

## **Board of Trustees Meeting**

**Date: December 9, 2025**

**Board Present:** Fred Fox, Zach Schroer, Tom Seng, Michelle Hasty, Jeannie Roberts, Lori Elmore

**Board Absent:** Libby Manship

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

**Others:** None

Library Board Vice President Fred Fox called the meeting to order at 7:01pm.

There were no issues of public concern.

## **Monthly Statistics**

Director Dave Gray reported that total circulation was slightly lower compared to 2024. The streaming service Kanopy had 609 uses in November. Hoopla usage was up as well as OverDrive. Newspapers.com had 1,150 users as well.

## **Minutes**

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

## **Financial Report**

Business Manager Cindi Holloway presented the November 2025 Financial Report. The bank balance is currently 12.3 million. The fund report reflects the same. There is still \$700,000 left in appropriations to spend. There will be two more payrolls taken from appropriations as well as other items for facilities maintenance. 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**

**Bills for November 1, 2025 – November 30, 2025** were presented. Director Dave Gray reviewed the bills and found them to be in order. He highlighted some of the bigger expenses to include the ILF Annual Conference attended by several staff members, work completed by Leach and Russell as well as Zipps. Tom Seng **moved to accept the bills as presented**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

## Directors Report

### Staffing

Youth Services Librarian Barbara Roark is retiring December 19, 2025.

### Annual Performance Reviews

The Annual Performance Review process is wrapping up for 2025.

Director to approve reviews by December 12<sup>th</sup> 2025.

Review meetings take place and are finalized December 15-31<sup>st</sup> 2025.

### Imagination Library

2,677 Enrolled

57 Graduated Last Month

3,282 Total Graduated

### 2025 Board Committee Meetings

January – Board of Finance (Finance Committee – Cindi)

February – Outreach Committee (Update – Mike Schull)

March – Facilities Committee (Update – TJ Reguli)

April – Executive Committee (Update)

May – Finance Committee (Sustainability Analysis – Cindi & Dave)

June – Executive Committee (Update – Dave)

July – Finance Committee (Budget – Cindi & Dave)

August – Executive Committee (Update – Dave)

September - Facilities Committee (Update & Capital Improvement Plan – TJ)

October – Finance Committee (Health Insurance – Cindi)

November - Executive Session (Director Evaluation)

December – Executive Committee (Update – Dave)

### 2025 Sunshine letter from the Daily Reporter for 2026 Meeting Dates

Meeting dates for 2026 have been sent to the Daily Reporter ahead of the January 1, 2026 deadline.

## 2026 Draft Department Updates (staff members will be updated for 2026)

January – Financial Information (Dave Gray & Cindi Holloway)  
February – (Update – Mike Schull)  
March – Facilities (Update – TJ Reguli)  
April – Youth Services (Kristen Schutt)  
May – Selection Process (Charity Munro & Michelle Brown)  
June – Marketing (Kyle Turpin, Bri Washburn, Ryan Fennell)  
July – Adult Services (Paul McNeil)  
August – Sugar Creek (Jeanette Sherfield)  
September – Summer Reading (Kristen Schutt)  
October – Information Technology (Steve Jones)  
November – Tech Services (Josephine Kaiser)  
December – No Update (Use If Needed)

## 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

### End of Year Facilities Quotes

After speaking with Ruble Outdoor Services, following the November board meeting, Facilities Manager TJ Reguli discovered a portion of the quote for their services had been missed. TJ asked the board to approve the additional \$44,086.90 for concrete work to be done on the parking lot at HCPL Main. Zach Schroer **moved to approve the additional \$44,086.90 for concrete work to be done on the parking lot at HCPL Main.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Facilities Manager TJ Reguli also asked for approval of additional year end quotes beginning with Intelli-Building Control and Solutions for a surge protection plan for the HVAC controllers at HCPL Main and the Sugar Creek Branch. TJ also asked for approval of quotes from True Mechanical Services to include a spare HW pump for HCPL Main as well as a hydraulic heater for the book return room at HCPL Main, and finally spare parts to have on hand in the event items on the chiller go bad. The final quote was from Budget Blinds to replace the original blinds in several areas of the library HCPL Main. Lori Elmore **moved to approve all year end facilities quotes.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried

### **Public Service Policy Update**

Director Dave Gray reported changes that were presented in November have not changed. Tom Seng **moved to approve the Public Service Policy Manual for 2026**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

### **Employee Handbook Update**

Director Dave Gray reported changes that were presented in November have not changed. Zach Schroer **moved to approve the Employee Handbook for 2026**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

### **Resolution 120925-1 – Transfer of Funds**

Lori Elmore **moved to approve Resolution 120925-1 Transfer of Funds in the amount of \$113,000**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

### **Board Bylaws Review**

Director Dave Gray reported library attorney, Ed Walter, reviewed the bylaws and nothing has changed.

### **Nominating Committee Report**

There was nothing to report at this time.

### **Other**

Business Manager Cindi Holloway presented a quote from Business Furniture in the amount of \$35,668.99 for the replacement of 34 office chairs, 1 stool, and 8 patron chairs at HCPL Main. Jeannie Roberts **moved to accept the quote from Business Furniture**. This was seconded by Tom Seng. Vote was taken and the motion carried.

### **Old Business**

Nothing to report

### **Other**

Nothing to report


## Adjourn Time

Lori Elmore **moved to adjourn the meeting at 7:42pm.** 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