

**Board of Trustees Meeting  
August 8, 2023**

**Board Present:** Libby Manship, Jeannie Roberts, Tom Seng, Zach Schroer  
**Board Absent:** Michelle Hasty, Lori Elmore, Fred Fox  
**Staff Present:** Dave Gray, Cindi Holloway, Jeanette Sherfield  
**Others:** None

Library Board President Libby Manship called the meeting to order at 7:01pm.

There were no issues of public concern.

**Monthly Statistics**

Director Dave Gray reported that total circulation for the month of July was just shy of 85,000 items. He mentioned the numbers have been consistently trending upward with an additional 3,000-10,000 items depending on the month. Dave also shared some information about Interlibrary Loans. He said the Indiana State Library has contracted with the new courier service, Pillow Express, and that several libraries around the state, including HCPL, have suspended ILL service until the back log of items with Pillow Express is resolved. Downloadable e-book and audio books usage is continually increasing. Another advantage to downloadable audio books is that they are never damaged or lost discs. The Mango Language database also showed a significant increase in usage during the month of July.

**Minutes**

Tom Seng **moved to approve the minutes as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

**Financial Report**

Business Manager Cindi Holloway presented the July 2023 Financial Report. The bank balance is currently 10.3 million. The fund report reflects the same. Cindi also stated the current appropriations are on track with where we should be this far into the budget year. Jeannie Roberts **moved to accept the Financial Report as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

**Allow Bills**

**Bills for July 1, 2023 to July 31, 2023** were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He highlighted the bond payment of \$165,000 as well as the annual fee of \$13,000 paid to OCLC. He also mentioned there were regular purchases from our material vendors such as Midwest and Baker and Taylor.

**Directors Report**

## **Smoke Issue August 3<sup>rd</sup>**

The fire alarm was triggered by a duct detector on VAV 205. The origin of the smoke was a short-circuited fan motor. Friday morning, I found a blown 15-amp fuse in the unit. The unit for now will only have the airflow it receives from the rooftop air handler until we can get the parallel fans replaced. This means that the cooling capacity of the west lobby would remain the same, but in heavy heating during the unoccupied (nighttime) period the zone would struggle. Repairs should take place this fall once parts arrive and the schedule allows us to take apart the ceiling outside of the public restrooms. – TJ

## **Staffing**

### **Hired**

Sydney Webb – Youth Services Librarian (Main) – Full-time  
Joy Pfingston – Adult Services Library Assistant (Main) - Part-time  
Judy Clark – Youth Services Library Assistant (Main) – Part-time

### **Open Positions**

Youth Services Library Assistant (Main) – Part-time  
Adult Services Library Assistant (Sugar Creek) – Part-time  
Youth Services Librarian (Main) – Full-time  
Youth Services Librarian (Main) – Full-time

## **Imagination Library Update**

2,603 Enrolled  
54 graduated  
1,711 Total

## **Summer Reading**

2022 (Final)	2023 (Final)
Children – 1658	Children -- 1753
Teen – 518	Teen -- 603
Adult – 1153	Adult -- 1415

## **2024 Budget Schedule**

August 9 – Submit budget to County  
September 1 – Publication of Budget (Online Only)  
September 12 – Public Hearing  
October 10 – Budget Adoption

## **Staff Check-ins**

1 Aug Check-in e-mail sent from Cindi  
8 Aug Staff Complete Self-Reviews  
15 Aug Managers Complete Self-Reviews  
22 Aug Director to Approve Reviews  
23–31 Aug Check-in Meetings Take Place

### **Audit 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
- . Exit Meeting – August 3rd
- . Another Clean Audit (No comments)
- . Official Report should be out soon!
- . Great Job Cindi & Jennifer!

### **Employee Anniversaries: Over 40 years of experience!**

Kathy Hackman (Tech Services) – 20 years on June 3rd  
Kasie Scholl (Tech Services) – 20 years on August 18th  
Steve Jones 21 years today!

### **2023 Board Committees**

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

### **2023 Board Committee Meetings**

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**

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

### **Other**

Nothing to report

### **New Business**

#### **Sugar Creek Update (Jeanette Sherfield)**

Jeanette gave a brief overview of stats for the Sugar Creek Branch over the last year and highlighted staff from the Adult Services and Youth Departments.

#### **Other**

Nothing to report

### **Old Business**

#### **2024 Draft Budget**

Director Dave Gray highlighted some of areas of the budget that would see an increase in 2024. The most significant would be an increase in the Improvements and Other Than Building portion of the budget. This budget category would increase in the amount of \$320,000. The amount would cover the costs of a new sorter and self-checks as well as other building improvements needed over the next year. The growth quotient for 2024 is 4% and the library budget did not exceed this number. Business Manager Cindi Holloway also mentioned there will be bond payments in the months of January, June, and December of 2024.

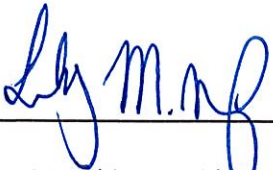
#### **Other**

Nothing to report

### **Adjourn Time**

Zach Schroer **moved to adjourn the meeting at 7:40pm**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

  
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Libby Manship, President  
\_\_\_\_\_  
Lori Elmore, Secretary