

**Board of Trustees Meeting
May 9, 2023**

Board Present: Libby Manship, Zach Schroer, Jeannie Roberts, Tom Seng, Lori Elmore, Fred Fox

Board Absent: Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Jared Zentz, Nicole Stichter, Jeanette Sherfield

Others: Greg Guerrettaz

Library Board President Libby Manship called the meeting to order at 7:03pm

There were no issues of public concern

Monthly Statistics

Director Dave Gray reported that April is historically not a strong month for circulation of materials, but with the way monthly circulation statistics are trending we could very well circulate 100,000 items over the summer months. Electronic resources continue to trend upward.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the April 2023 Financial Report. The bank balance is currently 9.9 million. The fund report reflects the same. Cindi also mentioned that the monthly appropriations included insurance payments that were approved at the March meeting and also chiller work that was approved in December, as well as regular monthly materials purchases. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Allow Bills

Bills for April 1, 2023 to April 30, 2023 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. Dave also highlighted annual payment of \$50,000 that was paid to Hoopla for digital content. Lori Elmore **moved to approve the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Staffing

Hired

Madelyn Knight –Youth Services Assistant
(Main) – Part-time

Open Positions

Youth Services Manager (Main) – Full-time
Youth Librarian (Main) – Full-time

Imagination Library

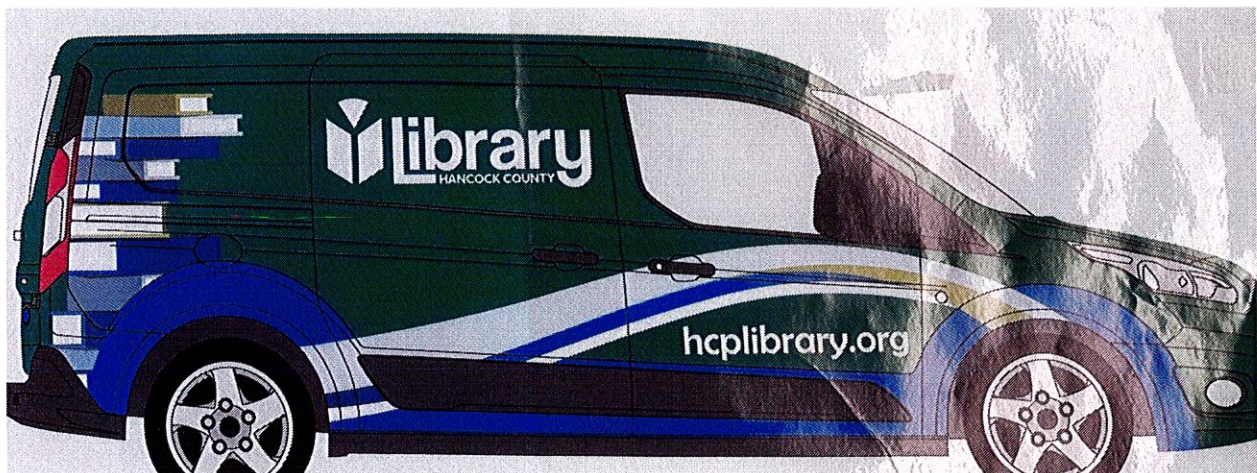
2526 Enrolled
48 Graduated
1523 Total

Capitol City Ford Donation

The library received a \$250 donation from Capitol City Ford.

Ford Transit Wrap

The Ford Transit Wrap has been completed.



Fine Forgiveness Week

Fine Forgiveness week was a great success.

library
**WELCOME
BACK.**



215

People



2,102

Items

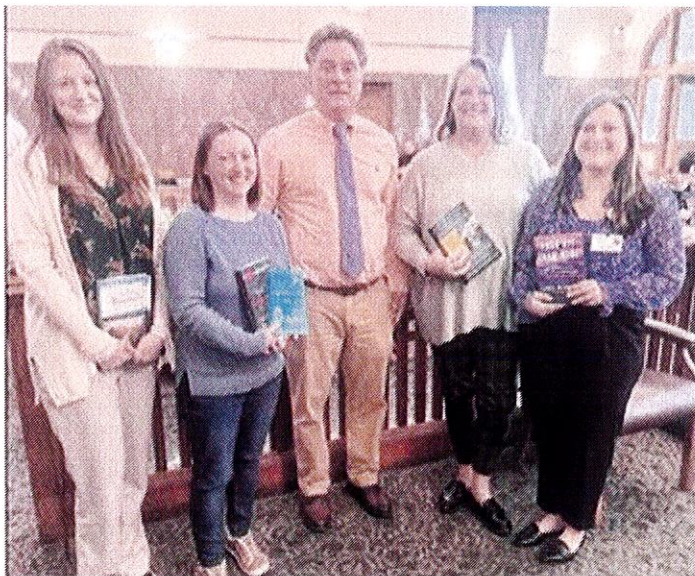


7,822.54

Total fines forgiven

Leadership Hancock County

HCPL staff member Nicole Scurlock recently completed Leadership Hancock County. Her team's project was to select materials for a small library at the Hancock County Courthouse. There was an article in the May 2nd 2023 issue of the Greenfield Daily Reporter highlighting the project.



From the left: Nicole Scurlock, Donna Wingham, Stephanie Kendall and Sarah House

Budget Schedule

2024 BUDGET SCHEDULE

June 9 – Department Budget Requests
July ?? – DLGF Budget Meeting
July 11 – Board Finance Committee Meeting Review
August 8 – Present budget for final review by Library Board
August 9 – Submit budget to County
September 1 – Publication of Budget (Online Only)
September 12 – Public Hearing
October 10 – Budget

Board Reappointments

Jeannie Roberts – Greenfield
Central School Board

Libby Manship – Eastern
Hancock School Board

Tom Seng – Mt. Vernon
School Board

2023 Board Committees

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

2023 Board Committee Meetings

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)

Department Updates

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

Other

Nothing to report

New Business

Sustainability Analysis (FSG-Greg Guerrettaz)

Greg Guerrettaz with FSG reported that Hancock County and the city of Greenfield is doing well in terms of economic health. He highlighted that no operating expenses or debt come from property tax, but instead come from income tax as we are uniquely funded in this way. Greg also mentioned Business Manager Cindi Holloway's excellent accounting system which makes his analysis work much easier. He said because of the Board of Trustees great stewardship, the Hancock County Public Library is doing well. Looking ahead Greg recommended a 3% increase on payroll for 2024 rather than the original plan of 4%. He said the Unrestricted Reserve Fund is in great shape. He recommended \$100,000 remain for emergencies in the Rainy Day Fund. He also highlighted that in 2024 there will only be one debt carried and that's for the 2018 bond. He said with the interest rate of 3-3.25% there should be no problems in the foreseeable future.

Selection Process (Nicole Sticher & Jared Zentz)

Nicole and Jared shared their respective areas of selection within the Youth and Adult Services departments. Nicole selects for the Juvenile (ages 8-12), and Tween (ages 11-14). The Tween Collection was started 2 years ago at the main library, targeting the age group that really doesn't want to choose from Juvenile materials, but it not quite ready for some of the content of the Teen area. Sugar Creek started their Tween Collection this year. Jared selects for the adult non-fiction range of 700-999, as well as biographies and downloadable e-books and audio books through Libby for the same non-fiction range. Both Nicole and Jared highlighted tools and resources they use, such as book reviews, websites and blogs, and patron requests in selecting materials for the collection. They also shared resources such as Collection HQ, used for removing materials from the collection that may be worn from high usage as well as those items that haven't circulated well.

Org Chart Revision

Director Dave Gray highlighted changes to the organizational chart due to the restructuring of some departments through attrition or redistribution of roles. The biggest change was the creation of the Public Services Manager, which will be filled by current Adult Services Manager Cody Flood. Zach Schroer **moved to approve changes to the organizational chart as presented**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

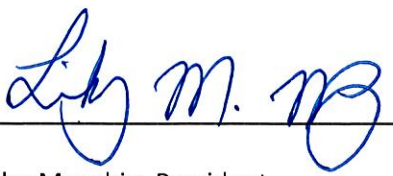
Nothing to report

Other

Nothing to report

Fred Fox **moved to adjourn the meeting at 7:48pm**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President

Lori Elmore, Secretary