

**December 18, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:**

Meeting was called to order by President Mike Tabor.

**ROLL CALL:** Members April Bartlett, Ann Ludwig, Kelli Ruble, Bob Sine, Judy Soddors, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst

**MINUTES** were approved as presented upon a motion by Bob, seconded by April, 6-0.

Michele presented a lovely book spine-bound vase of red and white carnations and a plaque to Ann in appreciation of her 16 years of service on the library's Board of Trustees.

#### **FINANCIAL REPORTS:**

- Bond fund sale for construction were successfully sold at a good rate. Funds have been received and will be deposited in separate account once an institution is chosen by the board.
- In the community survey, patrons requested more e-books, and so Michele has been purchasing more this year, thus that annual appropriation was nearly depleted. Michele is considering subscribing to Hoopla next year in addition to the library's consortium membership, which will allow access to more titles in a cost-efficient manner.
- The state tech grant came out even this year.
- Revenue report shows receipts for retail sales tax, which we have filed due to tax being charged on several purchases, and which is refunded by the state.
- Juvenile experiment went well, so the library will extend this policy to include YA in 2020.

**CIRCULATION REPORT:** Physical materials were down by approximately 200 in November.

**PROGRAMS:** WorkOne will be coming two mornings a month in the spring (and spending two afternoons a month at the Montpelier library).

#### **DIRECTOR'S REPORT**

**BUILDING:** State has been notified that the elevator is ready for inspection; that may or may not occur before the end of the year. 90% of the wires were removed, and the remaining were put into conduit.

**TECHNOLOGY:** ADT alarm is now working in general and with the elevator.

**FRIENDS:** Haven't yet heard if there is a magazine sale planned for January.

**PARK:** Michele put the rakes away and put the shovels out. Judy reported that the Research Club had asked why the children's art works in the panel murals on the north side by the drive were pointing away from the park; unfortunately, we don't own the art and are unable to change it.

#### **ACTION ITEMS**

**COMPENSATION COMMITTEE REPORT:** Before presenting the results of the committee's meeting, Mike asked Bob to inform the board of a recent development: having been elected to the city council in November, Bob was advised to resign his library board post to avoid the potential appearance of any conflicts of interest, and so he will be submitting a formal letter of resignation. Ann suggested a candidate to serve as replacement. Mike then walked the board through the recommendations for 2020 staff compensation; documentation will accompany **RESOLUTION 2019-10**, in which Judy moved to accept the recommendations of the committee, seconded by

Kelli, and approved 6-0. This resolution includes the adoption of four schedules: Pay, Salary, Fee, and Holiday Closings.

**SELECT FINANCIAL INSTITUTION FOR BOND MONIES:** \$970,000 have been received as a result of the bond sale. This money is currently in the bank account, but best practices recommends that it be separated into a separate account. Three local institutions were considered, and after discussion regarding rates and features, including online access, First Financial was chosen. Judy moved to transfer the funds to First Financial; April seconded; motion carried 6-0. **RESOLUTION 2019-11**

**ELECT 2020 OFFICERS:** This was tabled due to the pending change of members, and will be addressed once board positions are filled.

**2020 TOWNSHIP CONTRACTS FOR SERVICE:** Terms will remain the same. Children will continue to receive a blue card unless a green card is preferred, which would be billed at the normal rate of \$60. Kelli moved to approve the 2020 contracts; Ann seconded, and motion carried 6-0.

**CREATE BUILDING RENOVATION COMMITTEE:** Max Bennett and Judy Soddors will join Michael Tabor on the committee, and will plan to meet with the architect January 8, 2020. Kelli moved to accept these committee members as well as for Ann Ludwig to remain on the Park Committee; Kay seconded, and motion carried 6-0.

**ADA MAINTENANCE AGREEMENT:** Tabled.

**PARK CAMERA REPLACEMENT?** The park camera bit the dust, and the warranty had already expired. Michele will research and bring information about replacement next month. She stated that cost is not necessarily an issue (projected \$600), but will check to see which cameras ADT recommends.

**CLAIMS & CHECKS**

Claims were presented in the amount of \$59,670.94. After review by the board, Ann moved to approve the payment of claims; Judy seconded, motion carried 6-0.

Being no further business to come before the board, meeting adjourned, and those still present (Bob and Judy had other business) enjoyed a dinner provided by Fran Eikenbary.

The next SPECIAL board meeting will be for the Board of Finance, which will meet at 5 p.m. on January 15, 2020, in the Musser Meeting Room.

The next REGULAR board meeting will follow immediately after the Board of Finance January 15, 2020 in the Musser Meeting Room.

Approved this 15th day of January, 2020:

*Michael O. Tabor*  
*Kay Staters*  
*Carille Nealy*  
*April Bartlett*

*David H. Bowen*  
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