

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees

September 16, 2020 minutes, submitted by Jen Holst, recording secretary:

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

BUDGET PUBLIC HEARING was held at 5 p.m.; President Michael Tabor closed the hearing at 5:10 p.m. with no attendees.

Regular meeting was called to order by President Michael Tabor.

MINUTES were approved as presented upon a motion by Dave, seconded by Camille; motion carried 5-0.

FINANCIAL REPORTS:

1. Bank transfers are complete: the majority of bond funds has been moved to new accounts at Via Credit Union, with a small portion remaining at First Financial until Via checks are ready. The Flatter Endowment monies have been deposited into the First Financial account.
2. We are still spending minimally so as to increase the amount we can transfer to Rainy Day at the end of the year to buffer for the future and maintain good cash flow.

CIRCULATION REPORT:

1. Numbers are picking up, especially now that patrons are allowed into the stacks, albeit one at a time. Fiction and magazines are looking good, while DVD and children's circulation is still low.
2. Ordered another hotspot, since the demand has grown with schools doing online education, and we only have space for about five students at a time to study here inside on our Wi-Fi.
3. Door count is about half of usual, but resource sharing, not surprisingly, is going strong.
4. Hoopla has been a good addition to complement OverDrive. Ancestry is seeing some usage again.

PROGRAMS: Amy is hosting both online Facebook story times and outdoor park story times. The park program is new and word is just getting out; she plans to continue as long as the weather allows.

DIRECTOR'S REPORT

BUILDING: A rough schedule is now in place for the addition/renovation; construction is expected to start March 2021. Baker Tilly has advised that we can use bond money to replace the heating/cooling unit on children's roof; waiting to hear back from the architect regarding this, who would select a unit to correspond with the building renovation. Camille moved that the Building Committee could make the final decision regarding the children's roof heating/cooling; Judy seconded, motion carried 5-0.

TECHNOLOGY:

1. We now have three public PCs, which is working well. One former public PC will be moved to replace the current microfilm machine so that it can be hooked up to the internet, allowing scanned microfilm images to be emailed.
2. Had to replace two hotspots, and ordered one additional.
3. Building Wi-Fi is acting up, and needs updated/replaced; Michele will look into this.

4. Park camera is down again; prefer to call a new technician. Extra cameras have been added to the shed, and we are waiting on a Wi-Fi extender to get them working.

NEWS/REQUESTS:

1. Internal staff meeting – mainly just getting everyone on same page as we move forward offering more services.
2. Kim Waddell's landscape design – question last month about encumbering funds for this, but since we'd need to have a purchase order or work in progress, this was tabled, since it is contingent upon installation of the perimeter drain, which won't be in until next fall at least.
3. Meeting room is getting used by WorkOne and students.
4. There is one empty table available on main floor, facing a wall, where people can sit with their personal devices for internet.
5. Main floor stacks are now open for browsing; children's floor will be rearranged this week to allow for browsing as well, albeit without toys, seating, or game/catalog computers.
6. One restroom is open for emergency use now that more people are remaining in the building for longer periods of time. There is a disclaimer on the door stating that we cannot clean it after every use throughout the day.

FRIENDS:

1. The passive book sale continues, with staff keeping the drawers full. The storage room is also full, though, and we have no more room shelve more donations. We will have to start telling people to contact the Friends if they want to contribute.
2. The author meet and greet which the group had planned to host in October has been postponed until next spring.

PARK:

1. Dustin is doing more research to find the right paint for the compass on the splash pad, which cannot be purchased through the local hardware store.
2. Dustin is also inquiring with the city to see if they will help us winterize the splash pad.
3. The mulch near the shed was sprayed with a weed killer, after trying other methods to control the weeds, which is why it's blocked off with caution tape. There will eventually be a pollinator garden around the shed, with annuals planted there.
4. Gravel will be mounded around the ship's prow so it looks like it's been beached.
5. Still waiting to hear back on grants. Dustin did meet with the Boren Foundation in Upland about funding for the outdoor classroom.

ACTION ITEMS

1. Judy moved to pay the director's continuing education/conference fees of \$25 for the ILF Virtual Fall Forum held 10/6; Kay seconded, motion carried 5-0.
2. Michele updated the Internet Use Policy to reflect changes made this year: Users are no longer required to present an Evergreen library card or picture ID, nor must they sign in on the Internet Usage Log. She added that the current setup of three computers facing a wall (staff can see screens) is working well, all are filtered, and computer reboots wipe search histories. Camille moved to adopt the Revised Internet Use Policy; Dave seconded, motion carried 5-0.

3. Michele presented an updated Epidemic/Pandemic and Public Health Emergency Policy and Continuity Plan, with changes recommended by our legal counsel. Dave moved to adopt this Revised Policy and Plan; Camille seconded, motion carried 5-0.
4. Judy moved to adopt **RESOLUTION 2020-6** to transfer the remaining elevator fund balance to the Rainy Day Fund; Kay seconded. It was clarified that the Rainy Day fund is subject to the same appropriation process as other funds that receive tax money. Motion carried 5-0.

DISCUSSION ITEMS

1. Camille moved to allow the building committee to make major design decisions and inform the board at the next meeting; Judy seconded, motion carried 5-0. Committee will meet soon to discuss options that need to be decided early.

CLAIMS & CHECKS

Claims were presented in the amount of \$30,100.76. After review by the board, Kay moved to approve the payment of claims; Camille seconded, motion carried 5-0.

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

The next REGULAR board meeting will be 21 October, 2020 in the Musser Meeting Room, following the BUDGET ADOTION HEARING at 5 p.m.

Approved this 21st day of October, 2020:

Michael O'Neil
Judith Ladders
Camille Mealy
Kay Haters

April Bartlett
Kellie Kuby
David A. Bowen