

Hancock County Public Library
September 14, 2021

Board of Trustees Meeting

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

Board Absent: Michelle Hasty, Fred Fox and Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Jeanette Sherfield, Cathy Riley, Keith Fisher, and Mary Lynn Burrows

Others: Emily Byl, Arsee Engineers

President Tom Seng opened the public hearing on the proposed 2022 Hancock County Public Library budget. There was no one from the public present. Libby Manship moved to close the hearing at 7:05pm. This was seconded by Lori Elmore. Vote was taken and the motion carried.

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

There were no issues of public concern.

Emily Byl from Arsee Engineers addressed the board about the exterior masonry at the main library in Greenfield.

- A crack was discovered on the northeast corner of the building. It was where the 2017 garage addition was added to the existing building that was built in 2004. After inspection, other cracks were discovered. The brick veneer can be taken down and replaced. A joint can then be cut in to allow for expansion and contraction.
- Efflorescence is an indicator that the wall is having prolonged exposure to water. When brick and mortar are saturated for long periods of time, the water dissolves minerals in the masonry, largely salts. They used fiber optics to observe conditions within the wall by drilling five to ten 1/4"-diameter holes to allow insertion of the fiber optic probe. These were filled with clear silicone sealant.
- Repairs were discussed to mitigate the efflorescence.
- The bricks can be cleaned and the sealant replaced. Most sealant lasts fifteen years and the building will soon be sixteen years old.
- Deterioration of the cast stone was also discovered.
- The inspection also revealed leaking gutters, an open wall penetration and the front sign needs repair. These items were not included in the estimate.
- The proposed repair plan includes
 - Northeast Corner Crack Repairs
 - Reconstruct corner with a new expansion joint.
 - Mitigate Water Ingress
 - Install sealant at upper cast stone
 - Sealant Joint Replacement
 - All vertical expansion joints
 - Isolated Cast Stone Replacement
 - Cleaning
 - Organics and efflorescence stains.
 - Budgetary cost estimate
 - Repair estimate ~\$75,000
 - Design contingency ~\$15,000
 - Soft Costs ~\$20,000
 - Total Budgetary Estimate \$110,000
 - Does not include front sign and gutter repairs
- After two years, if this is not enough
 - Install new flashings
 - Modify Internal Drainage System
 - At cast stone bull nose

- Budgetary Cost Estimate (2021 prices)
 - Repair estimate ~\$75,000
 - Design contingency ~\$10,000
 - Soft Costs ~\$20,000
 - Total Budgetary Estimate \$105,000

This proposal will be discussed by the Facility Committee.

The monthly statistics show that circulation is up from 2020.

The **August 10, 2021 minutes** were reviewed. Peggy Pritzke **moved to accept the minutes as presented.** This was seconded by Libby Manship. 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 August 1, 2021 – August 31, 2021 (\$169,422.47) were presented. Dave said the new bookkeeper is doing a great job under Cindi Holloway's supervision. He reviewed the bills and found them all in order and recommended they be approved. Libby Manship **moved to approve the bills as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Director's Report

- Staffing
 - A new library assistant has been hired in Access Services in Greenfield. Megan Linville started on September 13.
 - Open part-time position in the Youth Department in Greenfield
 - Open full-time Librarian in Youth Services in Greenfield
- Imagination Library Update
 - Enrolled - 2614
 - 47 graduated from the program (497 total)

Carthage – 5	Maxwell – 5
Charlottesville – 21	McCordsville – 408
Fortville – 275	Morristown - 4
Fountaintown – 21	New Palestine – 368
Greenfield – 1405	Pendleton - 3
Indy/Cumberland – 23	Shirley – 17
Markleville – 3	Wilkinson – 53
	Willow Branch - 3

- 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
- Second Outreach Vehicle
 - Indiana State Library/American Rescue Plan Act of 2021 (ARPA) was discussed at the last meeting.
 - Of the approved funds listed, Outreach was listed.

- Our application included
 - Ford Transit or similar
 - Custom Wrap
 - Total grant ask is for \$35,000
 - \$31,000 for the vehicle
 - \$4,000 for the wrap
 - We received a letter today stating we received partial funding of \$17,600.
 - We will submit a revised budget that reduces the total expenditures to match the partial amount while still accomplishing aspects of the project. The revised budget must be done by September 24, 2021. The project must be completed by July 30, 2022.
- Staff Check-Ins Update
 - Staff to completed self-review 08/09/2021
 - Managers to completed staff review 08/16/2021
 - Director to approved reviews 08/23/2021
 - Check-in meetings took place and reviews finalized 8/24-31/2021
- Dave shared circulation statistics from other Indiana county libraries showing the difference between the 2019 and 2020.
- Strategic Plan Update
 - Mike Bensi will 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.
 - He held 90-minute virtual sessions with staff after prep questions were sent out before the meeting.
 - This took 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
 - October – 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
 - 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

Youth Services Manager Cathy Riley gave a recap of the 2021 Summer Reading Program, *Tails and Tales*.

- The children's artwork was themed with storybook animals. The Teens went with an ocean theme.
- Schools
 - Youth staff created a reading video with the wonderful assistance of Media Services Manager Jesse Keljo. Staff members brought in their pets who posed with a book. This was shared with the schools.
 - They developed an origami flyer for kids and teens that was delivered to all schools. (5,000 fliers for kids and 3,000 flyers for teens)
 - In August, staff followed up with the elementary school principals about school completions.
- Outdoor Programs
 - Five storytimes each week for four weeks – 468 attendance
 - Seven school-age programs – 160 children
 - *Movie in the Park* at Riley Park – 140 attendance
 - Cathy reported that toddlers did a great job staying in the area during the outdoor activities.
- Family Performances
 - The Rope Warrior
 - Amazon John
 - Tricky Max
 - Stuntology got rained out twice. The performer, Sam Bartlett will now be part of the Winter Reading Club.
- Community
 - A 2021 department goal was to raise awareness about community resources. We worked with the coordinator of the summer food program to provide crafts and encourage kids to keep reading.
- Teens
 - Total Number of Teens Registered -255
 - Time Read – 592,584 minutes (or 9,876 hours)
 - This was an increase of 2,000 hours from last summer.
 - Both Greenfield and Sugar Creek's program numbers for this summer are higher than pre-COVID numbers. Our *Take and Makes* and passive programs were wildly popular with our audience.
 - 2021 Teen Services SRC program numbers – 555
 - 2019 Teen Services SRC program numbers – 390
- Volunteerism
 - Teens hand sewed over 30 items (cat beds and toys) that were donated to the Hancock County Humane Society and P.A.W.S.
- Statistics
 - Total number of kids registered – 1,311
 - Time read – 997,355 minutes (or 16,622.5 hours)
 - Completion – 58%
 - Prize pick-up – 86% (toy) and 89% (book prize)
- Live drawing for SRC prizes
 - Media Services Manager Jesse Keljo did a live feed video for the prize drawings.
- Bike Winners
 - A 5th grader won the bike at Sugar Creek.
 - A 3rd grader won the bike at the main library in Greenfield.

- Sponsors
 - Walmart
 - Shawna Marie Photography
 - Dairy Queen
 - Tuttle Orchards
- 2022 SRC
 - The theme will be *Oceans of Possibilities*.

Dave Gray shared a draft update of the library's Capital Improvement Plan. Pricing and timing are being updated. Greg Guerrettaz is helping with this plan.

Resolution 091421 Establishing Essential Employee Covid-19 Premium Pay was discussed.

- The city and county offices did similar pay for their employees.
- Staff did not receive raises last year.
- It is the Library Director's opinion that each employee who performed in-person work for the library during March 1, 2020 to March 1 2021 performed essential work and were needed to maintain continuity of the safe and efficient operation of the library and delivery of essential services to the public receive this pay.
- The Library Director recommends that each full-time and part-time employee who worked in-person at least 500 hours during the period of March 1, 2020 to March 1 2021, receive COVID-19 premium pay compensation in the amount of one-thousand dollars (\$1,000).
- Premium pay will pro-rated if a fulltime employee did not work the entire listed work period.
- This pay is subject to taxes.
- Greg Guerrettaz assisted with this resolution and it was reviewed by the library's attorney.
- Dave will write a letter to each staff member on behalf of the board informing them of this premium pay.

Lori Elmore moved to adopt Resolution 091421. This was seconded by Peggy Pritzke. Vote was taken and the motion carried. Staff will receive the premium pay on their October 1st paycheck.

There was no additional new business.

Old Business

The Facilities Committee did meet before tonight's board meeting.

A Strategic Plan update session

Mike will facilitate an in-person discussion with board members on Oct. 12th at 5:00pm and end at 7:00pm. The regular Board of Trustees monthly meeting will follow. Food will be provided for this meeting.

There was no additional old business.

Peggy Pritzke moved to **adjourn the meeting** at 8:02 pm. This was seconded by Libby Manship. Vote was taken and the motion carried.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary