

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees
November 15, 2023 minutes - regular meeting
Musser Meeting Room

Meeting was called to order by President Michael Tabor.

ROLL CALL:

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

ELECTRONIC ATTENDANCE (ZOOM): 0

ABSENT: Kelli Ruble, Kay Waters

MINUTES were approved as presented. Dave so moved and Judy seconded; carried 5-0.

FINANCIAL REPORTS:

1. Michele has directed internal transfers within major categories in the amounts of:
 - a. 31 – Office Supplies -600
 - b. 34 – Maintenance Supplies -600
 - c. 32 – Operating Supplies +1200
 - d. 74 – Periodicals/Papers -1600
 - e. 72 – Furniture/Equipment +600
 - f. 76 – E-materials +1000
2. The state has billed us for the audit engagement in the amount of \$4562 (18.40 days at rate of \$175=\$3220, plus process fee of \$330 and tech fee of \$1012). This will be deducted from our property tax disbursement.
3. The receipt of \$8022.80 in the Flatter account merely includes the account-to-account transfer from Citizens to Via to pay the bill, not the actual fund-to-fund transfer, which will show up next month.
4. Misc Revenue is holding fairly steady.
5. We have now received 3rd quarter payments from Licking and Washington; Jackson's payment is as of yet still outstanding.
6. Bench fund is up to a total of \$3660, which is about halfway to original cost quoted.

CIRCULATION REPORT: E-materials hit a high of 992 checkouts in October for Overdrive and Hoopla, hence the transfers to feed that account. There were 218 unique Wi-Fi users this month, also a high.

PROGRAMS: Amy hosted another successful pumpkin decorating time for the youngsters at the Sigma Phi Gamma shelter.

DIRECTOR'S REPORT:

1. Flat roof has been installed, and Michele is happy with angling added to reduce/avoid pooling. White substance should reflect heat and hopefully positively impact energy costs.
2. Park has been decorated with Christmas lights, which were purchased on our behalf by Dustin George and installed by Jerry Banter.

ACTION/ DISCUSSION ITEMS

1. Michael distributed an amendment to the by-laws to be reviewed for next month's meeting, regarding Article V: Committees and Article VI: Finance.
2. Michele submitted an amendment to the handbook regarding 3-15: Paid Time Off (PTO). Judy moved to approve as amended, Camille seconded, and motion carried 5-0.
3. Judy inquired about advertising on the Portland radio station. Michele would be comfortable announcing special events there, but would be cautious about announcing regular programming so as not to step on the toes of the library local to that station.
4. Judy asked about sharing new books available to the community, and fortunately, there is already a resource in place: Wowbrary shares weekly updates about new materials on our website (see lower right of home page) and on our Facebook page.
5. The December meeting has been changed to Wednesday the 13th. Judy will check into having pie for board members to celebrate the season and the end of another successful year.

CLAIMS & CHECKS

Claims were presented in the amount of Citizens – \$35,952.85 and Via - \$16,849.08 for a total of \$52,801.93. After review by the board, Judy moved to approve the payment of claims; Dave seconded; motion carried 5-0.

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

The next REGULAR board meeting will be December 13, 2023 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 13th day of December, 2023:

Kellie Rabe
David A. Bowman
April Ladders
Camille Mealy

April Bartlett

