

## HARTFORD CITY PUBLIC LIBRARY

### Board of Trustees

**August 17, 2022 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, ~~Kay Waters~~; Director Michele Risinger; Admin Jen Holst

**PUBLIC HEARING FOR 2023 BUDGET:** Several members of the Library's Friends group were in attendance for the hearing, but there were no questions or discussions regarding the budget. Michele did confirm that her numbers match what the government gave, allowing for max levy. Michele and Dave remarked on the effects of the current high inflation rate and other economic factors, and how that would affect the budget, particularly in the payroll category. Michael plans to appoint the compensation committee next month to be ready for October. Michele also noted that ISL had sent out assessed population estimates, as numbers are not expected to be finalized until 2023; Hartford City is still reportedly above 6,000, while Montpelier seems to have lost a significant number.

**FRIENDS OF THE LIBRARY:** Lisa Weeks, Beth Rhodes, and Ann Ludwig attended as Friends of the Library representatives to discuss the value and expectations for the group in terms of how they can legally fundraise and serve the library, its patrons, and community. Ideally, they would like to continue offering book sales as their primary fundraisers, but as they are not a 501c3 entity, they must sell books donated by the community, as opposed to the library's weeded books, which are also sold by the library periodically. One representative stated erroneously that they are not allowed to sell donated books – this is allowed, but they are not able to receive weeded books from the library unless they have 501c3 status. The Friends also cited that book donations have, in the last few years, been rejected by staff, and are discouraged by this, but the director pointed out that all such activity was halted during Covid-19 for obvious reasons, and strictly limited during construction due to the necessary storage of our children's circulating books while patrons were browsing all available materials in the meeting room. Once staff were able to move back into their respective departments, they resumed accepting small donations (a few books to a paper bag full) while arrangements were made with the Friends to accept larger donations. [During early park construction, there was room to store larger donations in the shed, but there is no longer room for this; since 2016 the Friends have had a dedicated room close to the meeting room to store, sort, and prepare books for sales. The Friends are responsible for curating book donations and offering sales, as the library needs staff to remain available at circulation desks.] If the Friends want to sell the library's weeded books, they need to acquire non-profit status as a 501c3, but members are reticent to do so. Dave suggested they check with the local community foundation to see if they might come under the larger umbrella of that organization. Lisa inquired about giving up the Friends checkbook and becoming a line item as a separate fund, and Michele is considering allowing the group to work and submit bills for programming. Michele is actively searching for ways to cooperate with the Friends group in a mutually beneficial role while maintaining lawful interactions. Friends offered suggestions for accepting and curating donations for further consideration. Jen offered to consult other bookkeepers throughout the state to see how their libraries handle the situation. The Friends requested criteria for protocols to assess books to be sure to keep only clean, uncontaminated books. Michele will send out the "Friends and Foundations" chapter of the New Directors Manual from the state, as well as the Capital Assets Policy, to ensure we are staying within legal bounds while exploring the ways we can collaborate and move forward. Ann was concerned about the PR of rejecting books for a time, but the community

surely understands the need for the hiatus during the pandemic and construction. (Some other libraries throughout the state have not yet resumed accepting donations.)

**MINUTES** were approved as presented upon a motion by Camille and seconded by Dave, which carried unanimously.

**FINANCIAL REPORTS:** ...will be emailed when finalized.

**CIRCULATION REPORT:** Adult audiobooks, print books, and movies are at their highest in several years, as are Children's movies. Overdrive and Hoopla have the highest July checkouts recorded since 2017, as is Resource Sharing for materials borrowed from HCPL. E-faxing was added as a service recently and was very popular in July with 250 pages scanned and sent (the library is **not** accepting incoming faxes).

**PROGRAMS:** The July 2<sup>nd</sup> Grand Re-Opening, celebrated in conjunction with Historical Society's social and corner clock unveiling, was very well attended. Summer reading also went very well for the Children's Department, with a number of fun programs like Leonardo's kids rock concert, a science show, theatre in the park, etc.

**DIRECTOR'S REPORT:**

1. Working with Tom to get sidewalk column light in the back fixed.
2. Architect holding reserve until CME contractors finish the last few remaining items (door that seems to be missing, trash on roof, some downspouts not connected to perimeter drain; finally got grass seeded, but water run-off may be taking seed with it; the mess between the library and the park was cleaned up).
3. Gas company – sidewalk: city cannot find ordinance addressing the matter, so they are still researching it. The library may have to pay to get the sidewalk fixed.
4. Kathy Brown was just hired to help with maintenance indoors; good report from Dave. Tom will be responsible for maintenance issues and Kathy primarily for cleaning.

**ACTION/ DISCUSSION ITEMS** – none at this time. Next month: revision to Meeting Room Policy to be discussed, and it is time for a quick review of the Employee Manual and Capital Assets Policy.




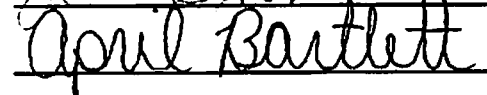
**CLAIMS & CHECKS**

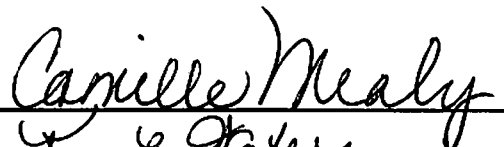
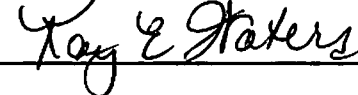
Claims were presented in the amount of \$40,821.44 (37,010.10 – Citizens, 3,811.34 – Via). After review by the board, Kelli moved to approve the payment of claims; Dave seconded; motion carried 5-0.

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

The next REGULAR board meeting will be September 21, 2022 in the Musser Meeting Room at 5 p.m.

Approved this 21 day of September, 2022:

  
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