

**Hancock County Public Library**  
**November 9, 2021**

**Board of Trustees Meeting**

**Board Present:** Thomas N. Seng, Peggy Pritzke, Fred Fox, Libby Manship and Zach Schroer

**Board Absent:** Michelle Hasty and Lori Elmore

**Staff Present:** Dave Gray, Cindi Holloway, Jeanette Sherfield, Terri Gorden and Mary Lynn Burrows

**Others:** none

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

There were no issues of public concern.

The monthly statistics were discussed. Dave Gray estimated by the end of the year we will have circulated 800,000 to 900,000 items. The return of programming has been well received. The recent "Teddy Roosevelt" program had 93 people in attendance.

The **October 12, 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 **September Financial Report** was presented. Fred Fox **moved to approve the Financial Report as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

**Bills for October 1, 2021 – October 31, 2021 (\$215,708.21)** were presented. Dave Gray said he reviewed the bills and found them all in order and recommended they be approved. Peggy Pritzke **moved to approve the bills as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

**Director's Report**

- Staffing
  - New Full-Time Librarian in Youth Services in Greenfield
    - Internal Candidate (Leah Bennett)
    - Leah came from Access Services where she was part-time
    - She started her new position on Nov. 8<sup>th</sup>.
  - New Part-Time Library Assistant in Access Services in Greenfield
    - Megan Mabrey
    - Starts November 10<sup>th</sup>
  - Open Part-Time Library Assistant in Access Services in Greenfield
    - Brook Larrabee left for a full-time position elsewhere.
    - Leah Bennett took the full-time position in Youth Services.
- Christmas Lunch
  - The Friends of the Library will give each staff member a gift card in place of funding the Christmas Luncheon. This was done last year and was very much appreciated by staff.
- Imagination Library Update
  - Enrolled - 2594
  - 59 graduated from the program (609 total)

Carthage – 6 Charlottesville – 21 Fortville – 272 Fountaintown – 21	Maxwell – 6 McCordsville – 402 Morristown - 4 New Palestine – 382
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Greenfield – 1375 Indy/Cumberland – 25 Markleville – 2	Pendleton - 3 Shirley – 18 Wilkinson – 54 Willow Branch - 3
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- 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
  - 2021 Board Committee Meetings
    - 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)

These committees will be reviewed at the end of the year. Let Tom Seng know if you have suggestions for any changes.
  - 2021 Board Department Updates
    - November – Technical Services (Terri Gorden)
    - December – Information Technology (Steve Jones)
  - 2022 Board Meetings
    - January 11, 2022 7pm (GBC Community Room – Greenfield)
    - February 8, 2022 7pm (GBC Community Room – Greenfield)
    - March 8, 2022 7pm (GBC Community Room – Greenfield)
    - April 12, 2022 7pm (GBC Community Room – New Palestine)
    - May 10, 2022 7pm (GBC Community Room – Greenfield)
    - June 14, 2022 7pm (GBC Community Room – Greenfield)
    - July 12, 2022 7pm (GBC Community Room – Greenfield)
    - August 9, 2022 7pm (GBC Community Room – New Palestine)
    - September 13, 2022 7pm (GBC Community Room – Greenfield)
    - October 11, 2022 7pm (GBC Community Room – Greenfield)
    - November 8, 2022 7pm (Youth Program Room – Greenfield) \*
    - December 13, 2022 7pm (GBC Community Room – Greenfield)
- \* Due to both libraries being Vote Centers, this meeting will be held in the Youth Program Room because it is election day.
- 2022 Board Department Updates
    - January Financial Information (Dave Gray & Cindi Holloway)
    - February Building Services (Keith Fisher)
    - March Marketing (Kyle Turpin)
    - April Youth Services (Cathy Riley)
    - May Material Selection Process (Jenny Cecil-Jessie and Paul McNeil)
    - June Outreach (Mike Schull)
    - July Video marketing (Jesse Keljo)
    - August Sugar Creek (Jeanette Sherfield)
    - September Summer Reading (Cathy Riley)

- October            Access Services (Cody Flood)
- November        Technical Services (Terri Gorden)
- December        Information Technology (Steve Jones)
  
- 2022 Board Committee Meetings
  - January – Board of Finance (Finance Committee – Cindi)
  - February – Facilities Committee (Update – Keith)
  - March – Executive Committee (Update – Dave)
  - May – Finance Committee (Sustainability Analysis – Cindi)
  - June – Outreach Committee (Update – Mike)
  - July – Finance Committee (Budget – Cindi)
  - August – Executive Committee (Strategic Plan 2023 – Dave)
  - September - Facilities Committee (Capital Improvement Plan – Keith)
  - October – Finance Committee (Health Insurance – Cindi)
  - November – Executive Session (Director's Evaluation)
  - December – Executive Session (Director's Evaluation)
  
- 2022 All Staff Meeting Dates
 

○ Tuesday, May 17	Updates and Summer Reading Club
○ Wednesday, September 21	Updates and Flu Shots
○ Thursday, October 13	Updates and Health Insurance
- Staff Development day 8am to noon

## **New Business**

Technical Services Manager Terri Gorden gave a presentation to the board about her department.

- What they do
  - They are the first stop for new materials and the last stop for old materials.
  - They place the orders for all of the materials on the shelves and in the electronic collections.
  - They enter the bibliographic information into our online catalog.
  - They make sure all materials in the library system are shelf ready.
  
- To date this year, they have added 28,219 items to the collection and have processed 36,930 discards.
- Staff
  - Terri Gorden,
    - Technical Services Manager
    - Selector for the adult non-print collections
    - Selector for some of the electronic resources
    - Catalog non-print materials
    - At HCPL for almost 23 years
  - Kathy Hackman
    - Senior Library Assistant
    - Places orders with vendors
    - Enters the orders into the online catalog
    - Catalogs print materials
    - At HCPL 18 years
  - Kasie Scholl
    - Interlibrary Loan Coordinator
    - Requests materials from other libraries
    - Bills patrons for the lost and damaged items.
    - Manages the flow of discarded materials

- To date this year, Kasie has borrowed 917 items through Interlibrary Loan and loaned 743 items to other library systems.
- Melissa Jefferson
  - Library Assistant
  - Processes all materials
  - Invoices OverDrive orders
  - Repairs damaged audiovisual materials
  - At HCPL 14 years
- Ryan Fennell
  - Checks in new materials
  - Adds and withdraws magazines
  - Creates invoices for vendors
  - Repairs damaged books
  - At HCPL for 8 years

Terri shared a sample of a bibliographic record and an item record for the new Janet Evanovich book, *Game On*. She described how a new item moves from unboxing to having the barcode entered in the system. It then moves on to a cataloger who checks the bibliographic record against the item in hand. Next the item record values are added for each item in the library. The item records values work behind the scenes to tell the system, for example, how long an item can be checked out, what the overdue fines would be for that item and if the item can be renewed. Finally, the item moves to processing where spine labels, genre stickers and sometimes jackets are applied. Just before the item is released for public circulation, an RFID tag is applied so it can be checked out at our self-check stations.

The library's original **Strategic Plan** and the **updated plan** from the meeting with Mike Bensi are under Attachment E. The proposed changes will be voted on at the December library board meeting and then sent to the Indiana State Library.

The Public Service Policy Review is under Attachment F.

- Proposed changes include:
  - Adult Cards - A person 18 years of age and older may apply for an adult card. The card expires 3 years from date of issue. ~~A parent/legal guardian may include a person younger than age 18 on their application form, signing once for themselves and a second time as parent or legal guardian. The person younger than 18 years of age does not have to be present.~~ (page 2)
  - Lost/Damaged Materials – removed the \$3.00 processing fee. (pages 7 and 12)
  - Downloadable Collection – Change limits from 20 to 30 for all downloadable items. (page 10)
  - Return Postage – Change ~~\$3.00-\$5.00 depending on the weight of the item~~ to a \$4.00 flat fee. (page 11)
  - Available materials – remove Adult Fiction DVDs (page 12)
  - Appendix A – ALA Code of Ethics updated (page 35)

The current Employee Handbook Review is under Attachment G. The library's labor attorney is now reviewing it. If changes need to be made, they will be discussed at the December board meeting.

Tom Seng appointed Peggy Pritzke (chair), Lori Elmore and Libby Manship to serve on the nominating committee for the 2022 library board of trustees. They will make a report at the December meeting.

**Resolution 110921 Establishing a Grant Fund for the Indiana State Library/American Rescue Plan Act of 2021 (ARPA)** was presented. This resolution was reviewed by the library's attorney Ed

Walter. Zach Schroer **moved to adopt Resolution 110921**. This was seconded by Libby Manship. Vote was taken and the motion carried.

The **2022 Board meeting and closed dates were presented**.

Saturday	January 1	New Year's Day
Sunday	January 2	Day after New Year's Day
Monday	January 17	Martin Luther King, Jr. Day
Monday	February 21	President's Day
Sunday	April 17	Easter
Sunday	May 8	Mother's Day
Monday	May 30	Memorial Day
Sunday	June 19	Father's Day
Monday	July 4	Independence Day
Monday	September 5	Labor Day
Thursday	November 24	Thanksgiving
Saturday	December 24	Christmas Eve
Sunday	December 25	Christmas
**Wednesday	November 23	Closing at 5:00pm Day before Thanksgiving

Dave said he checked with the county and they are not including Juneteenth as an official holiday in 2022. The library will follow the county schedule. Peggy Pritzke asked if the library should also be closed on Sunday, July 3<sup>rd</sup>. We are only open three hours and this would give staff another day off. Depending on when the city decides to celebrate with fireworks, the library parking lot is used. Prep is done by adding port-o-lets and trash cans for the public to use since the building is closed. **Fred Fox moved to approve the proposed board meeting dates and closed dates with the addition of Sunday, July 3<sup>rd</sup>**. Peggy Pritzke seconded the motion. Vote was taken and the motion carried.

The board held an Executive Session before the board meeting and increased the Director's base salary by 8% for 2022. **Fred Fox made a motion to approve the Director's pay for 2022**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Dave Gray read **Resolution 110321-2 Retirement Congratulations** recognizing Mary Lynn Burrows for her over 26 years of employment at the Hancock County Public Library. Libby Manship moved to adopt Resolution 110321-2. This was seconded by Fred Fox. Vote was taken and the motion carried.

Fred Fox asked about the removal of the solar project for the Sugar Creek Branch. Dave Gray said at this time the cost is too high to move forward with solar at the Sugar Creek Branch. The staff will continue to watch for new grants and grants that provide a cost savings to install solar.

There was no additional new business

### **Old Business**

The **Capital Improvement Plan** was given one last review. No changes have been made since it was presented in September. Zach Schroer **moved at approve the September 15, 2021 Capital Improvement Plan**. This was seconded by Peggy Pritzke. Vote was taken and the motion carried.

There was no additional old business.

Fred Fox moved to **adjourn the meeting** at 7:45pm. This was seconded by Libby Manship. Vote was taken and the motion carried.

Respectfully submitted,  
Mary Lynn Burrows, Recording Secretary

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Thomas N. Seng, President

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Lori Elmore, Secretary