

**Hancock County Public Library
December 13, 2022**

Board Present: Tom Seng, Lori Elmore, Jeannie Roberts, Libby Manship, Fred Fox
Board Absent: Michelle Hasty, Zach Schroer
Staff Present: Dave Gray, Josephine Kaiser, Cindi Holloway, TJ Reguli, Jeanette Sherfield
Others: Shelley Swift

Call to order: Board President Tom Seng called the meeting to order at 7:00pm

Monthly Statistics

Director Dave Gray reported the material circulation looks good. There were 843,000 items circulated during November. Dave also mentioned that foot traffic is back up to 100% pre Covid numbers. He also mentioned the number of new library cards issued and renewed are up as well.

Minutes

Fred Fox **moved to accept the minutes as presented.** This was seconded by Jeannie Roberts. Vote was taken and the motion carried.

Financial Report

Business Manager Cindi Holloway reported that there was a total bank balance of \$9.8 million and the fund report reflected the same. Lori Elmore **moved to accept the financial report as presented.** This was seconded by Libby Manship. Vote was taken and the motion carried.

Allow Bills

Director Dave Gray reviewed the bills and found them to be in order. He said the library is in good shape going into the end of the year. Jeannie Roberts **moved to accept the bills as presented.** This was seconded by Libby Manship. Vote was taken and the motion carried.

Directors Report

Imagination Library

2,465 Enrolled
56 Graduated
1,261 Total

Staffing

Leaving

- Terri Gorden—Tech Services Librarian
- Angela Evans – Sugar Creek Youth Librarian

Open Positions

- Youth Assistant (SC) – Part-time
- Youth Librarian (SC) – Full-time

Annual Performance Appraisals and Goals

- 11/28-12/16 – Review meetings take place

Other

Sunshine Letter

Daily Reporter

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To whom it may concern:

Thank you for your past commitment to openness and keeping the public informed of the action of the Hancock County Tourism Commission. This is the Daily Reporter's official request, made pursuant to IC 5-14-1.5-5, for written notice of all meetings for 2023.

If you have already sent notice of your meetings, you may disregard this letter.

This letter also serves as our written request for notices of all meetings, including executive sessions and workshops, of all committees already appointed or that might be appointed under your authority in the coming year. Notices of executive sessions should indicate the subject matter. All meeting notices should indicate the time, date and place of the meeting and should be forwarded to the Daily Reporter at the address below at least 48 hours before the meeting.

Meetings that are being held virtually should include information about how the public can access them online.

Notices should be emailed or mailed no later than Jan. 1, 2023, to:

Aaron Kennedy, editor
dr-editorial@greenfieldreporter.com

or

Daily Reporter
22 W. New Road
Greenfield, Indiana 46140

If you schedule an emergency meeting or reschedule a meeting, please give the Daily Reporter the same notice you give members of the governing body. If that notice is by phone, you may call us at (317) 477-3228.

This request is intended to cover all governing bodies that are subject to the Indiana Open Door Law (IC 5-14-1.5).

The Daily Reporter is qualified to receive legal advertising under IC 5-3-1.

Thank you for your cooperation.

New Business

Tech Services Manager Introduction

New Tech Services Manager, Josephine Kaiser, briefly spoke of her education at IU Bloomington, 12 years at the New Castle Public Library, and 5yrs at the Whiting Public Library near Hammond, IN. She said she also has experience with the Evergreen system.

Strategic Plan 2023-2025

Dave Gray reported the Strategic Plan for 2023-2025 was the same as presented at the November Library Board meeting, no changes. Fred Fox **moved to accept the Strategic Plan for 2023-2025 as written**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

HVAC Control Proposal

Facilities Manager TJ Reguli reported that the current HVAC control system is 17yrs old and in need of attention. He received a quote from Intelli-Building Control and Solutions that would address any leaks on compressors, recharge coolant, and temp sensors for the AC. TJ recommended Option A of the proposal in the amount of \$15,000. Fred Fox **moved to accept Option A in the amount of \$15,000 from Intelli-Building Control and Solutions**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Resolution 121421-1-Transfer of Funds

Business Manager Cindi Holloway proposed the transfer of \$150,000 from personnel services to other services and charges. Lori Elmore **moved to approve the transfer of funds**. This was seconded by Libby Manship. Vote was taken and the motion carried.

Board Bylaws Review

Director Dave Gray took the board bylaws to the library's attorney Ed Walter for review. He mentioned the area of public comments and concerns was a portion that should be reviewed. Dave said he would bring the bylaws back to the library board in January.

Nominating Committee Report

Lori Elmore reported that the following slate of officers was chosen by the nominating committee. This will be brought back to the January board meeting for a vote.

Board President: Libby Manship

Vice President: Fred Fox

Secretary: Lori Elmore

Other

Board President Tom Seng reported that the Executive Committee had completed Director Dave Gray's annual review and recommended to increase his salary 7%. Jeannie Roberts **moved to approve a salary increase of 7% for Director Dave Gray**. This was seconded by Libby Manship. Vote was taken and the motion carried.

Old Business

Public Service Policy Update

Director Dave Gray reviewed changes made to the Public Service Policy Manual. These were the same items presented at the November board meeting. Jeannie Roberts **moved to accept the Public Service Policy Manual with changes**. This was seconded by Lori Elmore. Vote was taken and the motion carried.

Employee Handbook Update

Director Dave Gray reviewed changes made to the Employee Handbook. These were the same items presented at the November board meeting. Libby Manship **moved to accept the Employee Handbook with changes**. This was seconded by Fred Fox. Vote was taken and the motion carried.

Other

2023 Board Meeting Dates

All Board meetings @ 7pm

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

2023 Board Committee Meetings

- January – Board of Finance (Finance Committee – Cindi)
- February – Outreach Committee (Update – Mike Schull)
- March – Facilities Committee (Update – TJ Reguli)
- May – Finance Committee (Sustainability Analysis – Cindi & Dave)
- June – Executive Committee (Update – Dave)
- July – Finance Committee (Budget – Cindi & Dave)
- August – Executive Committee (Strategic Plan Update – Dave)
- September - Facilities Committee (Capital Improvement Plan – TJ)
- October – Finance Committee (Health Insurance – Cindi)
- November – Executive Session (Director’s Evaluation)
- December – Executive Session (Director’s Evaluation)

2023 Department Updates

- January – Financial Information (Dave Gray & Cindi Holloway)
- February – Outreach (Mike Schull)
- March – Facilities (TJ Reguli)
- April – Youth (Cathy Riley)
- May – Selection Process (TDB)
- June – Marketing (Kyle Turpin)
- July – Access Services (Cody Flood)
- August – Sugar Creek (Jeanette Sherfield)
- September – Summer Reading (Cathy Riley)
- October – IT (Steve Jones)
- November – Tech Services (Josephine Kaiser)
- December – No Update/Presentation

Adjourn

Board President Tom Seng adjourned the meeting at 7:29pm

Respectfully Submitted,
Jeanette A. Sherfield, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary