

July 17, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Mike Tabor.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger; Admin Jen Holst

MINUTES were approved as amended upon a motion by Ann, seconded by April.

FINANCIAL REPORTS:

- Actual revenue all on track. Any townships not paid by first of next month will be billed again with an additional 5% late fee charged.
- June settlement quite good, higher than normal. Last year's AVGQ was 3.5; this year's is 3.4, so next year's should be good as well.
- The board reviewed the six-month trial of children's fines forgiveness, and agreed to continue permanently.

CIRCULATION REPORT: Door count lower, but circulations steady.

PROGRAMS: First month of summer reading program revealed good numbers of children attending and a nice mix of events. The stomp rockets were so popular that program was repeated.

DIRECTOR'S REPORT

BUILDING:

- No change in atrium.
- Parking lot drainage: sump pump is barely running, so there has been little flooding from the outside drain. Planning to move forward in the fall.
- Addition Reno: We are waiting on more detailed figures that will show the impact of the tax cap to local government units, which will be a determining factor on whether we take full amount or pare back.
- Elevator: Michele emailed June 18th and July 17th asking for schedule information; no response. Mike asked to be informed if no response is received within two weeks so he can follow up. The replacement is scheduled for the end of the year, just don't know when exactly.

TECHNOLOGY: Still have a half dozen PCs to upgrade to WIN 10 by Jan 2020.

NEWS/REQUESTS:

- **TRAINING:** We had an internal meeting.
 - o Every library card renewal will require a new written application to be kept per state retention schedule.
 - o Regarding children and teens under 18 who are having difficulties getting a card: Staff are instructed to refer any special situation to the director, who will ensure that a way is found for the child/ren to check out books if at all possible.
 - o Michele is adding a link on each staff computer to an online wiki for easy access to policies, procedures, and training for the staff.
- **TOWNSHIPS:** No contract from Licking yet.

- We are still under our quadrennial audit by the State Board of Accounts. Jen and Michele have been gathering materials and submitting them online for over a month, with a gap due to the auditor being out of the office.

FRIENDS:

- The Friends are paying for new flowers by the front steps of the library; the library will pitch in for mulch. Kim Waddell said she was unable to find yellow flowers, so we have been blessed with ornamental peppers, which are perfectly safe, should someone decide to eat them.
- The Friends are working on the fall speaker series, but no details are available yet.
- There are probably not enough books to offer a book sale during SummerFest.

PARK:

- **GENERAL:** Tom Glidden accidentally ran over our water meter when leaving the climbing area with his truck and snapped off a valve used for blowing out the lines. Plant Studios, the original installer, has replaced the valve, and Tom has agreed to pay the bill.
- **SPLASH PAD:**
 - o Leaks have been located and cement broken up for repair.
 - o With regard to the leaks, Josh at Plant Studios affirmed that while this company is well-versed installing in-ground pools with similar set-ups, this was their first splash pad, and they take full responsibility for the repairs. He did winterize the system last fall, but neglected to cap the jets, and it is likely that snowmelt seeped into the pipes, then froze and burst over the winter. Michele plans to hire them to do the annual winterization, confident they have learned from the mistake.
- **CLIMBING AREA:**
 - o Rotary had some extra funds from the initial wood purchase due to design changes, which were given to the library to finish the climbing area (see resolution to create fund).
 - o Lisa Weeks arranged for the city to excavate the area 6" deep, and for pea gravel to fill the area from Himelick's in Upland.
 - o Tom Glidden built the structure in a week: each post goes down 3' and is set into concrete; climbing handholds and netting were added to structure, and Tom will help install final climbing rope (or whatever is decided...bucket and pulley system also suggested) for the extended arm.
 - o Log planters were temporarily removed so that truck could reach the climbing area with the dump truck.
 - o There is extra pea gravel from the 13 cubic yards order, which will be moved to a tarp in the closed alley area for future use in the park.
- **ENTRANCE:** Jerry is waiting on beams from Hoddup to start, but the cement for the posts has been poured and goes down 4', so should be very resistant to heaving in winter.
- **MURAL:** Arts Council plans to have the mural installed by the 7/27 SummerFest celebration; David Hahn will be doing the installation, and it is intended that it will be cemented in.
- **BENCH:** Ann will check with Psi Iotes to see if they plan to help with the bronze reading bench, or intend to purchase a regular bench; several will be needed throughout the park.
- **SHED:** The siding on the shed was questioned, and it was affirmed that the community preferred it to be left as is, weathering naturally.

ACTION ITEMS

- Quarterly PLAC report was signed to be sent to state.
- April was elected Treasurer and Bob as Deputy Treasurer (moved by Judy, seconded by Kelli). A letter was signed to take to Citizens State Bank to update the account.
- A resolution to create a fund with the monies remaining from the Rotary Climbing Structure grant passed, moved by April and seconded by Bob.
- Michele requested replacing the main copy machine and shared a quote of \$1875 from Weber on a model which had been repossessed from a previous lease agreement. Bob moved to accept this quote and purchase the copier, and the board approved the purchase after Kelli seconded.
- The board approved the director's attendance at two regional events (ILF Annual Conference and NICCL Roundtable - this one is mileage only, free to attend): Kelli moved, Judy seconded.
- ENA TELEPHONE UPGRADE QUOTE:
 - o \$1355 one-time up-front for equipment and its configuration
 - o Approximately \$79.28 monthly for service with 3-year contract
 - o 1 year manufacturer's warranty on phones
 - o We may renew at one-year intervals after 3-year contract expires; as of late, historical figures reveal that service package prices have been decreasing rather than increasing. Will evaluate at that time.
 - o Monthly savings will be at least \$100 over current AT&T account, which has to be renegotiated annually.
 - o We must keep two landlines, but the rest can be replaced with this quote, and includes adding a couple extensions.
 - o Ann moved to accept quote and upgrade with the ENA system; April seconded, motion carried.
- BY-LAWS TRIENNIAL REVIEW: Judy and Bob will join Mike in going over the by-laws.
- The updated policies for Background Checks and Employee Hours were given to members.
- Mike will speak with the superintendent and principals about recommendations to fill the empty board member seat.
- Board reviewed the survey results. Michele will be posting Part II soon covering programs and materials.

CLAIMS & CHECKS

Claims were presented in the amount of \$30,610.30. After review by the board, Judy moved to approve the payment of claims; April seconded, motion carried.

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

The next SPECIAL board meeting will be August 14, 2019 in the Musser Meeting Room at 5:00 PM.

The next REGULAR board meeting will be August 21, 2019 in the Musser Meeting Room at 5:00 PM.

Approved this 21st day of August, 2019:













