

Board of Trustees Meeting

Date: November 11, 2025

Board Present: Libby Manship, Zach Schroer, Tom Seng, Jeannie Roberts, Lori Elmore, Fred Fox

Board Absent: Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Josephine Kaiser, TJ Reguli, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the meeting to order at 7:02pm

There were no issues of public concern

Monthly Statistics

Director Dave Gray reported that circulation numbers were close to those for this time of year in 2024. Kanopy downloads almost doubled, Hoopla was up 1,400 items and OverDrive was up 1,000 items.

Minutes

Tom Seng **moved to approve the minutes as written**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the October 2025 Financial Report. The bank balance is currently 12.2 million. The fund report reflects the same. Cindi also reported that there is 1.4 million in appropriations to be spent before the end of the year. There are three payrolls left in 2025 that will help to reduce that amount as well as upcoming maintenance projects and selection of materials. Fred Fox **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 October 1, 2025 – October 31, 2025 were presented. Director Dave Gray reviewed the bills and found them to be in order. He highlighted some of the bigger expenses that are not part of the regular monthly expenses. These included Hoopla, Gale Legal Forms, and work completed by Fralick's to winterize the irrigation system. Lori Elmore **moved to accept the bills as presented**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Directors Report

Historical Document Donation

Recently an anonymous donor donated a document recording the promotion of Colonel Oliver Paul Gooding to the rank of Brigadier General. The document was signed by President Andrew Jackson May 22, 1866. Born in Rush County in 1835, Gooding became a resident of Greenfield in 1837. He served in the Civil War and is buried in Park Cemetery (Greenfield). Genealogy Librarian Maura Johnstson created a historical timeline on display in the local history room at HCPL Main regarding Brigadier General Gooding. The document will be put in a special document display case to ensure preservation and will be put on the wall in the local history room.

Staffing

No open positions

Annual Performance Appraisals and Goals

HR to send out Annual Review email 31 Oct. 2025

Staff to complete self-review 14 Nov. 2025

Managers to complete staff reviews 28 Nov. 2025

Director to approve reviews 12 Dec. 2025

Review meetings take place and finalized 15-31 Dec. 2025

Imagination Library

2,683 Enrolled

52 Graduated Last Month

3,225 Total Graduated

2026 HCPL Budget Schedule

Complete

2025 Department Updates

November – Tech Services (Josephine Kaiser)

December – No Update (Use If Needed)

2025 Board Committee Meetings

November - Facilities Committee (Parking Lot (Main) - TJ)

December – Executive Committee (Update – Dave)

2025 Board Committees

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

Other

Nothing to report

New Business

Technical Services Department Overview (Josephine Kaiser)

Technical Services Manager Josephine Kaiser shared the responsibilities of the Technical Services Department to include: placing orders for all physical and electronic collections, tracking all orders and acquisitions, cataloging all items, processing physical materials, discarding physical and electronic items, and special projects. There have been 22,975 items added to the collection this year and 18,541 items have been discarded from the collection. Josephine also highlighted her staff Kathy Hackman, Kasie Scholl, and Melissa Jefferson, and their duties as well as some fun facts. Kathy Hackman will be retiring May 2026 just a month shy of 23 years of service. Some of the cataloging tools used in Tech Services include Sirsi Workflows and OCLC, which is used for Interlibrary Loan. Josephine shared some the highlights from their year to include a visit to the Indiana Historical Society, and also Walker Bookbinding. She also shared the challenges from the recent closing of Baker and Taylor, the 198 year old book vendor used by libraries across the nation. Josephine also mentioned that HCPL loaned out 2,242 items to other libraries around the United States and borrowed 702 items through our Interlibrary Loan process.

Parking Lot Quotes

Facilities Manager TJ Reguli presented quotes to the library board of trustees for the parking lot rehab. For the concrete portion of the work TJ recommended Ruble Outdoor Services. Ruble provided a quote of \$125,796.16. TJ said they do most of their own work rather than subcontracting to others. He suggested this work be done in late winter/early spring. For the asphalt portion of the work TJ recommended Zipps. Zipps provided a quote of \$126,060. He said they also provided the best scope. He suggested this portion be completed in late summer around August once the Summer Reading Club activities are complete. Tom Seng **moved to accept the quote from Ruble Outdoor Services for concrete work and the quote from Zipps for asphalt work for the parking lot rehab at HCPL Main**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Public Service Policy Review

Director Dave Gray gave a brief overview of upcoming changes to the Public Service Policy Handbook. The final version of the Public Service Policy Manual will be voted on in December.

[Page 5](#) - Circulation Policy > Cards > Resident Cards

Added address verification

[Page 7](#) - Teacher Cards

Teacher ID requirements

[Page 13](#) – Loan of Material

New DVDs now Holdable

[Page 15](#) – Interlibrary Loan

Change in ILL loan period

[Page 16](#) - Loaning Library Equipment

Added Blu-ray Players and Experience Passes

[Page 16](#) - Laptops

Checkout time increased to 4-hours

[Page 25](#) - Adult Computers #3

All computer session limited to 180 minutes

[Page 30](#) – Unattended Children

Employee Handbook Review

Business Manager Cindi Holloway gave a brief overview of upcoming changes to the Employee Handbook. The final version of the Employee Handbook will be voted on in December.

Here are the major areas that were updated:

[Page 6](#) Our Vision and Our Mission updated.

[Pages 34](#) Attendance Policy – Tardiness time

[Page 46](#) Vacation Time, Resignation of Employment- 2 weeks' notice and use of PTO

[Pages 60](#) Personal Time, Annual Carry Over

[Page 71](#) Indiana School Conferences Leave

Appointment of Nominating Committee

President Libby Manship called for volunteers for the nominating committee. Zach Schroer, Jeannie Roberts, and Michelle Hasty were chosen.

2026 Board Meeting and Closed Date

Director Dave Gray presented the 2026 Library Board of Trustees Meeting dates as well as dates the library would be closed to the public. Lori Elmore **moved to approve the 2026 Library Board of Trustees meeting dates and the library close dates with the addition of the Friday following Thanksgiving be added to the close dates.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Capital Improvement Plan

Director Dave Gray gave a final review of the Capital Improvement Plan. Lori Elmore praised the work that has gone into this plan and appreciates the forethought of having a document like this in place. Lori Elmore **moved to approve the Capital Improvement Plan as written**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

Nothing to report

Adjourn Time

Tom Seng **moved to adjourn the meeting at 8:05pm**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary