

**Board of Trustees Meeting
October 10, 2023**

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

Library Board President Libby Manship called the meeting to order at 7:00pm

There were no issues of public concern.

Monthly Statistics

Director Dave Gray reported that total circulation for each month in 2023 is up, and that there's been an overall increase of 14,000 items circulated for the year to date. He also mentioned Hoopla had the second highest usage since being implemented by HCPL. There were also 14,900 OverDrive materials downloaded as well. Dave believes the library will be within 20,000 items of circulating 1 million total by the end of this year.

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 September 2023 Financial Report. The bank balance is currently 10.5 million. The fund report reflects the same. Cindi also mentioned that there is 1.4 million in appropriations left to spend in the 2023 budget. Lori Elmore **moved to accept the Financial Report as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Allow Bills

Bills for September 1, 2023 to September 30, 2023 were presented. Director Dave Gray said it was a typical month of transactions. He mentioned the library is beginning the transition to digital signatures for the bills and that this method will be fully implemented by the end of the year. Jeannie Roberts **moved to accept the bills as presented.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Directors Report

Grounds Improvements HCPL

Dave highlighted some low maintenance grounds improvements that have taken place around the perimeter of Main Library location in Greenfield.

Staffing

New Staff

Monica Gain - Youth Services Librarian (Main) – Full-time
Leah Hankins - Adult Services Library Assistant (Main) – Part-time

Open Positions

Outreach Services Library Assistant – Part-time

Imagination Library

2,668 Enrolled
63 Graduated
1,820 Completed

Imagination Library Statue

\$100,000 gift from the Community Foundation of Hancock County
Will be placed Courthouse and Courthouse Annex
Public dedication on October 17th at 5pm

2024 Budget Schedule

October 10 – Budget Adoption

HCPL Endowment



September 20, 2023

Hancock Co. Public Library
Mr. David Gray
900 W. McKenzie Rd.
Greenfield, IN 46140

Dear Dave,

The Community Foundation of Hancock County (CFHC) Board of Directors has approved CFHC's 2024 charitable grant distribution. Although grants cannot be released until next spring, we are providing you this information now to assist in your budget preparations for 2024.

CFHC determines the pay-out each year based on the endowment's rolling average market value over the prior twelve quarters beginning June 30 of the current year. The CFHC Board has approved a 3.75% grant pay-out, which is consistent with 2023.

Your organization will be eligible for a grant in the amount of \$8,960 from the Hancock County Public Library Endowment Fund. This operating endowment provides perpetual operating income to the library to further its mission to provide superior county-wide library service that is convenient to and used by all residents. The grant is to be used for the following purpose: *To be used for expenses related to operations, programming, and other activities that align with the charitable mission of your organization.*

A grant check will be mailed to your organization next spring at the address listed above. Please contact Marie (marie@celebratehancok.org) for any of the following items:

- You wish to decline your grant amount and re-invest it into the endowment.
- Your organization's contact information has changed.
- You have questions regarding the conditions or purpose of the grant.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Mary Gibble".

Mary Gibble
President/CEO

A handwritten signature in dark ink, appearing to read "Marie Felver".

Marie Felver, CPA
V.P. of Finance and Operations

971 W. US 40 | Greenfield, IN 46140 | 317.462.8870 | CelebrateHancock.org

2023 Annual Evaluations

10/06 - HR to send out Annual Review email
10/20 - Department Goal Setting due
10/30 - Staff to complete self-review
11/10 - Managers to complete staff reviews
11/24 - Director to approve reviews
11/27-12/15 - Review meetings take place and finalized

2023-2024 Leadership Hancock County

Staff member Ryan Fennell from the Marketing Department is this year's candidate representing HCPL.

Fish Tank

Director Dave Gray reported the aquarium has officially been removed and that this space is now being converted into a display case for the Children's Library.

2023 Board Committees

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

2023 Board Committee Meetings

October – Finance Committee (Health Insurance – Cindi)
November – Executive Session (Director's Evaluation)
December – Executive Session (Director's Evaluation)

2023 Department Updates

October – IT (Steve Jones)
November – Tech Services (Josephine Kaiser)
December – No Update

Other

Nothing to Report

New Business

IT Department Overview (Steve Jones)

IT Manager Steve Jones, celebrating 21 years with HCPL, highlighted technology responsibilities and accomplishments for 2023. Being a department of one, Steve always has a project in the works. He's fulfilled 24 patron technology requests, and 52 staff technology requests over the last year. Steve also highlighted all of the library's service providers to include NineStar, Taylored Systems, Sirsi Dynix, Google Workspace, and Koorsen Fire and Security. Steve also highlighted all the hardware and software used by the library. Steve shared his goals accomplished so far in 2023, as well goals for the final quarter of 2023 and for the upcoming 2024 year.

Public Computer Scheduling and Pay for Print

IT Manager Steve Jones presented a proposal to the Library Board of Trustees to replace our current Envisionware reservation and payment system for photo copies and computer print jobs with a new system from Today's Business Solutions. This new system would eliminate the need for at least 4 PCs allowing equipment to be streamlined and transactions processed at one station. Additionally, electronic and cash payments are accepted, where as before it was cash only and any electronic payments would have to be processed with a staff member. Carmel Clay and New Castle Public Library currently use this system and find it to work well. There would be a \$1,132.37 savings for yearly maintenance. The total cost for this new system would be \$19,984 versus the \$21,000 cost to replace the Envisionware equipment. Steve recommended the library move forward with the Today's Business Solutions system. Lori Elmore **moved to approve the proposal for Today's Business Solutions to replace the current Envisionware system.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Adopt HCPL 2024 Budgets and Resolution 101023-1 Salary Schedule

Tom Seng **moved to adopt the HCPL 2024 Budgets and Resolution 101023-1 Salary Schedule.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Staff Health Insurance Handout

Business Manager Cindi Holloway presented staff health insurance quotes for 2024. She reported that the library would be offering the Buy-up plan this year as another option for staff. She said there was an overall rate increase of 14.86%. Lori Elmore **moved to approve the staff health insurance plan for 2024.** This was seconded by Tom Seng. Vote was taken and the motion carried.

Resolution 101023-2 Additional Appropriation

Director Dave Gray said that pending board approval of Resolution 101023-2 for an additional appropriation he would be going before the County Council on November 8th. Jeannie Roberts **moved to approve Resolution 101023-2.** This was seconded by Tom Seng. Vote was taken and the motion carried.

HVAC Engineering Quotes

Director Dave Gray reported that after talking with Facilities Manager TJ Reguli about the HVAC system replacement for the main library that TJ recommended an engineering firm be employed by the library to ensure the right equipment is purchased for the square footage of the main library. After reaching out to 5 different firms TJ recommended the library use Circle Design Group as they have done a lot of work with schools and libraries. Additionally, the Circle Design Group quote covers more assistance with less money. They will also help with equipment selection. Lori Elmore **moved to approve the quote for Circle Design Group**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Capital Improvement Plan Update

Other

Nothing to report

Adjourn Time

Tom Seng **moved to adjourn the meeting at 7:57pm**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary