

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

August 18, 2021 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 Dave, seconded by Camille.

FINANCIAL REPORTS:

1. Bills are coming in regularly for construction now, so that fund is starting to get spent down.
2. The state approved the park project (outdoor classroom), so once Jerry finishes his work at the Historical Society, he will resume work onsite. He has already begun building and assembling some components at home.
3. Appropriations: Non-print – Amy will be ordering several new Wonderbooks, each of which is a print and audio book combined.
4. Operating Cash Flow: With property taxes coming in lower last year, our ending balance was also lower than usual. We generally attempt to maintain 50% cash balance at any given time to compensate for any unforeseen negative circumstances.

CIRCULATION REPORT:

1. Door count is climbing.
2. OverDrive and Hoopla continue to be well used during this time of limited access.
3. Some patrons would enjoy more time to explore Ancestry on the library's computer, but given the single PC available during construction, they are limited to half an hour per visit.
4. Staff are hopeful that they will get into their departments in September to start cleaning and organizing, during which time we will close to prepare for re-opening to the public.
5. Adult Print Fiction numbers are growing.

PROGRAMS:

1. Children's Department hosted nine programs this summer with 145 in attendance (including both adults and youth).
2. The ability to utilize the closed shelter at Sigma Phi Gamma city park proved very useful, and staff plan to continue meeting there for some programming in the future.

DIRECTOR'S REPORT:

1. Construction – currently working on roof to addition; contractors are having trouble sourcing metal for the windows; waiting for brick samples to ensure a good match; painters are priming the framework and drop ceilings; carpets are ready to go in, and lighting is also ready once the ceilings are finished. Staff desks are delayed. The circulation desk was reassembled without problem. Michele is happy with the paint selections thus far. The original tilework on the main floor was able to be cleaned of the glue and goo from the previous flooring. Prior director Vicki Cecil stopped by the day of the meeting and was pleased with the work being done.

2. Park and grounds – Kim Waddell will use some of the plantings pulled from near the back entrance in the front corner flower bed and around the front steps, which will hopefully be planted in October after the drainage trenching is completed in September.
3. Friends – Meeting for the monthly book club at the Historical Society, but have no plans to offer other programming before April of next year.
4. Michele is coping well in the midst of the construction and “getting things done.”

ACTION & DISCUSSION ITEMS

1. Consortium Internet Resolution: This is the annual contract with the state to obtain the e-Rate discount. Judy moved to adopt **RESOLUTION 2021-7**, Kelli seconded, and the motion carried unanimously.
2. April moved to approve for the director both the \$99 virtual conference fee for ALA and mileage to Brookville for the ECI Public Library Directors meeting; Kay seconded. In discussion, Michael recommended that the board grant blanket approval for conference fees and mileage, since the current director has proven to use the privilege sparingly and wisely, and the budget is there to do so. The motion carried 7-0.
3. PTO: With regard to the discussion tabled last month of a certain employee’s extra balance of hours earned last year over and above the allotted limit due to the special circumstances presented by the intersection of Covid-19 and construction (causing us to be short-staffed at times), Michele offered a two-fold compromise/solution for that employee 1) allowing Fridays off the rest of the year and 2) a separate PTO account to hold 40 hours to be spent in 2022. This is not to set precedence for the future, as it was precipitated by extenuating circumstances. Dave moved to approve this solution, Judy seconded, and the motion carried 7-0.

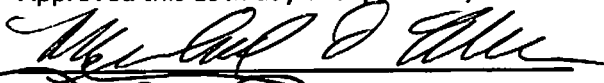
CLAIMS & CHECKS

Claims were presented in the amount of \$23,024.72 – Citizens plus \$139,059.16 – Via for a total of \$162,083.88. After review by the board, Camille moved to approve the payment of claims; Kelli seconded, motion carried 7-0.

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

The next REGULAR board meeting will be September 15, 2021 in the Musser Meeting Room at 5 p.m.

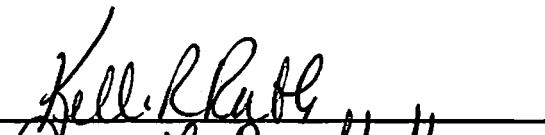
Approved this 15th day of September, 2021:



 David A. Bowen

 Camille Mealy

 Judith Sodders



 Kelli Klubb

 April Bartlett
