

Minutes of the January 17, 2018 regular meeting of the Hartford City Public Library Board of Trustees

**Roll Call:** Members present were the following: Michael Tabor, Max Bennett, April Bartlett, Ann Ludwig, Judy Soddors, Jim Weiseman and Pat Clamme. Others attending were: Director Michele Risinger and Recording Secretary Debbie Ehrhart.

President Michael Tabor called the meeting to order.

**Minutes of the Last Regular Meeting:** After review, Jim moved to accept the minutes from the December 20, 2017 meeting as presented with a second from Judy. All voted in favor.

**Financial Reports:** Board members reviewed a handout of Actual Revenue from 2017. Licking Township made their last quarter payment which wasn't deposited until 2018. Michele said that the Operating Fund has increased and will get us through to July. The State Technology Fund has been emptied for 2017, but a new deposit had been made for 2018. There was \$66,000.00 in the total budget of 2017 left that was not spent. Also, it was pointed out that only \$6.90 was received in interest from the checking account, for the month, hence why Michele and Jen were researching investment options.

**Circulation Report:** December was a good month compared to a year ago. No major drops or increases to report.

**Programs Report:** There was pretty good attendance at programs during December considering the snow kept a lot of people at home. Judy asked about the absence of tutors using the library. Michele said that other than the poor health of one of the tutors, she didn't know the reason for it.

**2017 Annual Statistics:** Overall, physical circulation in 2017 was lower than previous years. There were two graphs presented and the second graph showed a drastic drop. Michele would like to see if we can increase adult circulation which is the category to which she attributed the drop in circulation. She will research her peers to see if other libraries circulation

has dropped since joining the Evergreen consortium. The report includes any physical materials.

**Director's Report:** The Adult and Children's Winter Reading Programs have begun. We have an option to purchase e-books that would be available exclusively to our patrons. Overdrive is down trending a little bit. We will lease audiobooks. We can start out with eighteen and swap nine every 90 days and start out with eight and return four. (two different programs) Part of the budget in that area is for the permanent collection, too.

Building: Michele hasn't heard anything from anyone about replacing the fire door, drywall repair by the atrium or the bi-fold doors in the coat rack area. She would like to put in interior storm windows in nine of the windows to cut down on drafts. She asked permission from the board to get a plexiglass shield for them. We will measure the window and install it ourselves. The windows in Bailey's resource sharing area on the third floor would cost around \$500.00. If we did all nine windows that Michele selected it would be around \$2,000.00. Pat suggested trying out two for Bailey's windows and take it from there. Judy asked if we need new windows and if we could replace them at one per year. She felt it would be prudent to get on a window replacement program. For now, Michele will get two of the shields. It is not necessary to have the board's approval to purchase them.

Web Filter: Our web filter needs updated. A refurbished one would cost a minimum of \$2,000.00. A filter acts as a firewall between us and the internet. There is a maintenance fee of \$250.00. It comes with a one year warranty. We could get a new minibox for \$1,500.00. We need the smallest item they've got. We need to keep internet avenues open. Michele may spend up to \$3,000 to replace the CIPA Filter.

Judy moved that the board approve the resolution to adopt a resolution for each grant we're awarded with a second from Max. All voted in favor. This does not apply to previously awarded grants.

**Friends Report:** A magazine sale will be Friday, January 19<sup>th</sup> and Saturday, January 20<sup>th</sup>.

### **Park Report**

Michele said that two trees have been removed along the alley and Franklin Street. The water line has been installed to the edge of the park. The grants, hopefully, will be wrapped up in February.

### **Action Items**

**4<sup>th</sup> Quarter 2017 PLAC Report:** There were no PLAC cards sold during the 4<sup>th</sup> Quarter. Michael signed the report.

**2018 contract with M & R Technology:** A motion to approve the contract with M & R Technology was made by Jim. A second was made by Judy and all voted in favor.

**Letter to Citizens State Bank indicating Max as Deputy Treasurer:** The board signed a letter to Citizens State Bank indicating Max as Deputy Treasurer.

**Resolution to Establish Blackford County Community Foundation Grant Fund(s):** Judy made the motion to approve to adopt a resolution to establish Blackford County Community Foundation Grant Fund(s) with a second from Pat. All voted in favor. This gives Michele permission to add them to the ledger.

**Resolution to Establish One State/One Story: Frankenstein Grant Fund:** A motion from Judy was made to approve to adopt the resolution to establish One State/One Story: Frankenstein Grant Fund. Ann seconded the motion. All voted in favor. Michele has a list of activities planned at the library during this reading program.

**LED Lighting:** Michele informed the board that Smart Watt didn't get the county grant, Honeywell got it. Energy Harness and LED Indy only do lights. It is budget neutral. There is a lease option. It's paid off in 32 months. The

other option is to dip into the Rainy Day Fund and buy outright. The electrical cost savings would be a lot – 64% of portion of electrical bill spent on lights. The majority of our electric bill is lights. Michele will find out if there's a cash discount. If there is, she was directed to come back with it next month.

Jim is still trying to resolve the bond issue. Pat, as treasurer, signs off on everything. The treasurer and deputy treasurer will be the only ones with access to investment accounts.

**Claims and Checks:** Claims in the amount of \$33,554.26 were reviewed. Judy moved to approve all claims with a second from Max. All voted in favor.

Michael then adjourned the meeting.

**Next Regular Board Meeting:**

The next regular board meeting will be held on February 21, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart  
Recording Secretary

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