

**HARTFORD CITY PUBLIC LIBRARY**  
**Board of Trustees**  
**November 20, 2024 Minutes - Regular Meeting**  
**Musser Meeting Room**

Meeting was called to order by President Michael Tabor.

**ROLL CALL:**

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

ELECTRONIC ATTENDANCE (ZOOM): 0

ABSENT: April Bartlett (resigned due to relocation and ineligibility), Taylre Floyd (excused)

**MINUTES** were approved as moved by Dave and seconded by Camille, which carried 5-0.

**FINANCIAL REPORTS:**

1. Next major distribution expected next month, but all funds are in good order.
2. Jackson Twp is still outstanding for this half of the year.
3. The community continues to make ample use of our copy and printing services.

**CIRCULATION REPORT:**

1. There was a large jump in Adult DVD circulation this month, so Michele is stocking up on more, utilizing a good discount from Midwest Tape.
2. The physical materials category continues the October trend of past years, with over 2200 check-outs, and the e-materials through Overdrive and Hoopla matched last month's high.

**PROGRAMS:** In addition to normal programming, 19 children and their parents attended to Book Character Pumpkin Painting, and the city's Trunk or Treat, in which Amy participated for the library, had a large turnout.

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

**BUILDING:** Dean Wilson has replaced valves and seals several times, but the gas lines need replaced. Board members deemed this an emergency and authorized to call a plumber (Blue Collar chosen) to get this taken care of ASAP.

**TECH – CAMERAS:** Michele requested a second quote from Koorsen in Muncie.

**STAFF:** Bailey has been rehired for ILL and desk help.

**PAYROLL:** Texas Federal Court overturned the DOL's overtime threshold rule from earlier this year, but Michele is recommending to proceed with salary schedule proposed.

**PARK:** Water to the splash pad has been shut off and it is winterized. Also, Michele submitted a request to the city that the library park be added to the city ordinance with the effect that we would retain control of the park, but police would be authorized to patrol and enforce park rules, especially during the times we are closed.

**ACTION/ DISCUSSION ITEMS**

1. SALARY ORDINANCE: Judy moved to adopt the 2025 schedule as proposed; Karen seconded; motion carried 5-0. Details filed.
2. TOWNSHIP CONTRACTS: Camille moved to approve the 2025 contracts for Jackson, Licking, and Washington; Dave seconded; motion carried 5-0. Discussion included enforcing the late fees to try to encourage more timely payments.
3. April Bartlett and Karen Bergdoll will not be continuing on the board into the new year. As both are school appointees, we hope to get names for replacement next month.

**CLAIMS & CHECKS**


Claims were presented in the amount of Citizens – \$41,295.15 and Via – 0. 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 Dec 18, 2024 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 18th day of December, 2024:

  
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David A. Bowman  
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Karen Bergdoll  
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Judy Ladders  
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