

Hancock County Public Library
August 10, 2021

Board of Trustees Meeting – Sugar Creek Branch

Board Present: Thomas N. Seng, Libby Manship, Fred Fox, Lori Elmore, and Peggy Pritzke

Board Absent: Michelle Hasty and Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Jeanette Sherfield, and Mary Lynn Burrows

Others: Jessica Karins, *Daily Reporter*

President Tom Seng called the Board of Trustees meeting to order at 7:05pm.

There were no issues of public concern.

The monthly statistics were reviewed.

- Circulation is up from 2020 but still below 2019.
- Door counts continue to be strong.
- Outreach Manager Mike Schull is working to resume service to schools.
- Access Services Manager Cody Flood is working with the four county school corporations to get electronic library cards for all new students.
- The library did not renew online service Lynda.com. It was recently bought and is now LinkedIn Learning. Indiana librarians are eligible to enroll in free classes from LinkedIn Learning. Funds previously spent on Lynda.com will be moved to another electronic resource.
- Dave Gray was able to attend an in-person Director's meeting recently in Martinsville. The other donut county libraries reported they are also struggling to reach the 2019 numbers.

The **July 13, 2021 minutes** were reviewed. Peggy Pritzke **moved to accept the minutes as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

The **July Financial Report** was presented. Libby Manship **moved to approve the Financial Report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Bills for July 1, 2021 – July 31, 2021 (\$355,181.71) were presented. A payment was made on the 2018 bond for the Sugar Creek building. Dave Gray reviewed the bills and found them all in order and recommended they be approved. Fred Fox **moved to approve the bills as presented.** This was seconded by Peggy Pritzke. Vote was taken and the motion carried.

Director's Report

- Staffing
 - New bookkeeper Jennifer McPheron started on August 9.
 - Open positions
 - Part-Time position on the Youth Department in Greenfield
 - Part-Time position in Access Services in Greenfield
- Imagination Library Update
 - Enrolled - 2622
 - 54 graduated from the program (450 total)

Carthage - 5 Charlottesville – 19 Fortville – 271 Fountaintown – 22 Greenfield – 1415	Maxwell – 4 McCordsville – 404 Morristown - 4 New Palestine – 374 Pendleton - 3 Shirley – 17
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Indy/Cumberland – 25 Markleville – 4	Wilkinson – 52 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
- State Library Letter of Compliance 2021
 - At the June 25 meeting, the Indiana Library & Historical Board found the Hancock County Public Library to be in compliance with the Public Library Standards (560 IAC 6) for 2020.
 - The Indiana State Library is committed to bringing all of the public libraries in Indiana into compliance so that they can offer the best possible service to the residents of the state.
- Indiana State Library/American Rescue Plan Act of 2021 (ARPA)
 - This was passed in March of 2021.
 - The Institute of Museum and Library Services received \$200 million in pandemic response funding.
 - They distributed \$178M to State Library agencies. This is similar to our LSTA (Library Services and Technology Act) grants but it is a one-time occurrence and has a different intent.
 - The ISL will re-grant a majority of our funding to public and academic libraries.
 - A list of what funds cannot be used for was listed.
 - A list of what funds can be used for included
 - Outreach
 - Vehicles
 - Discussion has already been held about purchasing a second Outreach vehicle.
 - Ford Transit or similar
 - Custom Wrap
 - Total grant ask is for \$35,000
 - \$31,000 for the vehicle
 - \$4,000 for the wrap
 - The grant proposal had a short window for submission and ours was turned in last week.
 - This is a reimbursable grant. We would make the purchase and then be reimbursed by the state library.
- Aerial photos were shown of the main library building and surrounding land.
 - Teens from the area had been using the area to hang out. It was covered with trees and foliage.
 - The land was purchased just east of the building a few years back in anticipation of expanding the parking lot.
 - This land was chosen to accommodate not having a second entrance to the building. The property north of the existing lot is too far away for patrons to walk.
 - Photos showed the tree removal and the existing concrete from the original structure.

- A land survey must be done before the concrete is removed.
- Summer Reading Final Stats
 - Children – 1,311
 - Teen - 355
 - Adults – 761
 - Total minutes – 3,055,824
 - Cathy Riley will attend the September meeting to give a final report.
- 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.
 - Prep questions will be sent out before the meeting.
 - This will take place on August 23 at 1:00pm.
 - Library Board
 - Mike will send board members prep questions before their session.
 - Mike will facilitate an in-person discussion with board members.
 - Review current plan
 - Identify priorities, objectives and tasks
 - This meeting will take place on Oct. 12th at 5:00pm and end at 7:00pm. The regular Board of Trustees monthly meeting will follow.
- 2021 Board Committee Meetings with changes
 - August – ~~Executive Committee (Strategic Plan Update)~~ NO MEETING
 - September - Facilities Committee (Capital Improvement Plan Update)
 - October – ~~Finance Committee (Health Insurance)~~ Strategic Planning Executive Session with the full board
 - November – Executive Committee (Director's Evaluation)
 - December – Executive Session (Director's Evaluation)
- Board Committees
 - Executive (Tom, Libby & Lori)
 - Finance (Lori, Zach, & Tom)
 - Facilities (Zach, Michelle & Fred)
 - Outreach (Fred, Michele, & Peggy)
- 2021 Board Department Updates
 - 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)

New Business

Manager Jeanette Sherfield – Sugar Creek Branch Library

- As of September, the branch has been fully staffed for one full year.
- They currently have two volunteers.

- Door counts were up 48% from last year.
- Study room usage was up 236% from last year.
 - Tudors have used the rooms throughout the summer.
 - People working from home come in to use the Wi-fi.
 - A local cable company recently had a major outage and people came to the library to get connected.
- Yoga classes have resumed in the community room.
- The Wegweiser display that was at the main library, is now at the branch.

There was no additional new business.

Old Business

Attachment E is the draft 2022 budget.

- There were no changes made since it was brought to the library board in July.
- The lease for the old Sugar Creek library building will be up in 2022. Dave hopes to revise the salary schedule for the 2023 budget.

There was no additional old business.

Libby Manship moved to **adjourn the meeting** at 7:37 pm. This was seconded by Fred Fox. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary