Hasty  
**Staff Present:** Dave Gray, Cindi Holloway, Cathy Riley, Jeanette Sherfield  
**Others:** Pat Elmore, Donna Winghim (LHC)

Library Board President Libby Manship called the meeting to order at 7:01pm

There were no issues of public concern

**Monthly Statistics**

Director Dave Gray reported that there were 86,417 items circulated during the month of March. He also mentioned that the door counts were up, and that for the first time OverDrive reached 15,000 checkouts. He also highlighted the increase in new cards issued as well as Bookmobile usage increasing.

**Minutes**

Director Dave Gray mentioned there were a couple of corrections to the March minutes. The first correction was that Zach Schroer was present at the March meeting, and that the strike thru marking was not included for those board members removed from specific committees. Tom Seng **moved to accept the minutes with corrections.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

**Financial Report**

Business Manager Cindi Holloway presented the March 2023 Financial Report. The bank balance is currently 9.9 million. The fund report reflects the same. Cindi also mentioned that appropriations are on track for where we are in the year. She mentioned the largest appropriations for March were for professional services as well as maintenance and repair. Fred Fox **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 March 1, 2023 to March 31, 2023** were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He highlighted HVAC maintenance, clean up from the sewage back up, and material orders were of the biggest expenses. Lori Elmore **moved to approve the bills as presented.** This was seconded by Tom Seng. Vote was taken and the motion carried.

## Directors Report

### Staffing

#### Hired

Kaylee Wheatley – Access Services Assistant (Main) – Part-time

#### Open Positions

Youth Assistant (Main) – Part-time

### Imagination Library Update

2538 Enrolled

55 Graduated

1484 Total

### Annual Reports

All reports to appointing bodies are now complete. Access Services Manager Cody Flood helped with some of the presentations since at least 2 of the boards had their meetings on the same night.

### Winter Reading

#### 2022

- Registered – 793
- Completed – 513
- Minutes – 871,450
- By Age
  - Adults – 366
  - Teens – 103 (grades 6-12)
  - Kids – 324 (birth to 5<sup>th</sup> grade)

#### 2023

- Registered – 1,214
- Completed – 935
- Minutes - 1,342,744
- By Age
  - Adults – 516
  - Teens – 205 (grades 6-12)
  - Kids – 493 (birth to 5<sup>th</sup> grade)



Other

Child Abuse Prevention

# PINWHEEL POWER



## Childlike display serves as symbol for change

Fine Forgiveness

- Overdue fees will be forgiven during National Library Week
- April 23rd – April 29<sup>th</sup>
- FAQ located on our website - <https://hcplibrary.org/library/fineforgiveness.htm>

## **2023 Board Committees**

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

## **2023 Board Committee Meetings**

- 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**

- **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**

### **Youth Services Overview/Update (Cathy Riley)**

Youth Services Manager Cathy Riley shared insight on what’s been happening with the Youth Dept over the last year. She mentioned that learning to read struggles and coping with emotions were 2 areas patrons were wanting more information, to be a better help to their children. She also mentioned changes to the collection to better focus on patrons current needs, as well early childhood development milestones. She shared she’d been incorporating math into programming to enhance S.T.E.A.M. skills. Staff have been able to get back to offering outreach programming, especially the YMCA afterschool sessions. At the end of her presentation Cathy shared that she had accepted the position of Branch Manager with the Monroe County Public Library System and would be leaving HCPL in mid-May. She’s looking forward to this new opportunity and is grateful for her time here at HCPL.

### **Conflict of Interest Statement**

Director Dave Gray provided the Conflict of Interest Statement to each of the Library Board of Trustee members to sign.

### **Other**

Nothing to report

### **Old Business**

Nothing to report


### **Other**

Nothing to report

### **Adjourn**

Fred Fox **moved to adjourn the meeting at 7:27pm.** 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