

**Hancock County Public Library**  
**June 8, 2021**

**Board of Trustees Meeting**

**Board Present:** Thomas N. Seng, Fred Fox, Michelle Hasty, Lori Elmore, and Zach Schroer

**Board Absent:** Peggy Pritzke and Libby Manship

**Staff Present:** Dave Gray, Cindi Holloway, Jeanette Sherfield, Mike Schull and Mary Lynn Burrows

**Others:** none

President Tom Seng called the Board of Trustees meeting to order at 7:06pm.

There were no issues of public concern.

The monthly statistics were reviewed. Door counts are higher than May of 2019. Families are returning to the library and Youth Services has begun their outdoor programs. The first children's program was canceled due to rain. It has been rescheduled for July.

The **May 11, 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 **May Financial Report** was presented. Michelle Hasty **moved to approve the Financial Report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

**Bills for May 1, 2021 – May 31, 2021 (\$171,706.94)** were presented. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Zach Schroer **moved to approve the bills as presented.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

**Director's Report**

- Staffing – A new bookkeeper has been hired. Emily Brant will start tomorrow.
- Imagination Library Update
  - Enrolled - 2629
  - 53 graduated from the program

Carthage - 5 Charlottesville – 17 Fortville – 269 Fountaintown – 23 Greenfield – 1426 Indy/Cumberland – 24 Knightstown - 1 Markleville – 4	Maxwell – 4 McCordsville – 404 Morristown - 3 New Palestine – 376 Pendleton - 3 Shirley – 17 Wilkinson – 50 Willow Branch - 3
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- Wegweiser
  - The Indiana German Society created a display in the main library.
  - It has been displayed in libraries across the state and in the Indiana State house.
  - It will remain on display for approximately two months.
  - There is a possibility of having the display at the Sugar Creek Branch.

- Brochures from the Indiana German Heritage Society are available on the display and German magazines are available next to the display (free to take).
- 2022 Budget Schedule
  - ~~April – Department requests sent out~~
  - ~~June 7 – Department budget requests due~~ (these have all been submitted)
  - July 13 – Board Finance committee reviews proposed budget
  - August 10 – Draft budget presented to Board for final review
  - August 11 – Draft budget submitted to county
  - August 16 – Publication of budget (Gateway)
  - September 14 – Public hearing
  - October 12 – Board adopts budget
- Summer Reading Registrations
  - Children - 867
  - Teen - 232
  - Adults – 506
- Facilities – Main Library (Property and Lawn)
  - Tree trimming will be done soon. (Regreening Greenfield President's grove)
  - Lawn repair is in progress.
  - We are working on a plan to address unwanted growth and thistle around the property.
  - A section of damaged irrigation pipe needs to be replaced.
  - Main Library Elm Trees
    - Regreening Greenfield is working to inoculate elms trees in the city.
    - Elm trees were almost completely eliminated by a bug borne disease in the early 1900's.
    - Both were treated for about three weeks at no cost to the library.
- Board Committees
  - Executive (Tom, Libby & Lori)
  - Finance (Lori, Zach, & Tom)
  - Facilities (Zach, Michelle & Fred)
  - Outreach (Fred, Michele, & Peggy)
- 2021 Board Committee Meetings
  - 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
  - June – Outreach (Mike Schull)
  - July – Video marketing (Jesse Keljo)
  - August – Sugar Creek (Jeanette)
  - September – Summer Reading (Cathy Riley)
  - October - Access Services (Cody Flood)
  - November – Technical Services (Cody Flood and Terri Gorden)
  - December – Information Technology (Steve Jones)

## New Business

Department Update by Mike Schull, Outreach/Bookmobile Manager  
HCPL Outreach Department 2020-2021 -- "Have books will travel"

