

Hancock County Public Library
April, 13, 2021

Board of Trustees Meeting – Sugar Creek Branch

Board Present: Thomas N. Seng, Fred Fox, Libby Manship, Zach Schroer and Lori Elmore

Board Absent: Peggy Pritzke and Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Cathy Riley, Jeanette Sherfield, and Mary Lynn Burrows

Others: none

President Tom Seng called the Board of Trustees meeting to order at 7:05pm.

There were no issues of public concern.

The monthly statistics were reviewed. Door counts are trending upwards. Circulation of electronic material is up 3%.

The **March 9, 2021 minutes** were reviewed. Fred Fox **moved to accept the minutes as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

The **March Financial Report** was presented. Two of the larger claims were annual maintenance bills. The library's commercial insurance was also paid last month. Lori Elmore **moved to approve the Financial Report as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Bills for March 01, 2021 – March 31, 2021 (\$277,068.52) were presented. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Fred Fox **moved to approve the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Director's Report

- Staffing – No changes
- Imagination Library Update
 - Hancock County Imagination Library is five years old.
 - Total books mailed since Jan. 1, 2016 totals 68,400.
 - Enrolled - 2556
 - Enrolled in 2020 - 386 (born in 2020)
 - Cost of books - \$50,864
 - Money raised - \$83,774
 - Money raised during Imagination Library Celebration week - \$44,203
 - Endowment - \$2.46 million

Carthage - 5 Charlottesville - 15 Fortville - 276 Fountaintown – 24 Greenfield – 1434 Indy/Cumberland – 24 Knightstown - 1 Markleville – 4	Maxwell – 4 McCordsville – 392 Morristown - 3 New Palestine – 371 Pendleton - 3 Shirley – 16 Wilkinson – 49 Willow Branch - 3
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- The city of Greenfield lifted the mask mandate. Library employees will continue to wear their masks and **offer** masks to those patrons not wearing one.
- The transition of the 8:00pm closing time of the central library went well and had no issues.
- The installation of the new phone system will be done at the central library tomorrow.
 - NineStar is the service provider.
 - Taylored System is the system provider/installer.
 - ZULTYS System will be installed.
- Appointing Bodies – Annual Reports
 - Southern Hancock (Fred) – Done
 - Greenfield-Central (Peggy) – Done
 - County Council (Michelle) – Done
 - City Council (Lori) – Done
 - Mt Vernon (Tom) – Done
 - County Commissioners (Zach) – Done
 - Eastern Hancock (Libby) – Done
- Board Members up for reappointment in 2021
 - Lori Elmore
 - Reappointed by Greenfield City Council on March 10, 2021.
 - Zach Schroer
 - Reappointed by the County Commissioners on March 2, 2021.
- Board Committees
 - Old
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach & Fred)
 - Facilities (Tom, Michelle & Fred)
 - Outreach (Libby, Michelle, Peggy)
 - New
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach, & Tom)
 - Facilities (Zach, Michelle & Fred)
 - Outreach (Fred, Michele, & Peggy)
- 2021 Board Committee Meetings
 - May – Finance Committee (Sustainability Analysis)
 - June – Outreach Committee (Update)
 - July – Finance Committee (Budget)
 - August – Executive Committee (Strategic Plan Update)
 - September - Facilities Committee (Capital Improvement Plan Update)
 - October – Finance Committee (Health Insurance)
 - November – Executive Committee (Director's Evaluation)
 - December – Executive Session (Director's Evaluation)
- 2021 Board Department Updates
 - April - Youth Services (Cathy Riley)
 - May – 2022 Budget Process (Dave & Cindi)
 - June – Outreach (Mike Schull)
 - July – Video marketing (Jesse Keljo)
 - August – Sugar Creek (Jeanette)
 - September – Summer Reading (Cathy Riley)

- October - Access Services (Cody)
- November – Technical Services (Cody Flood and Terri Gorden)
- December – Information Technology (Steve Jones)

New Business

Youth Services Manager Cathy Riley gave an overview/update of her department.

- In person programming for youth will resume this summer.
- The theme for the Summer Reading Club is *Tails and Tales*. The graphic features a tortoise with a hare on its back and they are both reading books.
- Outdoor performances include Silly Safaris, Stuntology, David Fisher the Rope Warrior and Tricky Max.
- Family programs will be held every Monday in June. This will allow rain dates in July if needed. Rain dates are included in each of these contracts. The audience will be encouraged to bring their own blanket. In Greenfield, the back drive will be closed to make it safe for everyone. At Sugar Creek, programs will be held on the outdoor patio.
- Storytimes will have an early literacy focus.
 - These will be held outdoors using a sound system so everyone can hear.
 - Seating will be social distanced.
 - Crafts will be designed for the children to take home.
 - These will be adapted as needed.
 - A test storytime will be held in May.
- School Age programs
 - These will also be held outside in the afternoons at both libraries.
 - These are for children in Kindergarten through fifth grade.
 - Activities that avoid or limit shared materials.
- The number of *Take and Make* crafts will be increased for both kids and teens because of the popularity of these programs.
- *Movie in the Park* will resume this summer. The library will partner with the Greenfield Parks and Recreation Department. This is the sixth year for this event.
- A postcard encouraging children enrolled in the Imagination Library program to get their own library card.
 - These will be sent to 2,700 registrants.
 - This was approved by the Imagination Library program.
 - Text - "Receiving a book each month from Imagination Library is amazing. Borrowing many books each month from the library is amazing too! All Hancock County residents are eligible for a library card. Yes, even babies!"
 - Imagination Library registration forms will be pushed out to the local preschools.
- Nature Nook activities will include a scavenger hunt to encourage exploration of nature.

Resolution 041321 COVID-19 Leave Program Extension was presented. This is similar to the FFCRA Extension resolution that was approved at the January board meeting. Staff is allowed a 14 day leave for reasons due to quarantine/isolation because of COVID-19. This is not an additional 14 day leave, but an extension of the time frame for allowed use of the leave. Fred Fox moved to adopt **Resolution 041321 COVID-19 Leave Program Extension**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

There was no old business to discuss.

Annual **Conflict of Interest Forms** were distributed for board members to sign.

Fred Fox moved to **adjourn the meeting** at 7:47pm. This was seconded by Libby Manship. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary