

**Hancock County Public Library
December 14, 2021**

Board of Trustees Meeting

Board Present: Thomas N. Seng, Zach Schroer, Fred Fox, Libby Manship, Lori Elmore, Peggy Pritzke Michelle Hasty

Board Absent: None

Staff Present: Dave Gray via remote, Jeanette Sherfield, Steve Jones, Cindi Holloway

Others: Daily Reporter

President Tom Seng called the Board of Trustees meeting to order at 7:01pm

There were no issues of public concern

The monthly statistics were discussed

The **November 9, 2021 minutes were reviewed.** There was a change on page 4 added to accept Kanopy. Fred Fox **moved to accept the minutes as presented.** This was seconded by Zach Schroer . Vote was taken and the motion carried.

The **November Financial Report** was presented. Zach Schroer **moved to approve the Financial Reports as presented.** This was seconded by Peggy Pritzke. Vote was taken and the motion carried.

Bills for November 1, 2021 - November 30, 2021 were presented. Dave Gray said he reviewed the bills and found them all to be in order and recommended they be approved. Lori Elmore **moved to approve the bills as presented.** This was seconded by Zach Schroer. Vote was taken and the motion carried.

Directors Report

Staffing

Open part time Library Assistant in Access Services

Programming

Imagination Library Update

Enrolled 2507

Graduated from the program 664

Annual Performance Evaluations

Managers are currently meeting with staff

Other

There were 44 titles added for Hoopla magazines
Binge Pass means you have access to all 44 titles.

New Business

Public Service Policy Update

The Public Service Policy Manual is the same as the November meeting
Fred Fox moved to accept the Public Service Policy Manual as presented. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Employee Handbook Update

There were a couple of changes to the Employee Handbook. There will be some formatting changes as well. On page 37 hair length for men was addressed and a ponytail is not longer required. On page 47 training requirements was changed from 10 to 5 LEUs. On page 65 there was a bereavement clarification concerning the use of paid time off. Paid time off may be used or time off may be given without pay. On pages 67-68 there was a jury duty clarification stating full workweeks of witness service unrelated to library service will be without pay. Peggy Pritzke moved to accept the Employee Handbook as presented with updates. This was seconded by Libby Manship. Vote was taken and the motion carried.

Resolution 121421-1 Transfer of Funds

It was presented to transfer \$120,000 from personnel into other services and charges. Zach Schroer moved to accept Resolution 121421 as presented. This was seconded by Michelle Hasty. Vote was taken and the motion carried.

Financial Policy Update

The State Board of Accounts now require government entities to track capital asset depreciation. We would like to increase the capital asset limit from \$3,000 to \$5,000 on machinery and equipment. Land and Fine Arts will not be depreciated. The asset depreciation will be retroactive back to January 1st of 2021. Peggy Pritzke moved to accept the financial policy update as presented. This was seconded by Fred Fox. Vote was taken and the motion carried.

Resolution 1211421-2 COVID PTO Extension

The current Covid Paid Leave extension expires Dec 31 2021. The library would like to extend this through December 31, 2022. Michelle Hasty moved to extend Covid PTO through December 31, 2022. This was seconded by Zach Schroer. Vote was taken and the motion carried.

Board Bylaws Review

The Board Bylaws are reviewed every year. There were no suggested changes at this time. Any suggested changes will be voted on in January 2022.

Nominating Committee Report

Peggy Pritzke, the chair of the Nominating Committee said the same officers will continue into 2022. A vote will be taken in January 2022.

IT Department Overview/Update

Steve Jones presented his report on the IT Department for 2021. He's currently running the department by himself as former employee Jeff Butts took a position with Envisionware earlier this fall.

Other

Old Business

A big thank you was given to Peggy Pritzke who has served with the Library Board of Trustees since June 2007. Cupcakes were on hand to celebrate. Jeannie Roberts will be set to take Peggy's board position in January 2022. Jeannie's first meeting will be January 11th, 2022.

Other

Adjourn

Libby Manship moved to adjourn the meeting at 7:56pm. This was seconded by Fred Fox. Vote was taken and the motion carried.

Respectfully submitted,
Jeanette A. Sherfield, Recording Secretary

Thomas N. Seng, President

Lori Elmore, Secretary