- Pivoting to Home Service Model
  - Due to the nature of viral transmission of COVID-19, contactless delivery service was developed.
  - It provided an option for patrons at elevated risk, immune-compromised, transportation insecure, or quarantined patrons a means to receive physical library materials safely.
  - Usage patterns somewhat mirrored escalating and declining COVID caseload statistics. We were the busiest during December-March.
  - Deliveries occur 2-3 days a week (typically Tuesday/Thursday/Friday) with holds either placed by patrons via the online catalog (with "Bookmobile" as pickup location) or via phone call or e-mail to Outreach or the reference desk.
- How is the Delivery Business Going?
  - From June 1, 2020 to June 1, 2021, 427 deliveries and/or pickups were made, with over 4,977 items circulated and 23 teacher collections built/dropped off.
  - Promotion of the service was done through several outlets: A *Daily Reporter* cover story, inclusion in Meals on Wheels delivery material, HCPL's web site and social media accounts, e-mail and phone calls to existing Bookmobile patrons, and word-of-mouth.
- June 2021: Reintegrating Bookmobile Stops to Outreach Services
  - Service is returning on a limited basis to summer camp/daycares as well as previously served senior communities that are allowing it.
  - The Bookmobile is also visiting fixed-income senior stops in apartment communities.
  - Saturday stops at Stansbury and Shirley will restart Saturday, 6/19.
  - Some senior-based stops require proof of vaccination, which we are happy to provide.
- Moving Forward: Integrating Home Services into Existent Outreach/Bookmobile Service
  - During the summer the schedule will remain open enough for one person to complete stops and deliveries.
  - When school resumes in August, the Bookmobile hopes to return to serving the elementary schools we are able to visit.
  - For now, only one person is needed to perform Outreach/Bookmobile service.
  - The library will post a job listing for a 25-hour Outreach Assistant in July.
  - Cross-departmental collaboration will allow Outreach, Access Services, and Youth Services to determine best practices for continuing Home Services.
  - Events such as Annual Safety Fair/Community Night Out and Sugar Creek Fire and Life Safety Open House are returning and soliciting Bookmobile attendance.
- Fleet Expansion: Considering a Second Vehicle for Home Services
  - In order to provide service in parallel, adding a second, smaller vehicle might make sense.
  - We have the garage space.
  - A city van (Ford Transit Connect, Nissan NV200, Mercedes Metris) would be easy for all appointed staff members to drive with minimal training, and could also prove beneficial to facilities in instances where hauling between libraries, storage space, etc. might be needed.
  - This vehicle could be purchased from interest of the Rea Fund, with no additional appropriations necessary.
- Potential City Van Options
  - Ford Transit Connect: starting at \$24,655 (MPG: 29 hwy/24 city – warranty: 3 year/36,000 mile bumper-to-bumper)

- Nissan NV200: starting at \$23,630 (MPG: 26 hwy/24 city – warranty: 5 year/100,000 mile bumper-to-bumper)
- Mercedes Metris: starting at \$32,630 (MPG: 24 hwy/21 city – warranty: 5 year/100,000 mile upgradable)
- Coming in 2022 model year – Ford E-Transit electric city van starting at \$43,295 (126-mile range with full charge)
- Thank You for Your Continued Support!
  - As we return to the services we were accustomed to providing, we remain committed to guaranteeing safe, equitable access extending to all library patrons in Hancock County. In order to ensure our library is available to everyone, continuing our model of Home Services as well as the Bookmobile's regularly scheduled stops assure that promise will be kept.

There was no additional new business.

### Old Business

The **Construction Fund for the new Sugar Creek Library building** has a remaining balance of \$585.00. Construction Fund obligations have been fulfilled. All expenses incidental to the issuance of bonds are fulfilled and the indebtedness associated with the Construction Fund is retired. Zach Schroer **moved to transfer the balance of \$585.00 of the Construction Fund into the Bond Interest Redemption 2018**. This was seconded by Fred Fox. Vote was taken and the motion carried.

On behalf of the library board, President Tom Seng expressed sympathy to Director Dave Gray on the loss of his father. Board members will make a personal donation to the Suburban Hospice, Inc.

Fred Fox moved to **adjourn the meeting** at 7:44 pm. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully submitted,  
Mary Lynn Burrows, Recording Secretary

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Thomas N. Seng, President

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Lori Elmore, Secretary