

Hancock County Public Library
August 9, 2022

Board Present: Tom Seng, Libby Manship, Zach Schoerer, Michelle Hasty, Lori Elmore

Board Absent: Fred Fox, Jeannie Roberts

Staff Present: Dave Gray, Cindi Holloway, TJ Reguli, Jeanette Sherfield

Others: None

Call to Order: President Tom Seng called the meeting to order at 7:05pm

Monthly Statistics

Director Dave Gray presented the monthly statistics for July 2022. He mentioned that door counts, material circulation, and new cards are up, but not quite to pre pandemic numbers. Dave is confident things will continue to increase.

Minutes for July 12, 2022

Libby Manship **moved to accept the minutes as presented.** This was seconded by Zach Schoerer. Vote was taken and the motion carried.

Financial Report

Cindi Holloway reported that there was a total bank balance of \$9.6 million. Cindi reported a bond payment of \$168,000 for the 2018 bond was made. She also reported the money from the ARPA Grant in the amount of \$17,600 was received. This money was for the purchase of the second vehicle for the Outreach Department. Money for this purchase was originally taken from the furniture and equipment category of the annual budget. There is the amount of -\$18,000 showing that was for removal of concrete transferred from the repair and maintenance portion of the budget. Zach Schoerer **moved to accept the financial report as presented.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Allow Bills

Director Dave Gray reviewed the bills and mentioned the \$168,000 bond payment was the largest amount paid for this month's bills. He found everything to be in order. Zach Schoerer **moved to accept the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Directors Report

Staffing

- Communications Specialist – Ryan Fennell (Tech Services)
- Open Position
 - Access Services Librarian
 - Alisha Crump leaving

Staff Check-ins

- 08/08/2022 Staff to complete self-review
- 08/15/2022 Managers to complete staff reviews
- 08/22/2022 Director to approve reviews
- 8/23-31/2022 Check-in meetings take place and reviews finalized

Imagination Library

2443 Enrolled

54 graduated

1,065 Total

Summer Reading Club

Summer Reading Totals

Final 2022(2021)

- Children – 1,658 (867)
- Teen – 518 (232)
- Adult – 1153 (506)

4,988,181 minutes logged

Strategic Plan Update 2023

- Staff/Managers – Meeting with Mike Bensi on 8/15 (1 to 3pm)
- Board – Meeting with Mike Bensi on 9/14 (5 to 7pm)

Other

Indiana State Library Compliance Letter

Indiana Library & Historical Board (ILHB) found Hancock County Public Library to be in compliance with the Public Library Standards (590 IAC 6) for 2021

2022 Board Department updates

- September – Summer Reading (Cathy Riley)
- October – Marketing (Kyle Turpin)
- November – Technical Services (Terri Gorden)
- December – Information Technology (Steve Jones)

2022 Board Committee Meetings

- September - Facilities Committee (Capital Improvement Plan – T.J.)
- October – Finance Committee (Health Insurance – Cindi)
- November – Executive Session (Director's Evaluation)
- December – Executive Session (Director's Evaluation)

2022 Board Committees

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

New Business

Sugar Creek Update – Jeanette Sherfield

Jeanette presented a brief overview of branch stats as well as staff and their roles.

Revised June 2022 Fund Report- Cindi Holloway

Cindi Holloway reported the original June 2022 transfer from General Fund to the Bond 2018 Fund was \$333,000 and was later determined that the transfer should have been just enough to cover one 2023 bond payment. A journal entry was made to adjust the transfer amount to \$167,088. There was also a \$50 increase in the fee, which made the 2022 Bond 2018 Appropriation short \$50. A JE was made to deduct the \$50 from the General Fund, Debt Service account. Both of these JE's were made for June reports, which were already approved in July. The revised reports needed to be approved. Lori Elmore **moved to approve the updated June 2022 appropriation and fund reports.** This was seconded by Zach Schoerer. Vote was taken and the motion carried.

Main Library Exterior Wall Repair

Facilities Manager TJ Reguli briefed the board on masonry work that needs repair at the back of the building where the existing masonry joins with the newer masonry of the bookmobile garage. He presented 2 proposals. The proposal from Knauss included more repair information than requested although the bid was lower than Wells Masonry. TJ recommended Wells Masonry be the company contracted to complete the work at a quote of \$6,725 as they were the most responsive to the quote specifics. Lori Elmore **moved to accept the proposal of \$6,725 from Wells Masonry because they were**

the most responsive to the quote specifics even though their bid was higher. This was seconded by Zach Schoerer. Vote was taken and the motion carried.

Other

None

Old Business

2023 Draft Budget

Director Dave Gray reviewed the draft budget. Dave also reminded the board that the public hearing would be at the September board meeting and the budget would be adopted at the October board meeting.

Other

None

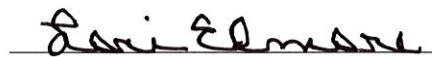
Adjourn

Libby Manship moved to adjourn the meeting at 7:45pm. This was seconded by Michelle Hasty.

Respectfully submitted,
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Thomas N. Seng", written over a horizontal line.

Thomas N. Seng, President

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

Lori Elmore, Secretary