

**Board of Trustees Meeting
July 11, 2023**

Board Present: Libby Manship, Fred Fox, Tom Seng, Jeannie Roberts, Michelle Hasty

Board Absent: Lori Elmore, Zach Schroer

Staff Present: Dave Gray, Cody Flood, Cindi Holloway, Jennifer McPheron, 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 that total circulation for the year is just under 500,000 items. He mentioned the library has been busy with patron activity and SRC programming. Since the previous door count device failed and was replaced, the total door counts for HCPL Main may not accurately reflect the number of visits for the month of June.

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 June 2023 Financial Report. The bank balance is currently 10.3 million. The fund report reflects the same. In reviewing the fund report Cindi highlighted the bond interest redemption payment of \$209,000. Cindi also stated the current appropriations is at 50% which is on schedule for this time of year. Fred Fox **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 June 1, 2023 to June 30, 2023 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. Dave also mentioned material orders are naturally slower during the summer months because of time devoted to SRC activities. Michelle Hasty **moved to approve the bills as presented.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Directors Report

Sidewalk Repairs

Sidewalk caulking and sealing repairs have been complete in the area of the staff entrance and along the east side of the building at HCPL Main.

Staffing

Hired

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

Kristen Schutt – Youth Services Manager (Main) – Full-time

Open Positions

Adult Services Library Assistant (Main) – Part-time

Youth Services Librarian (Main) – Full-time

Youth Services Librarian (Main) – Full-time

Imagination Library Update

2,590 Enrolled

61 graduated

1,657 Total

SRC Update

2022 (Final)

Children – 1658

Teen – 518

Adult – 1153

2023

Children – 1693

Teen – 572

Adult – 1340

Budget Schedule

July 17 – DLGF Budget Meeting
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 Adoption

Indiana State Library Compliance Letter

As of June 23rd 2023 the Hancock County Public Library was found to be in compliance with the Public Library Standards (590 IAC 6).

Board Reappointments

Libby Manship – Eastern Hancock School Board (6/12)
Tom Seng – Mt. Vernon School Board (6/19)
Jeannie Roberts – Greenfield-Central School Board (7/10)

Work Anniversary

Jeanette Sherfield celebrated 24 years with HCPL on July 9, 2023.

Audit – Years 2021 & 2022

Conducted by an independent audit firm acting as a private examiner on behalf of the State Examiner as allowed by Indiana Code

Entrance Meeting – May 22nd

Should be complete in the next few weeks

2023 Board Committees

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

2023 Board Committee Meetings

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)

2023 Department Updates

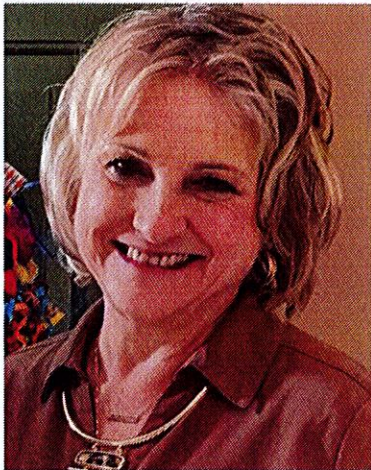
July – Adult Services (Cody Flood)
August – Sugar Creek (Jeanette Sherfield)
September - Summer Reading (Kristen Schutt)
October – IT (Steve Jones)
November – Tech Services (Josephine Kaiser)
December – No Update

Board Member Jeannie Roberts

FINDING HER WAY: Roberts retires after lengthy career with the United Way

By **Shelley Swift** · July 4, 2023

1389



Jeannie Roberts retired last week after serving nearly 24 years with the United Way of Central Indiana.

Submitted photo

HANCOCK COUNTY — Jeannie Roberts can't help but get a little emotional when looking back at the near-quarter century she served with the United Way of Central Indiana.

Throughout that time, the Greenfield woman led and promoted a variety of programs to help people throughout Hancock County.

Her co-workers threw her a retirement party at the downtown Indianapolis offices on June 29 — one last hurrah before she sailed into retirement last week.

October would have marked her 24th anniversary with the United Way, a global nonprofit focused on improving lives "by mobilizing the caring power of communities around the world."

Board Member Michelle Hasty and Family

For the love of farming & 4-H: Paxton Enterprises carries on rich traditions

By Shelley Swift - June 17, 2023

5343



HANCOCK COUNTY — The Hancock County 4-H Fair returns to the fairgrounds June 23-30, and 18-year-old Bryce Hasty wouldn't miss it for the world.

This will mark his 10th and final year in 4-H, a tradition that's been carried through his family for generations.

From left to right: Jase Mattox, Bryce Hasty, Joe Paxton and Justin Mattox. Monday, June 12, 2023.

His great-grandfather, Bill Paxton, showed off tractors at the Indiana State Fair's Pioneer Hall

for decades, and was also instrumental in running Pioneer Hall at the Hancock County fairgrounds.

Other

Nothing to report

New Business

Adult Services Department Update (Cody Flood)

Public Services Manager Cody Flood highlighted services provided and staff that represent the Adult Services Department at HCPL Main. Some of the statistics were 5,000 card renewals and 2,400 new cards issued in 2022. There have been 481,000 checkouts so far in 2023 with nearly 90,000 checkouts in June alone and over 4800 reference questions were answered over the past year. Some of the services provided by adult services staff include, but are not limited to, Book-a-Librarian, Your Next Great Read, exam proctoring, local history resources, adult programming, and material holds. The Adult services librarians also order materials for the adult collection, while the library assistants process materials being checked out and returned, as well as ensuring materials get back out on the shelf for our patrons to enjoy.

Finance Committee – Draft 2024 Budget

The Finance Committee reviewed the draft of the 2024 budget.

Bookmobile Lift Replacement

Director Dave Gray reported the bookmobile lift has failed. Due to the age of the bookmobile (2015), and high usage of the lift, an estimate for replacement was obtained from Superior Van and Mobility. Replacement parts, if obtainable, would cost approximately \$3500. To replace the lift would cost \$8926.25 and would come with a 3-year warranty. The new lift is of the same brand, BraunAbility, as the current lift. Director Dave Gray recommended to the board the lift be completely replaced. Tom Seng **moved to approve replacement of the bookmobile lift at the cost of \$8926.25**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Resolution 07112023 - Authorizing Electronic and ACH Transfers

Business Manager Cindi Holloway said this resolution would allow for online payments as well as ACH transfers. Fred Fox **moved to accept Resolution 07112023 allowing electronic and ACH transfers**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Nothing to Report

Other

Nothing to report

Tom Seng **moved to adjourn the meeting at 7:41pm**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary