

## **Board of Trustees Meeting**

**Date: October 14, 2025**

**Board Present: Libby Manship, Tom Seng, Zach Schroer, Jeannie Roberts, Michelle Hasty, Lori Elmore**

**Board Absent: Fred Fox**

**Staff Present: Dave Gray, Cindi Holloway, Steve Jones, Jeanette Sherfield**

**Others: None**

Library Board President Libby Manship called the meeting to order at 7:01pm.

There were no issues of public concern.

## **Monthly Statistics**

Director Dave Gray reported that physical item circulation was down 4% in September. He shared this is due in part because the largest and oldest book vendor in the nation, Baker and Taylor, will be out of business by the end of the year. Libraries are now working to find other vendors to fill their requests and many currently do not have the manpower in place to quickly expedite requests. This is a work in progress. OverDrive and Hoopla were both up compared to this time last 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 October 2025 Financial Report. The bank balance is currently 12.1 million. The fund report reflects the same. Cindi also reported that there is a balance of 1.8 million left to spend in appropriations. Some of this is due to cancellation of orders with Baker and Taylor. Zach Schroer **moved to accept the Financial Report as presented.** Vote was taken and the motion carried.

## **Allow Bills**

**Bills for September 1, 2025 to September 30, 2025** were presented. Director Dave Gray reviewed the bills and found them to be in order. He highlighted a few of the larger expenses that are not typical of monthly transactions to include Library Market \$35,000, Adams Roofing \$10,000, and Ryan Fire Protection for both buildings. Lori Elmore **moved to accept the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.



## Directors Report

### Sister Cities Visit

Dave shared photos of a delegation from our Japanese sister city who were visiting the library on October 7<sup>th</sup>. They really enjoyed the tour and were amazed at the 9-bin sorter. Later that evening there was a dinner where Youth Services Librarian Stephanie Haines accepted a gift of children's books from the Japanese delegation.





## **Staffing**

Hired –Natalie Howell -Library Assistant (PT/Main)

Hired –Shannon Brooks –Library Assistant (PT/Main)

## **Endowment**

### **HCPL ENDOWMENT**

Eligible for \$11,910 payout

The payout will be reinvested

Current Endowment Balance is \$374,590.44

### **DAISY DIMOND ENDOWMENT**

Dave came across paperwork for a 30-year charitable fund started in 1996 by the Hancock County Community Foundation. The Greenfield Public Library was listed as one of the benefactors. The year 2026 is when funds will be distributed and the Hancock County Public Library will receive a payout of \$12,052. This money will be put toward work to be done to upgrade our library app.

## **Imagination Library**

2,678 Enrolled

50 Graduated Last Month

3,173 Total Graduated

### **2026 HCPL BUDGET SCHEDULE**

Budget Adoption October 14<sup>th</sup>

### **2025 BOARD COMMITTEE MEETINGS**

October – Executive Session (Director's Evaluation)

November - Executive Committee (Update - Dave)

December – Executive Committee (Update – Dave)

### **2025 DEPARTMENT UPDATES**

October – Information Technology (Steve Jones)

November – Tech Services (Josephine Kaiser)

December – No Update (Use If Needed)

## 2025 BOARD COMMITTEES

**Executive** (Libby, Fred & Lori)

**Facilities** (Zach, Michelle & Jeannie)

**Finance** (Lori, Zach & Tom)

**Outreach** (Tom, Michelle & Jeannie)

**Other**

None

## New Business

### IT Department Overview (Steve Jones)

IT Manager Steve Jones celebrated 23 years with HCPL this year. Steve highlighted technology responsibilities and accomplishments for 2025. Being a department of one, Steve always has a project in the works and continues to evaluate the library's IT needs. Steve mentioned he tries to automate as much as possible with processes to save time. He also said that staff are always willing to learn and work cooperatively with the IT Department. Steve highlighted all of the library's service providers to include Ninestar, Taylored, Sirsi Dynix, Google Workspace, and Koorsen Fire and Security. He also highlighted all the hardware and software used by the library. Steve shared his goals accomplished so far in 2025, as well as goals for the final quarter of 2025 and for the upcoming 2026 year.

### Adopt HCPL 2026 Budgets and Salary Schedule 101425

Tom Seng **moved to adopt the HCPL 2026 Budget and Salary Schedule 101425**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

### Staff Health Insurance

Business Manager Cindi Holloway presented the health insurance quotes for 2026. There was an 11% increase in cost compared to last year. Medical, dental, and vision insurance will now all renew beginning 12/1/2025 and run through 11/30/2026. The Flexible Spending Account will have a cap of \$3,400 for 2026. Zach Schroer **moved to approve the staff health insurance plan for 2026**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

### HCPL/VTPL Funding Resolution 101425-2 (Special Purpose LIT)

Library Board President Libby Manship expressed her appreciation for Director Dave Gray's leadership, guidance and direction working on this resolution. Lori Elmore **moved to approve HCPL/VTPL Funding Resolution 101425-2 (Special Purpose LIT)**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

## Other

Director Dave Gray shared his thoughts about local historian Joe Skvarenina's passing and what the library would be doing to honor his memory. He said the plan is to have an 18"x24" state marker created to honor Joe's memory that will be on display in the local history room.

## Old Business

### Draft Capital Improvement Plan

Director Dave Gray reviewed the Capital Improvement Plan. He said it would come before the board in November for a vote.


## Other

Nothing to report


## Adjourn Time

Jeannie Roberts **moved to adjourn the meeting at 7:42pm**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Libby M. Manship", written over a horizontal line.

Libby Manship, President

A handwritten signature in blue ink, appearing to read "Lori Elmore", written over a horizontal line.

Lori Elmore, Secretary