

Hancock County Public Library
July 13, 2021

Board of Trustees Meeting

Board Present: Libby Manship, Fred Fox, Michelle Hasty, Lori Elmore, Peggy Pritzke, and Zach Schroer

Board Absent: Thomas N. Seng

Staff Present: Dave Gray, Cindi Holloway, Steve Jones, Jesse Keljo, Keith Fisher, and Mary Lynn Burrows

Others: Jessica Karins, *Daily Reporter*

Vice-President Libby Manship called the Board of Trustees meeting to order at 7:07pm.

There were no issues of public concern.

The monthly statistics were reviewed. Circulation was over 400,000 and foot traffic is good. In-person programming will resume this fall.

The **June 8, 2021 minutes** were reviewed. Fred Fox **moved to accept the minutes as presented.** This was seconded by Peggy Pritzke. Vote was taken and the motion carried.

The **June Financial Report** was presented. Peggy Pritzke **moved to approve the Financial Report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Bills for June 1, 2021 – June 30, 2021 (\$419,414.57) were presented. Some of the larger bills included a bond payment, Taylor Systems (phones), and some annual subscriptions. 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 Fred Fox. Vote was taken and the motion carried.

Director's Report

- Staffing
 - Another bookkeeper has been hired. Jennifer McPherson will start on August 9th.
 - Amy Erwin is leaving the Youth Department. She worked at the main library and was part-time.
 - Jeff Butts will be leaving the IT Department. He has been with the library over eleven years. He was able to get a job where he can work from home and be near his family.
- Imagination Library Update
 - Enrolled - 2625
 - 58 graduated from the program (396 total)

Carthage - 5 Charlottesville – 18 Fortville – 273 Fountaintown – 23 Greenfield – 1414 Indy/Cumberland – 24 Knightstown - 1 Markleville – 4	Maxwell – 4 McCordsville – 401 Morristown - 3 New Palestine – 382 Pendleton - 3 Shirley – 17 Wilkinson – 50 Willow Branch - 3
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- 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
- Boardable
 - Boardable has a discussion area that cannot be disabled.
 - Please DO NOT use this feature.
 - This could cause some issues with record retention and Indiana Code.
 - Dave Gray is working on possible issues with email notifications.
- Summer Reading Registrations
 - Children - 1287
 - Teen - 356
 - Adults – 775
 - Total minutes – 1,864,255
- Strategic Plan Update
 - Mike Bensi will help the library update the current Strategic Plan.
 - This will be submitted to the Indiana State Library.
 - It will create a timeline for a new strategic plan for 2023-2025.
 - Staff
 - Mike will facilitate discussion with the managers to identify issues, goals and objectives for the update.
 - There will be 90-minute virtual sessions
 - Library Board
 - Mike will send board members questions to prepare for their session.
 - Mike will facilitate an in-person discussion with board members.
 - Review current plan
 - Identify priorities, objectives and tasks
- 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
 - 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)
- COVID update
 - Following OSHA guidelines, the library has lifted the mask mandate for fully vaccinated employees. Library labor attorneys Faegre Drinker created a waiver form for staff to sign stating they are fully vaccinated and are exempt from wearing a mask.

New Business

Media Services Manager Jesse Keljo shared some of the marketing videos he created for the library's social media accounts. It included animated book jacket covers, bookmobile deliveries, book trailers, monthly book displays, and a new SRC adult prize alert featuring Mozzi's pizzas.

IT Manager Steve Jones discussed replacing the copiers at both libraries in August or September.

- RICOH
 - The library has used RICOH for fifteen years.
 - They were formerly Canon and then IKON.
 - There are four copiers – three in Greenfield and one at Sugar Creek.
 - A 60-month lease would cost \$460.69 a month.
- Toshiba
 - They are now part of the state's QPA (Quantity Purchase Agreement).
 - They will sell our old copiers.
 - References from Batesville library and Shelby County were positive. Shelby County recently renewed their contract with them.
 - A 60-month lease would cost \$293.14 a month.

Both contracts include parts, labor and supplies (toner). Steve recommended the Toshiba contract. It will save \$10,000+ over the lifetime of the contract and is a trusted brand. Fred Fox **moved to approve the quote from Toshiba** for replacing the copiers at the main and Sugar Creek Branch libraries. This was seconded by Michelle Hasty. Vote was taken and the motion carried. The new copiers will arrive in late August or early September.

Building Services Manager Keith Fisher discussed repairs to the HVAC Air Separator.

- An air separator is a component of the hot water heating system.
- Condensation was found around the insulation.
- After inspection it was discovered the shell of the air separator was paper thin.
- Requests for proposals were sent to four contractors for replacement. Three proposals were received and one contractor did not respond.
- Keith recommended accepting the lowest bid from Choice Mechanical Company for \$5,727.00. A six to eight-week lead time should allow this to be fixed for the upcoming heating season.

Peggy Pritzke **moved to accept the bid from Choice Mechanical Company**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Recently while doing a walk around the building, Keith noticed a large crack on the northeast corner of the main building in Greenfield. A structural engineer was consulted and did an assessment.

- Arsee Engineering prepared a proposal for engineering services that will include -

- Investigate the source of the efflorescence (white mineral stains) present on the brick façade. They will use fiber optics to observe conditions within the wall. This will require drilling five to ten 1/4"-diameter holes to allow insertion of the fiber optic probe. These will be filled with clear silicone sealant.
- Use fiber optics to review the wall configuration at the brick cracking reported near the northeast corner of the building.
- Prepare and issue a written report. The report will summarize the conditions that were observed on site and will offer repair recommendations. Captioned photographs will be attached to supplement the written report. They will also work with a local masonry restoration contractor to develop budgetary cost estimates to be included in the report.
- Prepare slides and present their findings to the HCPL Board
- The current cost to date is approximately \$2,000. They proposed a lump sum fee of \$12,000 for the work described above. The sum includes all work performed to date and all reimbursable expenses.

Lori Elmore moved to **approve the proposal from Arsee Engineering**. This was seconded by Zach Schroer. Vote was taken and the motion carried. Dave will upload the photos and the proposal to the Boardable documents for this meeting.

The Finance Committee met before the board meeting to discuss the 2022 draft budget. Dave and Cindi have begun working with the managers to discuss the overall budget and their individual department budgets.

There was no additional new business.

Old Business

There was no old business to discuss.

Peggy Pritzke moved to **adjourn the meeting** at 8:08 pm. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary