

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

December ¹⁵ 16, 2020 minutes of the regular meeting, held online via Zoom, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor.

ROLL CALL: Members April Bartlett, Dave Bowman, ~~Camille Mealy~~, Kelli Ruble, Judy Soddors, Michael Tabor, and ~~Kay Waters~~; Director Michele Risinger; Admin Jen Holst

N.B. All votes were polled individually due to meeting virtually.

MINUTES for October were approved as presented upon a motion by April, seconded by Dave. (November meeting was cancelled.) Motion carried 4-0 (only four present at that time).

FINANCIAL REPORTS: With very conservative spending this year, the library is finishing the year strong.

1. Board of Finance will determine next month if any funds should be moved to a different bank account.
2. Entire allotment for books was unable to be spent this year due to COVID-19 situation.

CIRCULATION REPORT: In addition to previous years' comparisons, Michele also provided previous month's numbers to track progress during the pandemic. October numbers picked up, but back down in November as the county went back to red on the state's COVID website. Door count is about 50% of normal, but those able to come in are grateful for the opportunity. Digital counts continue at a high rate.

PROGRAMS: None.

DIRECTOR'S REPORT

See attached. In addition, Michele is working with Jolene to prepare for next month's magazine sale, as we are unable to follow our normal means. Right now they are leaning toward bagging the issues of each title together and selling each bag for \$1.

ACTION ITEMS

1. Compensation Committee Report plus Addendum & 2021 Salary Schedule, attached: Judy moved to accept the committee's recommendation for pay, salary, and bonuses for 2021 as amended; Kelli seconded. Motion carried 5-0. (Bonuses will be paid on last pay period of 2020, 12/31.)
2. 2021 Holiday Schedule, attached: Michele suggested additional closings, to include Martin Luther King, Jr and Columbus Days, as well as some holiday buffer zones. Judy moved to adopt the proposed 2021 schedule with the exception of Columbus Day; Dave seconded. Motion carried 5-0.
3. **RESOLUTION 2020-9** Non-Resident Card Fee, attached: This is the policy we have been operating on year to year, but the state recommended setting it forth in a resolution. This will be ongoing, effective immediately, until board sees fit to change. Judy moved to accept the resolution, Dave seconded, and the motion carried 5-0.
4. **RESOLUTION 2020-10** Transfer to Rainy Day Fund, attached: Due to conservative spending during the pandemic, a sizable amount was left over to put against future claims. If left in the operating fund, it would work against us when calculating next year's budget, whereas moving it to Rainy Day would allow

- us to request special appropriations as needed and still receive our normal budgeted allowances. Dave moved to adopt this resolution, Judy seconded, and motion carried 5-0.
5. 2021 Township Contracts for Jackson, Licking, and Washington: The board reviewed a sample contract, which is the same as in the past. April moved to accept each contract, Kelli seconded, and motion carried 5-0.
 6. Election of 2021 Board Officers: Michael suggested suspending the current term limits and renewing the same slate of officers who served in 2020, as follows:
 - a. President – Michael Tabor
 - b. Vice-President – Dave Bowman
 - c. Secretary – Judy Sodders
 - d. Deputy Secretary – Camille Mealy
 - e. Treasurer – April Bartlett
 - f. Deputy Treasurer – Kay WatersJudy moved to accept this suggestion, Kelli seconded, and motion carried 5-0.

DISCUSSION ITEMS

1. Employee Manual Review – Tabled until January for minor tweaks.
2. Fine-Free Policy continuing into 2021 – Michele suggested continuing the policy, as it has been well-received by patrons. Board approved by general consensus.
3. Close Dec 26? Since the library is closed December 24-25 for Christmas, Michele recommended remaining closed on Saturday the 26th as well. Board approved by general consensus.
4. Michele distributed the 2021 Board Meeting Schedule, which will be posted online.

CLAIMS & CHECKS

Warrants are available to be signed by treasurer to pay bills. Board will approve vouchers at next in-person meeting.

Michael expressed the thanks of the board to Michele for her work and dedication this year in the face of trying times, and she responded with thanks to the board for their support.

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

The next regular board meeting will follow the annual Board of Finance Meeting on January 20, 2021 in the Musser Meeting Room at 5 p.m.

Approved this 20th day of January, 2021:

Dave A. Bowman
Michael D. Tabor
April Bartlett
Kel R. Kuhl

Judy Sodders
Kay E. Waters
Camille Mealy