

Board of Trustees Meeting

Date: November 12, 2024

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

Board Absent: Zach Schroer, Michelle Hasty

Staff Present: Dave Gray, Cindi Holloway, Josephine Kaiser, Jeanette Sherfield, Jared Zentz

Others: None

Library Board President Libby Manship called the meeting to order at 7:00pm

There were no issues of public concern

Monthly Statistics

Director Dave Gray reported total new cards issued for the year are up 98% and total card renewals for the year are up 132%. He also shared the Hoopla downloads are up by 1,800 items and OverDrive downloads are up slightly. There's also been a slight up tick in physical items.

Minutes

There was a correction made to the October 21, 2024 minutes. Under the Allow Bills portion of the minutes, the statement "Director Dave Gray reviewed the bill...", should have read, "Director Dave Gray reviewed the bills." Fred Fox **moved to approve the minutes with the noted correction**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway presented the October 2024 Financial Report. The bank balance is currently 11.3 million. The fund report reflects the same. Cindi also reported that there is \$625,000 left in appropriations to spend for 2024. Once approved by the Hancock County Council, the additional appropriation of \$425,000 for Capital Outlays will be added to this total. Lori Elmore **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, 2024 to October 31, 2024 were presented. Director Dave Gray reviewed the bills and found them to be in order. He highlighted some of the bigger expenses for the month to include Dell, Hoopla, Tilson for SC parking lot work, and Rainbow Printing. Tom Seng **moved to accept the bills as presented**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Directors Report

Election/Voters HCPL

Dave shared photos of voters waiting in line at both HCPL Main and Sugar Creek. He said that he should have the final numbers for early voting and election day voting for both locations at the next board meeting. In the meantime, the results are in for voting which is best, dogs or cats. The biggest percentage of the votes went for liking both dogs and cats.

Staffing

There is currently a library assistant position open for Adult Services at HCPL Main.

Imagination Library

2,640 Enrolled
40 Graduated Last Month
2,590 Total Graduated

Election Numbers

The final elections numbers will be shared at the December Library Board of Trustees Meeting.

Chris Sickles Display

The newest character was recently added to the Chris Sickles display at HCPL Main. The character's name is Lois.



Legal Clinic @ HCPL

Stats were recently provided concerning the success of free legal help offered at HCPL Main. From the period of May 2024 to October 2024 there were 64 clients helped. This was amazing considering the total for the Legal Aid of East Central Indiana was just 15 for all of 2023. Those needing the most assistance were clients trying to navigate debt and money issues, with a majority of them being senior citizens.

Daily Reporter Letter for 2025 Meeting Dates

Dave received the annual "Sunshine" letter from the Greenfield Daily Reporter in thanks for providing 2025 meeting dates earlier than required.

Annual Reviews and Goal Setting

11/15/2024 - STAFF TO COMPLETE SELF-REVIEW
11/29/2024 - MANAGERS TO COMPLETE STAFF REVIEWS
12/13/2024 - DIRECTOR/PUBLIC SERVICE MANAGER TO APPROVE REVIEWS
12/16-12/31/2024 - REVIEW MEETINGS TAKE PLACE AND FINALIZED

Additional Appropriation

Dave is scheduled to appear before the Hancock County Council at 9:00am November 13, 2024 concerning the additional appropriation of \$425,000.

2024 Department Updates

November – Tech Services (Josephine Kaiser)
December – No Update (Use If Needed)

2024 Board Committee Meetings

November – Executive Session (Director's Evaluation)
December – Executive Session (Director's Evaluation)

2024 Board Committees

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

Other

Nothing to report

New Business

Tech 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 22,047 items added to the collection this year and 19,967 items have been discarded from the collection. She also highlighted her staff Kathy Hackman, Kasie Scholl, and Melissa Jefferson, and their duties. Some of the cataloging tools used in Tech Services include Sirsi Workflows and OCLC. Josephine shared some the highlights from their year to include a visit to the Indiana State Library, and also the Indianapolis Public Library's Service Center. They also completed a reclassification project, and are in the process of a refresh project replacing faded spine labels and worn book jackets. Josephine also mentioned that HCPL loaned out 1,114 items to other libraries around the United States and borrowed 478 items through our Interlibrary Loan process.

Board Bylaws Review

Director Dave Gray shared the library's attorney Ed Walter reviewed the bylaws for any Indiana code changes and nothing has changed, so the bylaws will remain as written.

Public Service Policy Review

Director Dave Gray reviewed changes to the Public Service Policy manual. He will bring the final draft to the December Library Board of Trustees meeting.

Employee Handbook Review

Director Dave Gray reviewed changes to the Employee Handbook. He will bring the final draft to the December Library Board of Trustees meeting.

Appointment of Nominating Committee

Library Board member Lori Elmore will chair the nominating committee. Jeannie Roberts and Fred Fox have also been appointed to serve on the committee.

2025 Board Meeting and Closed Dates

Director Dave Gray presented the 2025 Library Board of Trustees Meeting dates as well as dates the library would be closed to the public. Fred Fox **moved to approve the 2025 Library Board of Trustees meeting dates and library close dates**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Other

Library Board President Libby Manship reported that the Finance Committee had met and agreed on a 5% pay raise for Director Dave Gray for 2025. Tom Seng **moved to approve the 5% pay raise for Director Dave Gray for 2025**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Old Business

Capital Improvement Plan

Director Dave Gray said that Greg Guerritaz reviewed the Capital Improvement Plan and there were no changes. Fred Fox **moved to approve the Capital Improvement Plan as written**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Other

Staff member Jared Zentz was present representing Leadership Hancock County. They are required to attend a board meeting within the county as part of the Leadership Hancock County program.

Adjourn Time

Tom Seng **moved to adjourn the meeting at 7:49pm**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary



Libby Manship, President



Lori Elmore, Secretary