

Minutes of the March 21, 2018 Regular Meeting of the Hartford City Public  
Library Board of Trustees

**Roll Call:** Members present were the following: Michael Tabor, April Bartlett, Max Bennett, Judy Soddors and Jim Weiseman. Also present were Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

**Minutes of the Last Regular Meeting:** After review, Max made the motion and it was seconded by Jim to accept the minutes from the February 21, 2018 meeting as presented. All voted in favor.

**Financial Reports:** Michele said that the balances of all of the accounts are looking well. She warned the board of a case of sticker shock when reviewing the claims because they include several combined February and March bills to be paid. The entire Rainy Day Fund budget was used for the new lights plus some was taken from LIRF. When asked which fund the rebate from the lights would go into, Michele said that it would go back into the Rainy Day Fund. We received the 2017 4<sup>th</sup> Quarter payment from Washington Township while we're still waiting for a signed 2018 contract from them. When asked, Michele said that quarterly bills would be sent on April 1<sup>st</sup>.

**Circulation Report:** Michele said it wasn't a bad month for circulation even though physical materials were down by 200. Adult Fiction was up and Young Adult circulation is doing well. Children's DVD circulation dipped, while Children's Fiction was up. Two Hotspots have been checked out and never returned. It will cost between \$80.00 and \$100.00 each to replace them. When Jim asked if Michele should have Jim Forcum send a letter to the patrons, she said she didn't know how effective it would be but she will ask the State Library if it's legal. Michele was able to turn them off so they are no longer of use to the individuals.

**Programs:** The Children's Winter Reading Program activities had low attendance. The completion rate for 1,000 Books Before Kindergarten has been low, although, a young boy did complete it recently and received a prize. Adult programs are going well. The

Adult Coloring Program has been turned over to Bailey. There have been requests for a return of the Adult Craft Lab. The library is once again being used for tutoring sessions

**Director's Report:** The atrium is repaired. Michele is waiting for Josh Jernigan to come by about the floor. He suggested carefully pulling up the carpet so he can see the concrete underneath. The roofer patched the roof. The last few remaining flower bulbs in the front yard will be removed then the shrubs will be taken out. Removing the CIPA filter broke a lot of things on the computers but everything is back up and running now. Our printers were hit with a virus. The filter is replaced through ENA as well as the firewall and as a result, we didn't save any money but we now have the best tech support ever. We were unable to check items out on Monday due to an Evergreen issue. At the Director's Meeting, Michele learned about a man with a firm that inventories fixed assets. We are required to have this at the library. She would like to hire his firm since she just doesn't have the time for it. Amy will look into STEM programs for the Children's Department.

**Friends Report:** The Friends will have a book sale this weekend.

**Park Report:** The applications for three grants to finish the outdoor play area have been submitted. The electrical conduit has been installed. The cement slab for the shed is ready. The cement parking lot has been broken up. The boulders placed were not acceptable to Michele because they were sharp so they will be removed and will be replaced with ones that are more child friendly and could possibly incorporate fossils and lichens. The actual bubbler rocks will be replaced with lower ones that do not wobble.

### **Action Items**

#### **Fixed Asset Inventory & Preparation by Buckland & Associates**

Michele recommended Dan Buckland & Associates who would charge \$3,400.00 to do an asset inventory of the building, items in the building, and land. Yearly updates would cost \$100.00. Michele said there would be an additional \$4,000.00 charge for

an insurance appraisal including collections, buildings, books and land for replacement purposes. When asked what happens if the company goes out of business, Michele said that a lot of libraries would be in trouble plus he has a staff that works for him that would probably take it over. Michael told members the history of the original circulation desk which was once upstairs and is now in the meeting room. Michele talked about taking money from different accounts to cover the cost. When asked if the price might go up if we put it off for a year or two, Michele said she plans to have it done in the fall after more of the park is completed. Judy made the motion to hire Buckland & Associates to prepare a fixed asset inventory with a second from Max. All voted in favor.

### **Amy's NatureExplore Training**

Michele said it would be less expensive to send Amy to a destination for the NatureExplore Training rather than try to organize one here. There is one in Tennessee in July. Michele asked the board to pay Amy's registration fee, round trip flight, hotel and car rental. If Amy chose to drive, she would be reimbursed for mileage which could amount to more than airfare. As suggested by Max, the board decided to cover her meals, also, at a rate up to \$40.00 per day for three days. She would just need to present her receipts. The motion to approve Amy's registration and expenses was made by Jim with a second from Judy. All voted in favor.

### **Discussion Items**

#### **Building Repairs/Bonding**

Michele attended a meeting about the park. She said there's no need to meet with Jim Forcum as he had already forwarded information last year. Michael composed a letter to the City Council which Dustin George was going to hand out to other council members. He met with the mayor and he's very supportive of the expansion since he doesn't want the same thing to happen to the library that happened to the Weiler Building and asked for some numbers. Michael will get some people into the library to give estimates for window replacements. Max said that at the council meeting the members

suggested going to the state for the money but there is tax debt expiring from the schools and the library would like to claim it. Michael asked Michele to contact an individual at Umbaugh for guidance. The library needs the final say from the City Council. Michael will talk to Dustin George.

**Claims & Checks:** After reviewing claims in the amount of \$56,886.26, Jim made the motion to approve all claims with a second from April. All voted in favor.

Michael then adjourned the meeting.

The next regular board meeting will on April 18<sup>th</sup> at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart  
Recording Secretary

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