

Board of Trustees Meeting

Date: June 10 2025

Board Present: Libby Manship, Fred Fox, Tom Seng, Lori Elmore

Board Absent: Zach Schroer, Michelle Hasty, Jeannie Roberts

Staff Present: Dave Gray, Cindi Holloway, Kyle Turpin, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the meeting to order at 7:02pm.

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported Hoopla downloads for May were around 8,000 and OverDrive were around 15,000. Newspapers.com also had 2,000 users during the month of May.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the June 2025 Financial Report. The bank balance is currently 11.9 million. The fund report reflects the same. Cindi also mentioned there's still 3.4 million left to spend in the appropriations for 2025. 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 May 1, 2025 – May 31, 2025 were presented. Director Dave Gray reviewed the bills and found them to be in order. Dave highlighted some of the bigger payments, that are not usually part of monthly expenses, to include payments to Faegre Drinker, Financial Solutions Group, Force Technology, and Zipp's Asphalt. 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 –Youth Library Assistant (Part-time/SC) –Mary Ann Rivera

Hired –Adult Library Assistant (Part-Time/Main) -Leslie Harsh

Open –Adult Librarian-Local History (Full-time/Main Library)

Imagination Library Update

2,616 Enrolled

54 Graduated Last Month

2,957 Total Graduated

House Enrolled Act 1509

Sec. 6. Any board meeting notice or agenda must provide the following information regarding each appointed officer serving on the board:

- (1) The officer's name.
- (2) The appointing authority.
- (3) The beginning and expiration date of the officer's term of appointment.

Projects

Remote pick-up lockers installed! (Just waiting on a damaged door replacement and wrap)

Website redesign - Sneak peek tonight!

Customer Service Initiative – continued work on videos & evals

Parking Lot Engineering – Working with City of Greenfield

Lockers Installed Eastern Hancock



2026 HCPL Budget Schedule

- July DLGF Meeting
- July 8 Board Finance Committee Meeting Review
- August 12 Budget for Final Review by Library Board
- August 18 Publication of Budget
- September 9 Public Hearing
- October 14 Budget Adoption

State Board Of Account Audit

- Years 2023 & 2024
- Required Due to Debt
- Entrance Meeting was April 1st
- Exit Meeting was May 6th
- 30-day waiting period

Dave announced it was another clean audit and thanked Business Manager Cindi Holloway and Bookkeeper Jennifer McPherson for their outstanding work.

Sister Cities of Greenfield Thank You

Dave reported that a delegation from Greenfield would be visiting our sister city in Japan. Each member was asked to select a favorite children's book to take with them on the trip to be given to the Kakuda Children's Library. The Friends of the Library are collaborating on this project to have the books plated.

2025 Board Committee Meetings

July – Finance Committee (Budget – Cindi & Dave)
August – Executive Committee (Update – Dave)
September - Facilities Committee (Update & Capital Improvement Plan – TJ)
October – Finance Committee (Health Insurance – Cindi)
November – Executive Session (Director's Evaluation)
December – Executive Session (Director's Evaluation)

2025 Department Updates

July – Adult Services (Paul McNeil)
August – Sugar Creek (Jeanette Sherfield)
September – Summer Reading (Kristen Schutt)
October – Information Technology (Steve Jones)
November – Tech Services (Josephine Kaiser)
December – No Update (Use If Needed)

2025 Board Committees

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

Other

Nothing to report

New Business

Marketing Update (Kyle Turpin)

Marketing Manager Kyle Turpin shared a mock up of the library's website redesign. The plan is to have the website redesign completed by August. Once staff have been trained, the goal is to release the new website in September just in time for Library Card Sign Up Month. Kyle also shared as part of the Summer Reading Club, the GBC Community Room at HCPL will be transformed into a Blockbuster offering up a retro feel with movies and other activities. Board Gaming Indy will also be using this space for those interested in playing board games. Kyle also shared that the library has purchased 2 Blu-ray players for checkout. While on a recent trip to Helsinki Finland, Kyle visited the Oodi Library. This trip was part of his studies for his MLS, which he'll complete in a few short weeks.

Other

Nothing to report

Old Business

Nothing to report

Other

Nothing to report

Tom Seng moved to **adjourn the meeting at 7:26pm**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Libby Manship", written over a horizontal line.

Libby Manship, President

A handwritten signature in blue ink, appearing to read "Lori Elmore", written over a horizontal line.

Lori Elmore, Secretary