

Board of Trustees Meeting
Date: December 12, 2023

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

Board Absent: None

Staff Present: Dave Gray, Cody Flood, Cindi Holloway, TJ Reguli, Ryan Fennel, Kyle Turpin, Jeanette Sherfield

Others: Amy Brown, Carl Boss, Diana Boss, Nancy Yount, Zeke Williams, Pam Brooks, Laura Amos, Angela Evans, Shelby Couch, Kendra Olin, Shelley Swift, Ed Walter

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

Acknowledgement of Recent Concerns as to Personnel Matter

Library Board President Libby Manship opened the acknowledgement by thanking those members of the public that came forward at the November board meeting to share their concerns. She reaffirmed the board welcomes public comments and values them. She also stated that the role of the Library Board of Trustees is one of oversight, acting as supervisor to the Library Director and that the role of the Library Director was one of overseeing day to day operations, so at this time she did not feel comfortable commenting on personnel issues. Libby then opened up the floor for the rest of the board members to speak. The remaining board members spoke of serving on other boards, and that the role was always one of oversight, not micromanaging daily operations, or commenting on personnel issues, and that they trust Library Director Dave Gray in his daily managing of operations at the library. Lori Elmore **moved to stand with the decision to make no comment on personnel issues at both locations of the Hancock County Public Library.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Issues of Public Concern

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

- Diana Boss 5099 W. Tumbleweed Ct, New Palestine, IN
- Carl Boss 5099 W. Tumbleweed Ct, New Palestine, IN
- Ezekiel Williams 1024 E. 5th St, Greenfield, IN
- Amy Brown 7664 W. Williamswood Dr, New Palestine, IN
- Kendra Olin 4705 Big Run Ct, New Palestine, IN

Monthly Statistics

Director Dave Gray reported that overall circulation is at 895,236 and he thinks we will get around 80,000 in December, so we should be around 975,000 circs for 2023, which puts us back into 2020 numbers! Dave also shared the people count YTD was up 14% for HCPL Main, 36% for Sugar Creek, and 268% for the Bookmobile. The year 2023 saw the first month of over 5,000 usages from Hoopla, and 6 of the last 11 months have been over 5,000 including November. OverDrive was up over 1,600 checkouts compared to November 2022. Dave also shared that 2,056 people visited the bookmobile in November.

Minutes

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

Financial Report

Business Manager Cindi Holloway presented the November 2023 Financial Report. The bank balance is currently 10.7 million. The fund report reflects the same. She also shared that the appropriations are in good shape. 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 November 1, 2023 to November 30, 2023 were presented. Director Dave Gray reviewed the bills and found them to be in order. Lori Elmore **moved to approve the bills as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Directors Report

Staffing

New Staff

- Paul McNeil – Adult Services Manager (Main) – Full-time
- Rachel Peele – Outreach Services Library Assistant – Part-time

Open Positions

- Youth Services Librarian (Sugar Creek) – Full-time
- Youth Services Librarian (Main) – Full-time

Imagination Library Update

2,758 Enrolled

59 Graduated

1,928 Completed

2023 Vote Centers and Election Day

Early Voting

HCPL – Main – 856

Hancock County Courthouse - 575

HCPL – Sugar Creek – 191

Mt. Vernon Admin – 142

Election Day

HCPL – Main – 1,039

Hancock County Annex – 592

HCPL – Sugar Creek – 308

Shirley Park - 57

Annual Performance Evaluations 2023

11/27-12/15 - Review meetings take place and finalized

Friends of the Library

The Friends of the Library will be giving each staff member a \$25 Wal-Mart gift card for Christmas.

Shepherd Insurance Advisor Update

Paul McManus with Shepherd Insurance is retiring! Our new adviser is Derek Rogers.

Eastern Hancock Schools/Bookmobile

In mid-July, Dustin Eck, the new K-12 Media Specialist for Eastern Hancock Schools, e-mailed to inquire as to whether and how our Bookmobile might help fill a service gap for the middle and high schools as the school's library underwent renovation. Because of the construction, students had no access to the library for the first several months of the 2023-24 school year. After discussion, we quickly agreed that the Bookmobile would add the school to its 3-week rotation of stops every third Friday. Because our other school stops are focused on younger readers, from pre-K to 4th grade, our collection of materials reflected that, with only a few shelves of young adult books onboard our Sprinter Bookmobile. We utilized an additional large, double-sided cart of rotating YA fiction and non-fiction from Greenfield's collection (as well as our storage) to maximize students' browsing experience, allowing a couple hundred extra books to be transported and displayed alongside our vehicle. We were able to set up beside the main office of the school, providing an easy location for students and a "small but mighty" indoor/outdoor library browsing experience tailored to popular interests and requests.

The Bookmobile's first visit occurred Friday, August 18th, and over the six visits we've made through current time, we have seen 194 visitors, checked out 87 items, made 15 new library cards, answered 5 reference questions, and facilitated several book requests and hold deliveries. The offering proven a convenience to teachers already using our library. We will reevaluate whether the service still fills a perceived need at the end of the semester, as the school's library is once again accessible to students, but I'm proud that we were able to step in a help, even if only for a few hours every 3 weeks. It exemplified one more way the Outreach Department strives to bridge accessibility gaps to our county and showed another facet of our flexibility and adaptability.

- Mike Schull, Outreach Manager

Department Overview & Board Committee Meeting

- No department overview or committee meeting in December
- Board Finance Committee will meet at 6pm on January 9th
- Dave & Cindi will review financial information and policy at the January 9th Board meeting at 7pm

2023 Board Committees

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

Other

Nothing to report

New Business

Public Service/Internet Policy Update

Director Dave Gray reviewed changes that were brought to the board in November. Michelle Hasty **moved to approve the Public Service Policy Manual updates as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Employee Handbook Update

Director Dave Gray reviewed changes that were brought to the board in November. There was a last minute change he was not able to fully review, so this will be brought back to the Library Board of Trustees in January for a vote.

Resolution 121223- Transfer of Funds

RESOLUTION 121223 TRANSFER OF FUNDS

Pursuant to IC6-1.1-18-6, the Hancock County Public Library Board of Trustees has resolved to transfer money from within major budget classifications for the 2023 Operating Budget.

WHEREAS: The transfer does not require the expenditure of more money than the total amount set out in the budget as finally determined under IC6-1.1.

WHEREAS: The transfer is made at a regular public meeting and by proper resolution.

THEREFORE BE IT NOW RESOLVED that the following existing appropriations be decreased or increased in the following amounts:

1. Personnel Services

Salaries-All Other Decrease \$160,000

2. Other Services and Charges

Repairs & Maintenance Increase \$130,000

3. Capital Outlays

Land, Buildings & Improvements Increase \$10,000

Improvements Other than Building Increase \$10,000

Furniture & Equipment Increase \$10,000

These transfers may be made under this section without notice and without the approval of the Department of Local Government Finance.

Upon motion duly made and seconded, this Resolution is approved this 12th day of December, 2023.

Zach Schroer **moved to approve Resolution 121223**. This was seconded by Fred Fox. Vote was taken and the motion carried.

End of Year Quotes

Facilities Manager TJ Reguli briefed the board on several quotes for building repairs and upgrades going into 2024. Marketing Manager Kyle Turpin briefed the board on a new analytics platform in line with the library's strategic plan to explore data analytics and survey tools to understand resources needed. The platform thought best for this purpose is Savannah powered by Orange Boy. One of the benefits of this platform is the ability to determine individual branch reach in the community.

Project 1 Bladder Tank-Air Separator Replacement \$ 17,250.00

Project 2 3-way valve Install \$ 18,900.00

Project 3 Blow Downs in Heating Water Loop \$ 9 ,250.00

Project 4 HVAC Controls \$ 54,690.00

Project 5 RH & CO2 Sensor Replacement \$ 2 ,925.00

Project 6 Main Library Landscaping \$ 17,678.45

Project 7 SaniGlaze Bathroom Floor Tile \$ 8 ,195.00

Project 8 Main Library Exterior Sign \$ 12,600.00

Project 9 Orange Boy \$ 7 ,750.00

Total \$ 149,238.45

Fred Fox moved to **approve end of the year quotes in the total amount of \$149,238.45**. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Other

Nothing to report

Old Business

Nominating Committee

Board member Tom Seng reported that the nominating committee recommends the same slate of officers for 2024.

Other

Nothing to report

Zach Schroer **moved to adjourn the meeting at 8:09pm.** This was seconded by Tom Seng. 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