

Board of Trustees Meeting

Date: December 10, 2024

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

Board Absent: None

Staff Present: Dave Gray, Cody Flood, TJ Reguli, Jeanette Sherfield

Others: None

Library Board President Libby Manship called the meeting to order at 7:01pm.

There were no issues of public concern

Monthly Statistics

Director Dave Gray reported new cards issue for November were up 9% and card renewals were up 69%. Dave also shared that from April-November 2024, students issued library card numbers to be used for electronic resources only, checked out 760 items. Kanopy usage was up 1500 items checked out, and Hoopla was up 14,000 items checked out.

Minutes

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

Financial Report

Director Dave Gray presented the November 2024 Financial Report. The bank balance is currently 11.3 million. The fund report reflects the same. Dave also mentioned there was \$598,250 left in appropriations to spend for 2024. Zach Schroer **moved to accept the Financial Report as presented**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Allow Bills

Bills for November 1, 2024 to November 30, 2024 were presented. Director Dave Gray reviewed the bills and found them to be in order. He highlighted some of the bigger expenses such as the new chiller, and the renewal of the online databases Value Line at \$6,000 and BrainFuse at \$2700. Jeannie Roberts **moved to accept the bills as presented**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Directors Report

Chiller Install/Boiler Update

The old chiller was removed November 19th and the new chiller was installed. New piping and new wiring still need installed before usage in 2025.

This cold snap has been great to observe and work on the heating system. This snap shot of the hot water plant is proof that the original configuration of having 2 X 2,000,000 Btu boilers was way too much, which caused the short cycling. We now have 2 X 1,000,000 Btu boilers and each is running at roughly ½ capacity. With the zone flushing this week things are pretty good around the building (close to the 70-degree set point). We should be ready for the season! Boiler modulation is 40.31%

Staffing

Currently there are no open positions.

Early Voting/Election Day Update

Comparisons were made between early voting totals and general election totals in Hancock County for the years 2020, 2022, and 2024.

Vote Center Numbers (General 2024)

Early Voting (Oct & Nov)

HCPL-Main	10,120	33.98%
Courthouse	7,010	23.53%
HCPL-Sugar Creek	5,568	18.69%
Mt. Vernon Admin Building	4,857	16.31%
Randall Residence	1,169	3.92%
Sheriff's Department	1,062	3.57%
Total	29,786	100.00%

Election Day (11/6/24)

HCPL-Main	1,945	15.72%
HCPL-Sugar Creek	1,491	12.05%
Buck Creek Fire	1,366	11.04%
Department		
McCordsville Town Hall	1,211	9.79%
County Annex	1,109	8.97%
Cross of Grace Church	974	7.87%

Fortville Community Center	962	7.78%
Wilkinson Church of Christ	898	7.26%
Eden United Methodist Church	661	5.34%
Sheriff's Department	602	4.87%
Randall Residence	593	4.79%
Nameless Creek	557	4.50%
Total	12,369	100.00%

Imagination Library Update

2,692 Enrolled
 52 Graduated Last Month
 2,642 Total Graduated

Public Library Access Card

The Indiana State Library has raised the PLAC Fee for 2025 from \$65.00 to \$70.00. This will go into effect January 1, 2025.

Chris Sickles Exhibit

SOCIETY OF ILLUSTRATOR'S 67TH ANNUAL BOOK AND EXHIBIT

For 67 years, the illustrators annual has served as an important archive, documenting through visual narratives, the events, and movements of our times. By submitting to the illustrators annual, you are supporting an endeavor much greater than the exhibit and book. Revenue generated from this competition enables the society of illustrators to continue to provide our educational initiatives, events, and exhibits, community outreach programming, and so much more

Not only was "Over, Under & Beyond" accepted, it was awarded a silver medal win in its category

One of the figures will travel to New York for a bit

Annual Performance Evaluations

12/13/2024 – Director/Public Services Manager to approve reviews
 12/16-12/31/2024 – Review Meetings take place and are finalized.

Ongoing Puzzle Exchange

The popularity of our puzzle swap program prompted HCPL Main staff to create a permanent puzzle swap display for patrons. Patrons can bring in a puzzle and exchange it for one from the selection provided.

2024 BOARD COMMITTEES

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

FINANCE COMMITTEE MEETING 1/14/25

The Finance Committee will meet at 6pm on 1/14/25 @ 6pm in the board room (main library)

The regular board meeting will be at 7pm on 1/14/25 @ 7pm in the GBC Community Room (main library)

Will cover Board of Finance items

Finance policy

Investments

Financial reports

Other

Nothing to report

New Business

Resolution 121024-1 Transfer of Funds

Lori Elmore **moved to approve Resolution 121024-1 in the amount of \$70,000.** This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Remote Locker Quotes

Public Services Manager Cody Flood presented quotes from Lyngsoe and Bibliotheca for a remote locker system to be installed at Eastern Hancock schools for patrons from that part of the county to pick up materials placed on hold. Cody has a history of working with both vendors. Director Dave Gray and Cody visited the Carmel Clay Public Library to talk with staff about the pros and cons of the Bibliotheca lockers and found they would not be the best fit for HCPL. Cody recommended to the Library Board of Trustees the Lyngsoe locker system at a cost of \$52,032. If approved the lockers would arrive some time in February or March of 2025 and would remain at the main library location for 4-6 weeks for the Outreach staff to become familiar with functions since they will be the department responsible for putting holds in the lockers. Tom Seng **moved to approve the Lyngsoe quote.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

End of the Year Maintenance Quotes

Facilities Manager TJ Reguli presented several quotes for maintenance work to be completed at HCPL Main and Sugar Creek.

Quote #1

Painting of the public areas at HCPL Main to be completed by Preferred Painting in the amount of \$13,100. Fred Fox **moved to accept the quote from Preferred Painting**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Quote #2

Wash and Cleaning of HCPL main's exterior to be completed by Preferred Painting in the amount of \$8,900. Lori Elmore **moved to accept the quote from Preferred Painting**. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Quote #3

Landscaping and grating along with river rock to replace mulch beds from Fralich's Landscaping in the amount of \$13,479.31. Zach Schroer **moved to accept the quote from Fralich's Landscaping**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Quote #4

Migrate BAS from Hard JACE to Niagara Supervisor to be completed by Intelli-building Control & Solutions LLC in the amount of \$13,355. Jeannie Roberts **moved to accept the quote from Intelli-building Control & Solutions LLC**. This was seconded by Tom Seng. Vote was taken and the motion carried.

Quote #5

Topo survey of existing elevation in parking lot at HCPL Main, and construction drawings permitting construction staking and construction administration Phase 1 and Phase 2 to be completed by Weihe Engineers in the amount \$33,100. Lori Elmore **moved to accept the quote from Weihe Engineers**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Public Service Policy Update

Director Dave Gray reviewed the Public Service Policy Manual with changes for 2025. Fred Fox **moved to approve the Public Services Policy Manual for 2025**. This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Employee Handbook Update

Director Dave Gray reviewed the Employee Handbook with changes for 2025. Lore Elmore **moved to approve the Employee Handbook for 2025**. This was seconded by Jeannie Roberts. 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

The nominating committee comprised of Chairman Lori Elmore, Jeannie Roberts and Fred Fox, voted to keep the same slate of officers for 2025. Libby Manship (President), Fred Fox (Vice President), Lori Elmore (Treasurer)

Other

Nothing to report

Adjourn Time

Fred Fox **moved to adjourn the meeting at 8:12pm**. 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