

**HARTFORD CITY PUBLIC LIBRARY**  
**Board of Trustees**  
**January 17, 2024 minutes - Regular Meeting**  
**Musser Meeting Room**

Meeting was called to order by President Michael Tabor at 5 p.m.

**ROLL CALL:**

PRESENT IN PERSON: Members April Bartlett, Karen Bergdoll, Dave Bowman, Taylre Floyd, Camille Mealy, Judy Soddors, Michael Tabor; Director Michele Risinger; Admin Jen Holst

ELECTRONIC ATTENDANCE (ZOOM): 0

ABSENT: 0

*Agenda adopted as amended: Resolution 2024-2 should be a permanent transfer from Gift Fund rather than Rainy Day Fund.*

**ANNUAL BOARD OF FINANCE MEETING**

1. Officers were elected for the Board of Finance: Chair – Michael Tabor, Secretary – Judy Soddors.
2. The board agreed by consensus to retain the current banks, namely Citizens State Bank and Via Credit Union.
3. The board, having long been interested in investing the library's reserves, determined to invest \$125,000 into TrustIndiana, operated by the state "in furtherance of the following objectives: legality and suitability, preservation and safety of capital, liquidity, diversification, and yield," (*Trust Indiana Information Statement*), upon a motion by Judy, seconded by Camille, and carried 6-0.

**REGULAR BOARD MEETING**

**MINUTES** were approved as moved by April and seconded by Dave, which carried 6-0.

**FINANCIAL REPORTS:** (*Seventh member arrived.*) The funds have healthy balances to start the year.

**CIRCULATION REPORT:**

1. Children's audiobooks and magazines saw dramatic increases in December.
2. The spare hotspot will be added into regular circulation, as demand for these has also surged.
3. Michele highlighted how circulation trends have changed since the pandemic in the annual circ report.

**PROGRAMS:** Amy had good attendance for her story times, and the private meeting room continues to see steady usage.

**DIRECTOR'S REPORT:** See attached. Of special note:

1. Color printing has been made available from the public PCs, but Michele is still working on this feature for the cell phones through Princh.
2. Some areas of the library have proven a bit tricky in terms of heating, so some cool-to-the-touch space heaters are being provided in the main floor meeting room and Jolene's office area.
3. Tom will be working to paint/bleach/replace some stained acoustic tiles around the building.

4. Michele and Jen will be keeping a close watch on all funds throughout the year, due to ever-increasing costs (e.g., cost of processing payroll checks increased 129% this year); may need to do more transfers than normal.
5. PARK: the state has approved/waived interest in the final area, the butterfly walkway, so some fundraising will be necessary to complete the project.

**ACTION/ DISCUSSION ITEMS**

1. Election of officers: (motion, second, vote)
  - a. President – Michael (Judy, Dave, 7-0)
  - b. Vice-President – Dave (Taylre, Karen, 7-0)
  - c. Treasurer – April (Dave, Karen, 7-0)
  - d. Deputy Treasurer – Karen (Judy, April, 7-0)
  - e. Secretary – Judy (Camille, Dave, 7-0)
  - f. Deputy Secretary – Camille (Judy, Taylre, 7-0)
2. Michael signed PLAC quarterly report.
3. Transfers:
  - a. Temporary Transfer from Flatter Fund to Bond Fund: as our bond repayment was \$164.36 over the amount deposited into checking by the December county settlement and the initial estimated transfer from the bond account, Flatter funds (which make up the balance of the checking account) were put toward the payment. **RESOLUTION 2024-1** serves to acknowledge and replenish those funds. Also,
  - b. As health insurance was budgeted to increase up to 10%, but in reality increased 12%, the ESHI balance was in the red by \$52.66 at the end of 2023. **RESOLUTION 2024-2** allows for the permanent transfer from the Gift fund to the ESHI clearing account to resolve that difference.
  - c. The board voted to adopt **RESOLUTIONS 2024 1 & 2** together upon a motion by Camille, seconded by April, and approved 7-0.
4. Michele requested that the board consider a \$500 one-time health insurance opt-out incentive for Roxanne, who has declined that insurance for the year. Judy moved to approve the request, seconded by Camille, and the motion carried 7-0.

**CLAIMS & CHECKS**

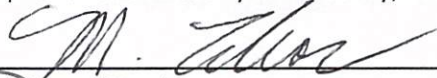
Claims were presented in the amount of Citizens – \$42,478.80 and Via – 0. After review by the board, Dave moved to approve the payment of claims; Karen seconded; motion carried 7-0.


Being no further business to come before the board, meeting adjourned.

The next regular board meeting will be February 21, 2024 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 21st day of February, 2024:

  
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 David A Bowen  
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 Karen Bergdoll  
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 Camille Mealy  
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 April Bartlett  
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