

**Hancock County Public Library Board of Trustees Meeting Minutes
April 12, 2022**

Board Present: Tom Seng, Jeannie Roberts, Lori Elmore, Fred Fox
Board Absent: Libby Manship, Michelle Hasty, Zach Schoerer
Staff Present: Dave Gray, Cindi Holloway, Keith Fisher, Cathy Riley, Jeanette Sherfield
Others: None

Call to Order: President Tom Seng called the meeting to order at 7:11pm

Monthly Statistics

Director Dave Gray presented the monthly statistics for March 2022. He mentioned the library is getting closer to pre pandemic numbers with door counts and circulation of materials.

Minutes for March 8, 2022

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

Financial Report

Cindi Holloway reported there was a total bank balance of \$9.4 million. She also reported that the Commercial Insurance was part of the appropriations in the amount of \$39,000. 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

Director Dave Gray reviewed the bills and found them to be in order. He mentioned that the library no longer uses Elwood Staffing for cleaning personnel and now deals exclusively with Office Pride. He mentioned Office Pride has been doing a great job at both locations. Jeannie Roberts **moved to accept the bills as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

Directors Report

Director Dave Gray presented photos of the old Sugar Creek Branch building and mentioned the lease is up on October 1, 2022 and that the library's attorney Ed Walter informed the owners we would not be renewing the lease.

Staffing

Building Services Manager Keith Fisher will retire on July 8th 2022. The job has been posted and interviews will begin soon.

Imagination Library

There are currently 2556 enrolled and 856 have graduated from the program.

Annual Reports to Appointing Bodies

The only report left is on 5/9 @ 7pm – Greenfield-Central

State Board of Accounts Audit

Director Dave Gray reported the State Board of Accounts audit is complete and the library had a clean audit. The audit covered the year 2020 and took 14.5 days to complete. The library did have to pay for the audit at a cost of \$3800. Dave gave praise to Cindi Holloway and Jennifer McPherson for their hard work in keeping everything in order and up to date.

Other

Director Dave Gary reported the library has been selected to participate in Match Day! Match Day is Sept 30 (4pm) to Oct 1 (10pm) 2022. Official results will be announced at the HCCF 30th Anniversary Gala (Friday, Nov. 11) More information coming soon!

2022 Board Department Updates remaining

April –Youth Services (Cathy Riley)

May – Material Selection Process (Paul McNeil & Jenny Cecil-Jesse)

June – Outreach (Mike Schull) J

July – Video marketing (Jesse Keljo)

August – Sugar Creek (Jeanette Sherfield)

September – Summer Reading (Cathy Riley)

October - Access Services (Cody Flood)

November – Technical Services (Terri Gorden)

December – Information Technology (Steve Jones)

2022 Board Committee Updates remaining

May – Finance Committee (Sustainability Analysis – Cindi)

July – Finance Committee (Budget – Cindi)

August – Executive Committee (Strategic Plan 2023 – Dave)

September - Facilities Committee (Capital Improvement Plan – Keith)

October – Finance Committee (Health Insurance – Cindi)

November – Executive Session (Director's Evaluation)

December – Executive Session (Director's Evaluation)

2022 Board Committees

Executive (Tom, Libby & Lori)

Finance (Lori, Zach & Tom)

Facilities (Zach, Michelle & Fred)

Outreach (Fred, Michelle, Jeannie)

New Business

Youth Services Overview/Update (Cathy Riley)

Cathy Riley, in her enthusiastic way, updated the Board of Trustees about activities and patron interactions in the Youth Services Department.

Other

Building Services Manager Keith Fisher presented information concerning the old concrete barn foundation in the field just to the east of the library's parking lot that is a potential hazard as well as unsightly. He reached out to several contractors for quotes for demolition of the structure and heard back from two. The first quote was for \$45,000 and the second was from Spiker and Sons of New Palestine for \$18,000. He recommended to the board Spiker and Sons be contracted to do the demolition at a cost of \$18,000. Fred Fox **moved to accept Spiker and Sons quote of \$18,000 to complete demolition of the concrete foundation.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Old Business

Update on Commercial Insurance

Our commercial insurance was renewed for another year with one change on the deductible. The deductible raise from \$1,000 to \$5,000 on the building was approved by the board in March decreasing the total amount by \$2,104.

HCPL Endowment Fund 2021 Statement

Director Dave Gray reported the balance of the HCPL Endowment Fund is \$259,195.93

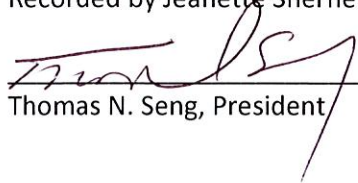
Other

None

Adjourn

Lori Elmore moved to adjourn the meeting at 7:53pm. This was seconded by Fred Fox.

Recorded by Jeanette Sherfield


Thomas N. Seng, President


Lori Elmore, Secretary