

**HARTFORD CITY PUBLIC LIBRARY
314 N HIGH ST
HARTFORD CITY, IN 47348**

January 15, 2020 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor. The board welcomed new members Dave Bowman and Camille Mealy.

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

MINUTES were approved as presented upon a motion by April, seconded by Kay; motion carried 5-0 (Judy not yet arrived until during Financial Reports).

FINANCIAL REPORTS:

1. The library is starting the year off with 50% of the 2020 budget in cash on hand. This has been a goal of Michele's, based on the recommendation of the Indiana Library Federation, in the case that property taxes actually collected do not meet the budgeted amount, the library would be able to operate for six months, until the next projected distribution. She is happy to report that while it took five years, we're finally there. This is important in that we are 75% funded by taxes.
2. Waiting on last elevator invoice: inspection was done and passed, and the permit posted.
3. Transferred \$19,342 to LIRF; can request special appropriation from LIRF this year of the city council if needed.
4. Report of 2019 actual revenue was reviewed.

CIRCULATION REPORT:

1. Numbers slightly lower than usual, but not unusual in December.
2. CIRCS/resource sharing position will be a separate part-time position when Bailey returns.

PROGRAMS:

1. Gingerbread House program is popular and was well attended.
2. Tutoring is offered by willing high school volunteers.

2019 ANNUAL STATISTICS were presented as compared annually going back to 2014, including

- Physical Material Circulation
- Door Count
- Overdrive e-book and e-audiobook circulations
 - o Will continue to share in the Overdrive consortium pool, while adding Hoopla, which will provide these resources only to our patrons, making them more readily available.
- Resource Sharing
 - o State prefers a 1:1 ratio of resources loaned to borrowed; these are tracking pretty closely in parallel motion.

DIRECTOR'S REPORT

BUILDING:

1. Atrium: buckets have remained dry, and there is change with the glass.
2. Parking lot drainage: Michele spoke to My Outside Guys a few months ago, but they have not returned to do the work. Tom will check to see if they plan to be back.
3. Addition/renovation: building committee met the Zach Benedict, the architect, Jan 8. Preliminary drawings will be refined, and Zach will meet with staff to be sure their needs are being met before finalization. With three years to expend bond funds, it was recommended to plan the expansion in 2020 and wait until winter 2020-21 to open bids to avoid potential weather delays and higher bids that may be incurred by opening bids in the spring and starting in summer or fall; board found this favorable. Benedict will soon provide a timeline and take care of property survey.
4. Elevator work completed, inspection passed. Potential problem of oil from the elevator reaching the sump pump; Dave recommended looking for a complete solution and asking the architect to see about wrapping that into the expansion project.
5. The security system is missing two door alarms, due to the wireless sensors being somehow disconnected.

TECHNOLOGY:

1. Support for WIN7 has ended, and Michele has four more PCs on which to complete the WIN10 upgrade: Children's Librarian computer is in progress, and on deck are the computers for resource sharing, clerk, and meeting room laptops.
2. Two cameras are down – one is broken, the other has a network error, which Russ has not returned to fix. Michele is comparing models to find good cameras for a good price.
3. Public PC software has been upgraded so that Michele can update them remotely, which is working. Company has now been in contact with Michele, so hoping to resolve the issues of updates working but not freezing properly.
4. New door counter installed at front door.

NEWS/REQUESTS:

1. TRAINING: Staff did not have an internal meeting since the building had already been closed two days that week for New Year's. Will resume first Friday in February.
2. We renewed the contract with TEI for leasing audiobooks. We have two separate kinds of leases, which Bailey says is providing good variety for the patrons.
3. We signed a contract with Hoopla, a pay-as-you-go ebook service that will be available to patrons in approximately five weeks, with a starting budget of \$1,000.
4. Jackson and Licking Township payments are in; still waiting for Washington.

FRIENDS:

1. There will be a magazine and book sale on Jan 24-25. Friends are running it and keeping separate tabs for their items and library items.
2. There has been a need for a portable projector to be used with the pull-down screen at the south end of the meeting room as well as at Arts Place for the Friends/Historical Society speaker series, and Friends offered to contribute toward one, so Michele purchased one. The current mounted projector has been offline for a month; Michele will look into getting the filter issue fixed.

PARK:

1. Upon being informed that some of the silicone caps on the jets have been dislodged, Michele emailed Josh Perkins of Plant Studios to determine what to do about it. He'll come tomorrow and take care of issue. They want it to work and won't bill it. [Update: Plant Studios came just before the meeting and filled the pipes with a fluid that is heavier than water, so that – should the silicone jet caps come loose again – they can be confident that any water that leaks into the system will not be able to damage the pipes. –MR]
2. Park Committee can discuss and determine if anything should be done to winterize the climbing area.
3. The southeast park entrance is completed except for landscaping, which includes moving two trees away from the structure. My Outside Guys were to have returned a couple months ago to move the trees, and waiting for this to be done before area is mulched.

ACTION ITEMS

ELECTION OF 2020 BOARD OFFICERS

The following were elected unanimously, except as noted:

PRESIDENT: Michael Tabor (motion by Judy, seconded by Dave); board voted to suspend the term limit for Mike to continue in this position for one more year.

VICE-PRESIDENT: Dave Bowman (M-Judy, S-April)

TREASURER: April Bartlett (M-Judy, S-Camille)

DEPUTY TREASURER: Kay Waters (M-Judy, S-Camille)

SECRETARY: Judy Soddors (M-April, S-Camille) approved 5-0-1

DEPUTY SECRETARY: Camille Mealy (M-Judy, S-Dave)

2019 PLAC REPORT – Mike signed the report for Michele to submit to the state.

RESOLUTION TO CREATE CONSTRUCTION FUND and BOND & INTEREST REDEMPTION FUND – The board approved the creation of two new funds dedicated to the upcoming expansion project: the Construction Fund will be the repository for monies raised in the bond sale and will be limited to paying costs of renovation between 2020-2022, and the Bond & Interest Redemption Fund will receive the biannual distributions, as well as any interest earned, to be used solely for repaying the bond. Judy moved to approve the resolution, Dave seconded, and motion carried 6-0. RESOLUTION 2020-1

REAPPROVE EMERGENCY PROCEDURES – The policy regarding our emergency procedures, same as in previous years, was reviewed and approved for 2020, with Dave making the motion, April seconding; carried 6-0.

DISCUSSION ITEMS

TECH CONTRACT WITH RUSS – Recommendation was made to not renew the contract with M&R Technology. A suggestion was made to include a clause, if contract continues, that payment would be made if agreed-upon work for that month was completed. Michele takes care of the regular tech maintenance on site, and would prefer to work with a professional networking contractor. Judy made a motion to table the discussion without signing a new contract; Kay seconded, and motion carried 6-0.

BOND FUNDS – April signed the paperwork at First Financial to have the bond funds of \$970,000 transferred into a new account there. Michele ordered an initial batch of 50 checks to get invoices paid from the bond sale. A list of those invoices totaling \$44,700.00 was approved by the board to be paid once the checks arrive: Judy moved, Dave seconded, motion carried 6-0.

CLAIMS & CHECKS

Claims were presented in the amount of \$19,112.60. After review by the board, Kay moved to approve the payment of claims; Judy seconded, motion carried 6-0.

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

The next REGULAR board meeting will be Feb 19, 2020 in the Musser Meeting Room at 5 p.m.

Approved this 19th day of February, 2020:

Richard D. Star
Bill Krubel
Camille Nealey
April Bartlett

Kay Staker
David A. Brown
