

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

July 15, 2020 minutes of the regular meeting, 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

MINUTES were approved as presented upon a motion by Camille, seconded by April; motion carried 7-0.

FINANCIAL REPORTS:

1. June settlement significantly lower than last year; will need a good settlement in December to make it through to July 2021. Definitely tightening the belt in any areas possible.
2. In the past, we have budgeted the e-rate amount for our State Tech grant, but have been advised for the future to budget for the entire non-e-rate amount, since the state budget is seeing cuts as well, and we may not get enough to cover without it.
3. Funds to replace H/AC in the main floor stacks would have to come from LIRF. Board did not take action on this.
4. Fund 300 (Bond & Interest Redemption) in the Funds Summary shows a double amount receipted and disbursed, due to the fact that the money moved into Citizens, then was transferred to First Financial, then paid to loan. This was because debt service funds were included in same checks as our general settlement, and so were deposited together, then moved to the account designated by the board. Michele and Jen will check on best practices for reporting and impact on budget.
 - a. N.B. We learned July 16 that debt service can be sent on separate checks in the future to avoid this happening again.
5. Park Landscape fund 278-116 showing a balance, but should be cleared out at zero. Will check why.
6. Any monies remaining in the Elevator Restricted Fund at end of year will be transferred to LIRF.
7. Appropriations: cutting back wherever possible. Books are on auto-order for major authors and series. Part-time staff are being offered no extra hours – strictly 20-25 per week.
8. Revenue: there were so few cards for the townships that Michele opted to wait until the next quarter (October) to send an invoice, as they will be facing shortfalls as well.
9. A request was made to add a line for the income (receipts, interest) for the First Financial accounts, and to check our money market interest rate.

CIRCULATION REPORT:

1. Children's hit hardest – not many families coming in since browsing not available.
2. Digital materials, resource sharing, and hotspots all circulating well during the pandemic.
3. Door count is estimated since March.

PROGRAMS:

1. Some programming in June, mostly virtual story times with Amy and Zoom book club meetings with Bri.
2. Decent turnout for the Leonardo Summer Reading program music show.

DIRECTOR'S REPORT

BUILDING: Staff met with the architect. He shared his thoughts about YA, etc. We are waiting to hear back on how we might better use the space to serve the community. He sent an engineer today to explore the HVAC system.

TECHNOLOGY: Russ said the power line for the back camera is bad.

NEWS/REQUESTS: Governor announced today that the state would remain at Phase 4.5 until the end of July.

FRIENDS: Some of the members have asked about activities, but the leadership has not been in touch.

PARK: Park committee met with the Urban Greenscape crew taking over maintenance and progress of the park, and liked the ideas submitted; a layout drawing is attached. Will move forward with partnership. Plans are to start work this year, but long-term goal has work continuing for next couple years. This year's projects are a boat being built by Jerry Banter for a reading area, then plantings in the fall.

ACTION ITEMS

1. **2020-04 Resolution** to establish the RUTH FLATTER ENDOWMENT FUND ("Flatter Fund") – Blackford County Community Foundation informed us that the first disbursement is ready, so Michele drafted a resolution outlining its use. *(Do you want more details here?)*
 - a. **Judy moved to adopt the resolution, Dave seconded; motion carried 7-0.**
2. MKM Architect Contract – copies were available for perusal, and Michael and Dave had already looked over the document. Dave summarized the information, stating that it was mostly boilerplate, and seemed standard enough. It does have a basic fee listed of \$75,000, with contingencies outlined, as well as engineer fee schedules attached. Certain services like geotech, surveyor, etc. not included in basic fee. Trying to get a surveyor in, but unable thus far due to COVID-19. Dave and Michael both expressed a comfort level acceptable for moving forward, so
 - a. **Judy moved to accept the MKM contract, Kelli seconded; motion carried 7-0.**

DISCUSSION ITEMS

COVID-19 Phase 5 – Michele and the staff are comfortable with two options presented to the board regarding how to provide service in the next phase: 1. Continue with false lobbies and no masks on both floors, or open stacks but require masks. Board expressed confidence in allowing Michele to make the best decisions as needed. We will continue with false lobbies and masks not required (staff are happy to pull books for patrons), but will open splash pad and have limited usage of the meeting room available for small, masked groups (i.e., tutoring).

CLAIMS & CHECKS

Claims were presented in the amount of \$84,147.11. After review by the board, Camille moved to approve the payment of claims; Kay seconded, motion carried 7-0.

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

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

Approved this 19 day of August, 2020:

Michael O. Tiller
Kay E Waters
Judith Hodder
April Bartlett

Cornille Nealy
Bill Klatt
