

**Board of Trustees Meeting
September 12, 2023**

Board Present: Libby Manship, Fred Fox, Michelle Hasty, Tom Seng, Lori Elmore, Zach Schroer

Board Absent: Jeannie Roberts

Staff Present: Dave Gray, Cindi Holloway, Cody Flood, Kristen Schutt, Jeanette Sherfield

Others: None

President Libby Manship opened the public hearing on the proposed 2024 Hancock County Public Library budget at 7:01pm. There was no one for the public hearing present.

President Libby Manship called the Board of Trustees meeting to order at 7:06pm.

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported that following the month of January circulation has increased 4,000-5,000 items each month. He is confident if this trend persists, we could easily circulate close to 1 million items by the end of this year.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the August 2023 Financial Report. The bank balance is currently 10.4 million. The fund report reflects the same. Cindi also stated that the current appropriations balance is 1.7 million, so there's at least 62% of the budget left for the remainder of this year, putting the library in good fiscal standing. Cindi also shared that the library's CDs yielded \$160,000 in interest. Fred Fox **moved to accept the Financial Report as presented.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Allow Bills

Bills for August 1, 2023 to August 31, 2023 were presented. Director Dave Gray said he reviewed the bills and found them to be in order. He also mentioned that the lift for the bookmobile has been replaced, but the AC is now out and will be fixed mid-September. Lori Elmore **moved to accept the bills as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Directors Report

Staffing

Hired

- Sarah McCullaugh – Youth Services Librarian (Main) – Full-time
- Leah Hankins – Adult Services Library Assistant (Main) – Part-time
- Christina Shields – Youth Services Library Assistant (Main) – Part-time
- Baustin Skillman – Adult Services Library Assistant (Sugar Creek) – Part-time

Open Positions

- Youth Services Library Assistant (Main) – Part-time
- Outreach Services Library Assistant – Part-time
- Adult Services Library Assistant (Main) – Part-time

Fish Tank

Director Dave Gray shared that the fish tank gifted to the Youth Department by the Friends of the Library in 2005, will be dismantled and that space will be transformed into a display case for youth.

Vote Center

Director Dave Gray shared that HCPL Main and the Sugar Creek Branch will be early vote centers as well as Election Day vote centers. This will begin October 23rd.

Imagination Library Update

2,666 Enrolled
46 graduated
1,757 Total

2024 Budget Schedule

September 12 – Public Hearing
October 10 – Budget Adoption

Staff Check-Ins

These are complete

Library Card Sign-Up Month

September is library card sign-up month!

Free tote!

To all card holders and anyone who signs up for a new card

Available throughout the month of September

While Supplies last!

The model is our very own Sydney Webb (Youth Services Librarian – Main Library)



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

September – Summer Reading (Kristen Schutt)

October – IT (Steve Jones)

November – Tech Services (Josephine Kaiser)

December – No Update

Other

Nothing to report

New Business

Summer Reading Recap (Kristen Schutt)

Youth Services Manager Kristen Schutt shared successes from the 2023 SRC kids and teens portion. There were 1,107 who completed 5 hours of reading for the kids SRC. This is 58% of the 1,753 registrants. There were 1,725,543 minutes read by kids. There were also 77 programs, and 3,287 participants. There were 816 kids who earned their prize book, and 50 kids won drawing prizes. There were 365 teens that completed 10 hours of reading for SRC. That's 60% of the 603 registrants. Teens read 1,282,605 minutes. STEAM activities were a success. There were 378 badges completed, with 42 teens completing all 6 badges. There were also 428 STEAM activities completed. There was a total of 33 teen programs with 1,029 in attendance. There were also 286 teens that took home a prize book and 26 teens that won drawing prizes.

Sorter Replacement Quotes

Public Services Manager Cody Flood presented quotes for a new 9 bin sorter for the main library. He presented quotes from Bibliotheca, Lyngsoe, and Tech Logic. Bibliotheca is the vendor that manufactured the library's current 9 bin sorter. They have since improved their product and a new sorter would run quieter and would be smaller as well. Cody said that the bins themselves would not need to be replaced at this time. The Bibliotheca quote is for \$128,756.50 and a service agreement of \$12,659.98. Lyngsoe, previously known at PVSUPPA, is the vendor that manufactured the main library's 3 bin sorter for the exterior material drops. The Lyngsoe quote for a 9-bin sorter is \$129,982. Tech Logic was the third vendor researched and their product was considerably more expensive with a quote of \$149,999. Cody recommended to the Library Board of Trustees the Bibliotheca quote as the best choice for the library. Zach Schroer **moved to accept the Bibliotheca quote of \$128,756.50 to replace the library's current 9 bin sorter.** This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Facilities Committee Meeting Update

Facilities Manager TJ Reguli briefed the Library Board of Trustees on projects that have been completed as well as those that are yet to be completed.

Completed project overview:

- The chiller repairs wrapped up right when the controls project was in progress. It was a bit of a learning process for the first week to get the chiller to run properly with the rest of the chilled water system. After fine tuning the controls, it has been running as it should.
- The central plant controls project is complete. I put together a summary that covers some of the key points of functionality.
- The public restrooms now have a water isolation valve just inside the chase access door for greater serviceability of the toilets.
- I had the tile flooring restored in the west staff restroom as a test to see what our large restrooms could look like. Please tell me your opinions on the grout color and appearance. This process is a fraction of tile replacement.
- There is now a drain tile covered in 8L gravel along the entire east side of the sugar creek building to keep water from entering the building thru the weep holes in the brick veneer.
- After a spring roof inspection at sugar creek, I discovered at least 9 bird entry points along with some leak points. Adams roofing was able to repair everything that was known about at the time. A few weeks after the repair, the birds shed light on 2 more spots that they could get in. I had Custom Metal make some flashing that I installed under the porch to seal off those entry points.
- A storm took down the banner frame at main. So, I installed 2 posts set in concrete with white fiberglass sleeves.
- The east sidewalk at main has been raised, leveled and sealed to eliminate trip hazards.

Current Projects:

- Removal of failing bushes, drainage and stone work around main is under way in a few areas.
- Glazing option for the aquarium space.
- "pickup after your pet" signs will be going in for our trail at SC.
- VAV motor replacement- parts are on order for 4 units.
- Verify this season's snow work arrangement.
- We are on the schedule for an irrigation winterization.
- Carpet cleaning at both buildings.
- HVAC equipment replacement/system repairs and engineering quotes.

Other

Nothing to report

Adjourn Time

Tom Seng **moved to adjourn the meeting at 8:03pm.** This was seconded by Fred Fox. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary