

September 18, 2019 minutes of the HCPL regular board meeting, submitted by Jen Holst, recording secretary:

President Michael Tabor called the meeting to order.

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

MINUTES from meetings held July 17, August 14, and August 28 were approved as presented upon a motion by Judy, seconded by April; motion carried.

FINANCIAL REPORTS: Most grants are now closed. Operating fund is in good shape. Michele noted that BCCF is taking 2% APR in management fees and not adding interest to pass-through funds, so with the park bench fund currently holding at about \$600, it was recommended that those monies be moved to a fund at the library. There will be a resolution next month to that effect.

CIRCULATION REPORT: Everything has increased or remained steady this month.

PROGRAMS REPORT: Storytime attendance is up, with some families new to town. A question about what constitutes programming *outside* the library: anytime we present a program ourselves or in conjunction with the Friends, Arts Place, etc. makes up outside programming. Since we don't present anything at TRIAD and other such events, that is considered marketing.

DIRECTOR'S REPORT:

BUILDING

- Atrium has remained dry this summer, with no change in glass.
- Michele intends to create a retention drainage area this fall near parking lot
- City approval for bond and budget are expected at the meeting on 23 September.
- Elevator is to be replaced mid-October; the door control board had to be replaced when it got fried in a power outage.

TECHNOLOGY

- Michele upgraded public PC software and is now able to update them remotely. (Cost: \$60/year or \$10/machine)
- Working to lock down the two OPAC machines to ensure that the only site accessible is the library catalog.

DIRECTOR NEWS/REQUESTS

- Staff meeting:
 - o Michele is working with Cathy Leas, the Montpelier PL Director, to issue library cards cooperatively, sending some of our library cards and corresponding

applications to Montpelier, and having some of Montpelier's cards here, in order to serve those patrons who live close to the line or don't realize the difference in where to get a card. The board was happy to hear of this collaboration.

- The performance of the new employee was discussed.
- The staff practiced using the new phone system. Michele has voicemail now!
- Townships: all contracts and payments are in.
- We are still under our quadrennial audit by the State Board of Accounts; no further contact has been made for a month, but we have not been notified of its conclusion.
- WorkOne: Jim Koger was advised to hold two days at our library rather than three, but Michele is working with him and Cathy to see if his third day could include meeting citizens in Montpelier.
- The new employee was here about three weeks, but dismissed today. Michele plans to have a new employee well-situated by February.
- Tom Glidden will add handles to the climbing area when he has time. He also recommended adding a higher arm to accommodate a climbing rope, using the lower arm for hand over hand bars.
- Mike invited Ann to consider remaining on the park committee after her board term expires.

FRIENDS

- Planning to get together with Sinuard (Historical Society) and Lisa (Friends) to plan speakers.
- No word on book sales.

PARK

GENERAL:

- Tim Cain installed our first flower bed: 3" of sod were removed and mulch added. A shrub will be planted this fall behind the shed. Cost will be approximately \$1200 of our landscape grant.
- Michele ordered some miscellaneous bags of mulch for trees and compost/mulch mix for planting, plus some wooden barrels for planting (probably to block alley). Cost will be approximately \$500 of our landscape grant.

SPLASH PAD: Fully functioning and no leaks detected despite over a week's worth of use.

CLIMBING AREA:

- Tom Glidden has installed handles and a new ladder.

- Extension arm for climbing rope turned out to be short, so Tom suggested adding a second, taller extension arm next to repurposing the first one. This will require moving the pulley system, which should not be a problem.

ENTRANCE: Completed except for landscaping, which includes moving two trees away from the structure.

ACTION ITEMS

BOARD BY-LAWS REVISION, which added deputy secretary role and the option to suspend/extend officer terms on a year by year basis: Judy moved to approve, April seconded; motion carried.

ANNUAL INTERNET POLICY REVIEW, which has been the same since 2015, but must be revisited annually: Kelli moved to approve, Judy seconded; motion carried.

INTERNAL CONTROLS POLICY, required by the state, was reviewed by the board. Judy moved to approve, Ann seconded; motion carried.

DISCUSSION ITEMS

IAP GOVERNMENT SERVICES GROUP, a company based out of Ohio that exists as project managers to make government building projects more efficient, sent an introductory letter and a list of libraries with whom they have past work experience. The Richmond library passed on the information about the group to Michele at the last East Central Indiana public library directors' meeting. She met with a representative from IAP earlier this month, and included an outline of the meeting in notes to the board members. Here is a synopsis of that info:

IAP is a state contracted, third party administrator for facility maintenance, repair, and minor construction. They report to the State of Indiana, so if they do not do their job properly we can report them. Of approximately 550 projects completed through this program, they have a change order rate of only 2%. IAP would manage architects on our behalf, create a scope of work once a design is finalized, create and issue bid documents, find contractors to bid, prequalify subcontractors, analyze submitted bids, and present them to library board for approval. This would all be done at no cost.

Once a contractor's bid is selected, IAP becomes the manager for that contractor, getting 8.5% cut of project cost: 8.5% of 500,000 for expansion = \$42,500, or 8.5% of 870,000 for full bond = \$73,950.

The rep is willing to attend our next board meeting. Ann suggested contacting three of the libraries on the list to confirm references. It was also recommended that we check with Zach Benedict, the architect with whom the board has worked so far, to ascertain that a good working relationship could commence. Other questions raised that the board would like answered by IAP include:

1. Will they have someone onsite for supervision?
2. As they are just moving into Indiana, how do they plan to find reputable contractors in the area?

GIFT OR DONATION FORM - This will be used for any physical or material donations to the library so that the terms of such gifts are clearly understood by both sides, and any conditions or restrictions are described for the sake of clarity. Michele will edit document and re-present next month for approval.

SECURITY CAMERA POLICY - Having a policy in place was recommended by NICCL, the technology consortium Michele recently joined on behalf of the library, to outline expectations and use of recordings. This will be reviewed for the next meeting.

THE ANNUAL COMPENSATION COMMITTEE will be formed next month.

CLAIMS & CHECKS

Claims were presented in the amount of \$27,292.94. After review by the board, Judy moved to approve the payment of claims, Ann seconded; motion carried.

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

The next SPECIAL board meeting (bond) will be 9 October 2019 at 5:00 PM in Director's office.

The next REGULAR board meeting will be 16 October 2019 at 5:00 PM in the Director's office.

Approved this 16th day of October, 2019:














