Hancock County Public Library
November 8, 2022

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

Call to order: Board President Tom Seng called the meeting to order at 7:01pm

Monthly Statistics

Director Dave Gray reported that material circulation has increased 4,000-5,000 items per month. Dave said he believes we will finish the year with around 915,000 materials circulated. He also mentioned there have been additional new cards issued as well as existing accounts renewed during the 2 weeks of early voting. He also stated that electronic material circulation has remained strong.

Minutes

Fred Fox **moved to accept the minutes as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Financial Report

Cindi Holloway reported that there was a total bank balance of $9.7 million and the fund report reflected the same. Cindi also shared that she would have a better idea of remaining appropriations for 2022 by the end of November. Cindi did mention that there was a payment of $50,000 made to Midwest to cover renewal of the online resource Hoopla. Zach Schroer **moved to accept the financial report as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Allow Bills

Director Dave Gray reviewed the bills and found them to be in order. Dave mentioned again the $50,000 payment to Midwest for Hoopla. He also mentioned the renewal of other online resources to include BrainFuse tutoring service, Culture Grams, and Ancestry. Libby Manship **moved to accept the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Imagination Library

2,455 Enrolled
47 Graduated
1,205 Total

Old SC Building

Dave reported that Ruble Outdoor repaired damages sustained to a curb and trees, as well as ruts in the grassy area just east of the building. This concludes responsibility for this property.

Staff Development Day

Director Dave Gray proposed to the Library Board of Trustees that the library staff in-service training day be moved to Columbus Day October 9, 2023 rather than holding it in February as in years past. Having the training day in October would eliminate concerns about inclement winter weather and travel hazards. This would mean approving an additional closing day for the library for 2023.

Annual Performance Appraisals and Goals

Dave reported that staff and managers are currently working on annual performance appraisals and goals.

- 10/31 – Staff to complete self-review
- 11/11 – Managers to complete staff reviews
- 11/25 – Director to approve reviews
- 11/28-12/16 – Review meetings take place

Other

Nothing to report

New Business

Information Technology Overview

IT Manager, Steve Jones briefed the Library Board of Trustees on current activities with library technology as well as future plans, and equipment replacement schedules.

- Continue to evaluate the Library IT needs
  - Key factors – Public Labs & HCPL Staff
    - 21 Patron Tech Requests
    - 52 Staff Tech Requests

Primary service providers

- NineStar – Internet, physical phones lines & Fiber
- Taylored Systems (IP Phones 2021)
- SIRSI Dynix
- Google Workspace
  - Google Drive Cloud Storage
- Koorsen Fire & Security (both locations)

Hardware used by HCPL

- 95% Dell Shop
  - Firewalls, Network Switches, Servers & Desktops
- AXIS Security Cameras (61 both locations)
- 9 bin sorter (Bibliotheca)
- 3 bin sorter (Lyngsoe Systems)
- Cen-tec Self Check units (6 Main, 3 SC) – RFID, Unlocker & payment enabled
- Toshiba Business Solutions (3 Main, 1 SC) – September 2021
  - FM Audit

Software used by HCPL

- Microsoft Products
  - Windows 10 (Oct. 2025 EoL), Office 2016 & 2019, Windows Server 2012, 2016, 2019
    - Windows 11 & Windows Server 2022?
- Google Workspace
- Adobe Products
  - Photoshop, InDesign, Reader & Pro version
- ESET (Staff & Public)
- BUCS
- Acronis
- Public Labs
  - Envisionware (PCRes & LPTOne)
  - Faronics DeepFreeze

Goals accomplished in 2022

- Equipment Replaced: All OPACs, Kid's Lab (both locations), Friends Workstation, Media Services Manager, Main Youth Department, Tech Services (new RFID Pads)
- Windows Server 2019
  - Recovered Primary Domain Controller. Created new Secondary. Main Public Network
- Upgraded all Windows 2008 Servers
- Public Access Points upgrade (Aruba)
- Mobile Print (Envisionware)
- TeamViewer (Connections, Services & Health)
- Acronis Backups of all public/staff workstations
- IoT – Cybersecurity (KnowBe4)

<u>Goals For 2023</u>

- Upgrade all Windows Server 2012 to 2019 (10/2023 EoL)
- Migrate Staff network to new Domain.
- Continue working with IoT (Cybersecurity)
- Network Infrastructure Assessment/Switch Replacement
- Dell T440 (2) Server implementation
- AXIS Camera maintenance and replacement
- Public Lab Maintenance
- Digital Signage (both locations)
- Potential Projects: Main Library 9bin Sorter & TBS Solutions

Strategic Plan 2023-2025

Director Dave Gray mentioned that all state requirements for the strategic plan have been satisfied.

