

**Hancock County Public Library
October 12, 2021**

Board of Trustees Meeting

Board Present: Thomas N. Seng, Lori Elmore, Peggy Pritzke and Fred Fox via Zoom

Board Absent: Michelle Hasty, Libby Manship and Zach Schroer

Staff Present: Dave Gray, Cindi Holloway, Cody Flood, Steve Jones and Mary Lynn Burrows

Others: none

President Tom Seng called the Board of Trustees meeting to order at 7:07pm.

There were no issues of public concern.

The monthly statistics were discussed. Foot traffic continues to be consistent and door counts are good. In-house programming is beginning again and more people are in the building. Study Room reservations continue to increase at both locations.

The **September 14, 2021 minutes** were reviewed. Peggy Pritzke **moved to accept the minutes as presented.** This was seconded by Lori Elmore. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The motion carried.

The **August Financial Report** was presented. Peggy Pritzke **moved to approve the Financial Report as presented.** This was seconded by Lori Elmore. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The motion carried.

Bills for September 1, 2021 – September 30, 2021 (\$200,331.13) were presented. Dave Gray said he reviewed the bills and found them all in order and recommended they be approved. Lori Elmore **moved to approve the bills as presented.** This was seconded by Peggy Pritzke. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The motion carried.

Director's Report

- Staffing
 - New part-time Library Assistant in Youth Services in Greenfield
 - Michelle Brown will start on October 25th.
 - Open full-time Librarian in Youth Services in Greenfield.
 - Interviews starting soon
 - Open part-time Library Assistant in Access Services in Greenfield
 - Brooke Larrabee is leaving for a full-time position
- Imagination Library Update
 - Enrolled - 2615
 - 53 graduated from the program (550 total)

Carthage – 6 Charlottesville – 21 Fortville – 274 Fountaintown – 21 Greenfield – 1392 Indy/Cumberland – 25 Markleville – 3	Maxwell – 5 McCordsville – 415 Morristown - 4 New Palestine – 373 Pendleton - 3 Shirley – 18 Wilkinson – 52 Willow Branch - 3
--	--

- 2022 Budget Schedule October 12 – Board adopts budget

- Second Outreach Vehicle
 - A revised budget was submitted to the Indiana State Library for the grant through the /American Rescue Plan Act of 2021 (ARPA). A resolution authorizing the library director to sign the grant will be presented under new business.
- The library received a letter from the Hancock County Community Foundation informing us they have approved a 3.75% grant payout in the amount of \$7,270 from the library's endowment fund. Instead of awarding a grant, the money will be reinvested.
- Annual Performance Reviews
 - Cindi sends out annual performance review e-mail 11/08/2021
 - Staff complete self-review 11/1/2021
 - Managers complete reviews 11/12/2021
 - Cindi reviews/approves reviews 11/26/2021
 - Review meetings take place and reviews finalized 11/29-12/17/2021
- The new Toshiba copiers have been installed at both libraries.
- The Leadership Hancock County Class of 2021-2022 has been established. Reference Librarian Veronica Birmingham Rychtarczyk will be representing the library.
- Mike Bensi met with the library board before tonight's board meeting to update the current Strategic Plan that will be submitted to the Indiana State Library. They created a timeline for the new plan for 2023-2025. A vote on this plan will take place at the December board meeting.
- 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
 - October - Access Services (Cody Flood)
 - November – Technical Services (Cody Flood and Terri Gorden)
 - December – Information Technology (Steve Jones)

New Business

The **Hancock County Public Library's 2022 Budget and Salary Scale** received the final review by the board. There have been no changes since it was presented previously. **Peggy Pritzke moved to adopt the Hancock County Public Library's 2022 Budget and Salary Scale.** This was seconded by Lori Elmore. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The budget and salary schedule were adopted.

Employee Health Insurance was discussed.

- The increase in medical insurance premiums was minimal.
- There was no increase in the Vision and Dental insurance because we are in the second year of the 2-year plan.

- The medical insurance is effective on Dec. 1, 2021.
- The Vision and Dental insurance are effective on Jan. 1, 2022.

Lori Elmore moved to approve the insurance as presented. This was seconded by Peggy Pritzke. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The motion was approved.

Resolution 101221 Authorizing the library director to sign the grant through the /American Rescue Plan Act of 2021 (ARPA) for a second Outreach vehicle was presented. Peggy Pritzke moved to adopt Resolution 101221. This was seconded by Lori Elmore. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The resolution was adopted.

There was no additional new business

Old Business

Access Services Manager Cody Flood gave a presentation to the board with a clever Super Hero theme.

- Access Services, *The Gatekeepers of Information*
- Our Superpowers?
 - We provide “access” to all library resources with a specific focus on adults.
 - We can sniff out fake information from a mile away and can connect you with good information faster than a speeding bullet.
 - Don’t know what to read next? Pow! Just ask one of our helpful librarians.
 - Need to learn how to use a Kindle or iPad to read an ebook? We’ve got you covered.
 - Family tree research? No problem. We’ve got the county genealogist.
 - And this just scratches the surface of what we can do!
- Our Weapon of Choice?
 - Library Cards – Our cards connect patrons to everything we offer. We’ve given out 3,571 cards this year. (new and renewal)
- With great power comes great responsibility...
 - Librarians order books (both physical and digital)
 - Library Assistants handle checkouts, returns, and shelving
 - We create awesome book displays and promotions to drive usage.
 - Some Quick Facts: Over 600,000 checkouts so far this year (that’s ahead of last year) and over 4,600 reference questions answered so far this year.
- Library Passports
 - This promotion was a huge success at both libraries.
 - Patrons who met four requirements were eligible for prize drawings.
 - Four passes to the Indianapolis Zoo and the Children’s Museum were awarded.
 - Participants could receive up to \$4.00 off their fines.
- How do they save the day?
 - Book-a-Librarian
 - Your Next Great Read
 - Computer/Tech help
 - Proctoring
 - Local History
 - Adult Programming
 - Digital Resources
 - Legal Forms
- No Villains Here, only Superheroes
 - Our patrons appreciate our services, as evidenced by the fact that they keep coming back. Door Count so far this year – 253,221

- Comment Cards
 - “I really appreciate the service from Nicole and Jared. They were extremely helpful and present to help me.”
 - “I damaged my glasses in the parking lot and was attempting to fix them. Jeff K. saw that I was attempting to fix my glasses which I need to see how to fix. He spent ten minutes and was able to fix my glasses. His act of kindness was way more than expected and much appreciated.”
 - “I would like to thank you and the rest of the HCPL staff for being so welcoming and allowing for a meeting space for our recovery group. You are helping provide a vital community resource to those in need.”
- Our Friendly Neighborhood Library Heroes
 - Alisha Crump
 - Selector for 700-999 and Biographies
 - Just created a “job fair folder” for patrons seeking career assistance.
 - Super Power - Poetry Aficionado
 - Jesse Keljo
 - Media Services Manager
 - Selector for Large Print and Graphic Novels
 - Super Power - Has a new movie review series coming out
 - Paul McNeil
 - Selector for 000-299 and Local History
 - Hancock County Genealogist
 - Super Power – Double jointed in his thumbs
 - Veronica Rychtarczyk
 - Selector for Fiction and Mystery
 - Currently attending Leadership Hancock County
 - Super Power – Just got married.
 - Nicole Scurlock
 - Selector 300-699
 - Heading up a Pumpkin Decorating contest
 - Super Power – Bakes fabulous cupcakes.
 - Leah Bennett
 - Library Assistant
 - Super Power – Aspiring Olympic speed walker
 - Stephanie Haines
 - Library Assistant
 - Super Power – “Name that Tune” expert (aka The Empress of Music Trivia)
 - Jeff Kirkwood
 - Library Assistant
 - Super Power – Accomplished Playwright
 - Brooke Larrabee
 - Library Assistant
 - Super Power – Has nearly memorized the entirety of “The School of Rock.”
 - Megan Linville
 - Library Assistant
 - Super Power – Has her artwork featured on Paul McCartney’s website.
 - Alex Perking
 - Library Assistant
 - Super Power – Can read Hebrew
 - Jared Zentz
 - Library Assistant
 - Super Power – A Wealth of Useless Knowledge

Cody was asked what his Super Power is and he said writing. He has just started his Pastoral Ministry Degree.

There was no additional old business.

Peggy Pritzke moved to **adjourn the meeting** at 7:43 pm. This was seconded by Lori Elmore. A roll call vote was taken – Tom Seng, aye; Lori Elmore, aye; Peggy Pritzke, aye; and Fred Fox, aye. The motion was approved.

Respectfully submitted,
Mary Lynn Burrows, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary