

**Board of Trustees Meeting**  
**Date: November 14 2024**

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

**Board Absent:** Michelle Hasty

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

**Others:** Angela Evans, Cheryl Zech, Shelby Couch, Amy Brown, Jenny Leisure, Ashley Wesner

Library Board President Libby Manship called the meeting to order at 7:06pm

**Issues of Public Concern**

The following people presented concerns about the resignation of Branch Youth Manager Deborah Williams:

- Shelby Couch 2559 Cabin Hill Rd, Indianapolis, IN
- Angela Evans 881 N. Broadway Greenfield, IN
- Amy Brown 7664 W. Williamswood Dr New Palestine, IN
- Cheryl Zech 918 West 4<sup>th</sup> Greenfield, IN

**Monthly Statistics**

Director Dave Gray reported overall material circulation is 812,914 items. If we hit our average for this year we should be around 980,000 items. Dave said he did not yet have the vote center number break down, but should get it this week. The election office did say that the main library did have the highest usage again. Through October we have just under 150,000 OverDrive checkouts. For 2022 we had a total of 162,000. Dave believes we'll be close to 180,000 this year. Similar to OverDrive, Hoopla has just over 50,000 checkouts through October this year. Our 2022 checkouts total was 59,213. I think we will be around 60,000 checkouts for Hoopla this year. So far in 2023 75% of our checkouts are physical items and 25% are digital. Last year at this time it was about 76% physical and 24% electronic. Dave also said we continue to see great growth in Mango Languages. There was usage of 1,244 in 2022 and 5,119 so far in 2023.

**Minutes**

Tom Seng **moved to approve the minutes as presented.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

**Financial Report**

Business Manager Cindi Holloway presented the October 2023 Financial Report. The bank balance is currently 10.6 million. The fund report reflects the same. Cindi said as of October 31<sup>st</sup> there was a little over 1 million left in the 2023 budget to be spent before the end of the year. A \$200,000 bond payment will made in December and a \$50,000 payment to Hoopla. Zach Schroer **moved to accept the Financial Report as presented.** This was seconded by Fred Fox. Vote was taken and the motion carried.

## **Allow Bills**

**Bills for October 1, 2023 to October 31, 2023** were presented. Director Dave Gray found the bills to be in order. He mentioned there was a large payment to Midwest Tape. Fred Fox **moved to approve the bills as presented**. This was seconded by Jeannie Roberts.

## **Directors Report**

### **Staffing**

#### **New Staff**

Khristie Brooks – Adult Services Library Assistant (Main) – Part-time  
Nick Gentry - Adult Services Library Assistant (Main) – Part-time  
Leah Hankins - Adult Services Library Assistant (Main) **(Sugar Creek)** – Part-time

#### **Open Positions**

Outreach Services Library Assistant – Part-time  
Youth Services Librarian (Sugar Creek) – Full-time  
Youth Services Librarian (Main) – Full-time  
Adult Services Manager (Main) – Full-time

## **Imagination Library**

2,705 Enrolled  
49 Graduated  
1,869 Completed

## **2024 Budget Schedule**

Complete

## **Annual Performance Appraisals and Goals**

11/24 - Director to approve reviews  
11/27-12/15 - Review meetings take place and finalized

## **Display Case Update**

Dave shared photos of the updates that have taken place where the fish tank used to reside in the Children's Department at HCPL and has since been transformed into a display case. Dave mentioned that the upper part of the display case may contain artwork from a local artist. The Friends of the Library will fund this portion of the display. The lower part may eventually house a display that would be appealing to smaller children.

## **Solar Eclipse April 8, 2024**

Preparations are being made locally in anticipation of large crowds gathering for the April 8, 2024 solar eclipse. Area schools will be closed on this date.

## **2023 Department Updates**

There will be no department updates during the month of December

## **2023 Board Committee Meetings**

December – Executive Session (Director’s Evaluation)

## **2023 Board Committees**

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

## **Other**

Thank you for the chili Lori!

“10 out of 10 – would eat again!!!!”  
- HCPL Staff

## **New Business**

### **Technical Services Department Overview (Josephine Kaiser)**

Technical Services Librarian Josephine Kaiser briefed the Library Board of Trustees on the responsibilities and duties of the Technical Services Department and staff. The responsibilities of this behind the scenes department are as follows:

- We place the orders for all physical and electronic collections.
- We track all orders in acquisitions.
- We catalog all items, making them accessible to patrons.
- We process all physical materials (labels, barcodes, RFID tags, etc.).
- We discard physical and electronic items when they are withdrawn.
- Special projects (reclassification, kits, etc.)

Josephine also shared that 24,827 items have been added to the collection this year while 18,289 items have been discarded. Josephine also shared specific responsibilities of each staff member. Josephine catalogs non-print and some print material, all original cataloging, some receiving and invoicing, and special projects (kits, etc.). Kathy Hackman Senior Library Assistant, places orders with vendors, enters orders into the online catalog, receives and invoices materials, catalogs print materials, and tracks and orders processing supplies for the department. Kasie Scholl Interlibrary Loan Coordinator, requests

materials from other libraries; sends materials to libraries that request from us, bills patrons for lost and damaged items, adds and removes the magazines from the collection, and manages the flow of discarded materials. Melissa Jefferson Library Assistant, unboxes new materials, processes all materials, discharges new materials after processing, trapping any holds, and repairs damaged materials.

#### **Public Service Policy Review (Draft Changes)**

- Page 3 – Vernon Township Public Library Name Change
- Page 6 – Vernon Township Public Library Name Change
- Page 9 – Page Number Update
- Page 15 – Youth and Teen DVDs are no longer available to borrow through Interlibrary Loan
- Page 19 – Formatting consistency change
- Page 31 – URL update
- Page 32 – Typo
- Page 35 – Typo
- Page 35 – Policy on Parking (New)
- Page 37 – Vernon Township Public Library Name Change

#### **Employee Handbook Review (Draft Changes)**

- Page 2
- Page 7
- Pages 26 (Attendance) See new attendance policy with comments at end of draft handbook
- Appendix 1 – Page 1 & Page 10

#### **Appointment of Nominating Committee**

Zach Schroer, Tom Seng, and Jeannie Roberts were appointed to the nominating committee.

#### **2024 Board meeting and closed dates**

2024 Closed Dates/Staff Development Day:

- January 1 – New Year's Day
- January 15 – Martin Luther King Day
- February 19 – President's Day
- March 31 – Easter
- May 12 – Mother's Day
- May 27 – Memorial Day
- June 16 – Father's Day
- July 4 - Independence Day



- September 2 – Labor Day
- October 14 – Columbus Day/Indigenous Peoples' Day (Staff Development Day)
- November 28 – Thanksgiving Day
- December 24 – Christmas Eve
- December 25 – Christmas Day

Closed Dates to Consider for 2024:

- April 8 – Solar Eclipse
- May 7 – Election Day (Presidential Primary)
- November 5 – Election Day (Presidential General)

2024 Close Early Dates:

- November 27 – Day before Thanksgiving (Close at 5pm)
- December 31 – Day before New Year's Day (Close at 5pm)

2024 Board Meetings (all meetings at 7pm):

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

Jeannie Roberts **moved to approve the 2024 closing and board meeting dates to include the close dates to consider for the solar eclipse and the presidential primary and presidential general election.** This was seconded by Lori Elmore. Vote was taken and the motion carried.

Other

#### **Director's Salary 2024**

Zach Schorer **moved to approve a 5% raise for Director Dave Gray.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

## Old Business

### Capital Improvement Plan

Director Dave Gray reported that there were no changes made since the last review of the Capital Improvement Plan in October. Fred Fox **moved to approve the Capital Improvement Plan**. This was seconded by Tom Seng. Vote was taken and the motion carried.

### Other

Nothing to report

### Adjourn Time

Lori Elmore **moved to adjourn the meeting at 8:05pm**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Respectfully Submitted,  
Jeanette A. Sherfield, Recording Secretary

A handwritten signature in blue ink, appearing to read "Libby 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