Community Overview 3
Facilities Overview 4
2023-2025 Strategic Plan 5
Computer Replacement Policy 7
Equipment Replacement Plan 10
HCPL Staff Training & Certification Guidelines 11
Organizational Chart 13
Sustainability/ Revenue and Spending Plan - Comments and Recommendations

Public Service Policy Review

Director Dave Gray presented the proposed changes for the Public Service Policy Manual suggested by the managers for the Library Board of Trustees to review.

Employee Handbook Review

Director Dave Gray presented the Employee Handbook with proposed changes suggested by our attorney at Faegre Drinker, Susan Kline for the Library Board of Trustees to review.

Appointment of Nominating Committee

President Tom Seng announced his selection for the Nominating Committee. This committee is to select nominees for the next Library Board of Trustees President, Vice President, and Secretary. The Nominating Committee will be comprised of Lore Elmore, Zach Schroer, and Jeannie Roberts.

2023 Board meeting and closing dates

Closed dates / staff development day

- January 1 – New Year's Day
- January 16 – Martin Luther King Day
- February 20 – President's Day
- April 9 – Easter
- May 14 – Mother's Day
- May 29 – Memorial Day
- June 18 – Father's Day
- July 4 - Independence Day
- September 4 – Labor Day
- October 9 – Columbus Day
- November 23 – Thanksgiving Day
- December 24 – Christmas Eve
- December 25 – Christmas Day

2023 Board Meeting Dates

- **All Board meetings @ 7pm**

- January 10 (Greenfield)
- February 14 (Greenfield)
- March 14 (Greenfield)
- April 11 (Sugar Creek)
- May 9 (Greenfield)
- June 13 (Greenfield)
- July 11 (Greenfield)
- August 8 (Sugar Creek)
- September 12 (Greenfield)
- October 10 (Greenfield)
- November 14 (Greenfield)
- December 12 (Greenfield)

Fred Fox **moved to approve the 2023 Board meeting and closing dates.** This was seconded by Zach Schroer. Vote was taken and the motions carried.

Other

The Friends of the Library Will be giving each staff member a $20 Wal-mart gift card for Christmas

2022 Board Committees

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

2022 Board Committee Meetings

- December – Executive Session (Director's Evaluation)

2022 Board Department updates

- December – Technical Services (Terri Gorden & Josephine Kaiser)

2023 Board Committee Meetings

- January – Board of Finance (Finance Committee – Cindi)
- February – Outreach Committee (Update – Mike Schull)
- March – Facilities Committee (Update – TJ Reguli)
- May – Finance Committee (Sustainability Analysis – Cindi & Dave)
- June – Executive Committee (Update – Dave)
- July – Finance Committee (Budget – Cindi & Dave)
- August – Executive Committee (Strategic Plan Update – Dave)
- 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 Board Department updates

- January – Financial Information (Dave Gray & Cindi Holloway)
- February – Outreach (Mike Schull)
- March – Facilities (TJ Reguli)
- April – Youth (Cathy Riley)
- May – Selection Process (TDB)
- June – Marketing (Kyle Turpin)
- July – Access Services (Cody Flood)
- August – Sugar Creek (Jeanette Sherfield)
- September – Summer Reading (Cathy Riley)
- October – IT (Steve Jones)
- November – Tech Services (Josephine Kaiser)
- December – No Update/Presentation

Old Business

Capital Improvement Plan

Director Dave Gray reported that the Capital Improvement Plan document that was seen in September has not changed. Lori Elmore **moved to accept the Capital Improvement Plan** as written. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Other

Nothing to report

Adjourn

Fred Fox moved to adjourn the meeting at 7:57pm. This was seconded by Libby Manship.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

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Thomas N. Seng, President   Lori Elmore, Secretary