

**HARTFORD CITY PUBLIC LIBRARY**  
**Board of Trustees**

**January 19, 2022 minutes of the regular meeting, submitted by Jen Holst, recording secretary, transcribed from recording:**

Meeting was called to order by President Michael Tabor.

**ROLL CALL:** Members ~~April Bartlett~~, Dave Bowman, Camille Mealy, ~~Kelli Ruble~~, ~~Judy Sadders~~, Michael Tabor, and Kay Waters; Director Michele Risinger; ~~Admin Jen Holst~~

**MINUTES** were not available.

**FINANCIAL REPORTS:**

1. Still waiting on windows and doors, cost of which will come from the construction fund. Furniture to be accumulated will come from Rainy Day fund.
2. Overall, funds are in strong shape. Question was asked why last month's Rainy Day transfer is not reflected in financial reports: last signature was just acquired at this meeting, so will appear in next set of reports.
3. Operating Fund healthy – we have the funds to cover the budget submitted due to a healthy end-of-year cash flow balance, but because the amount permitted for our budget was lowered, we need a resolution of additional appropriation to request permission to spend the funds we have.

**CIRCULATION REPORT:**

**PROGRAMS:** Children's winter reading program has just begun.

**DIRECTOR'S REPORT:** See attached...additional notes to report follow:

1. Inquiry regarding inventory: We employ Buckland and Associates to update our Capital Assets each year, and this year included depreciation for the first time due to change in state statute.
2. Short-staffed due to quarantines and illnesses (currently two staff members out and one quarantined due to exposure): we remain open as long as there is a minimum of three staff members in the building, but go to curbside service with two.
3. Michele plans to work with the staff to update the job description for a part-time employee once work picks up. Shelly is working extra hours some afternoons, but this is not a long-term solution.

**ACTION/ DISCUSSION ITEMS**

1. Two resolutions were passed in order to accommodate the revised budget: **2022-1 RESOLUTION TO APPROPRIATE ADDITIONAL FUNDS** was moved by Dave, seconded by Camille, and carried 4-0. **RESOLUTION 2022-2 TO TRANSFER FUNDS WITHIN THE LIBRARY OPERATING FUND MAJOR CATEGORY** was moved by Camille, seconded by Kay, and also carried 4-0.
2. **2022 ELECTION OF OFFICERS:** as no one else is able or willing to step into the president's shoes, and Michael is willing to continue, given a vote to suspend the term limits year by year, it was suggested that the current slate of officers be nominated for re-election. Camille moved to suspend term limits so Michael could continue this year as president; Dave seconded, and

motion carried 4-0. Dave moved to elect the same entire slate of officers, which Kay seconded; motion carried 4-0.


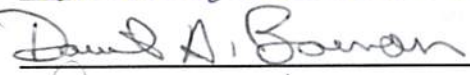


- a. PRESIDENT – Michael Tabor
  - b. VICE-PRESIDENT – Dave Bowman
  - c. SECRETARY – Judy Sodders
  - d. DEPUTY SECRETARY – Camille Mealy
  - e. TREASURER – April Bartlett
  - f. DEPUTY TREASURER – Kay Waters
3. Quarterly PLAC Report was signed by the president.
  4. PTO ELIGIBILITY: Michele noted that we are due to update the employee manual this year. In an effort to be competitive, she requested the board reconsider the definition of Regular Part-time Employees as delineated in the 2-01 EMPLOYMENT CATEGORIES section of the manual in order to offer PTO hours to all staff members, given that some work less than 20 hours/week. Dave noted that it pays to show appreciation to hard-working staff members in this way, which makes for a better workplace and service to our patrons. ~~(Kay/Camille???)~~ moved to change the number of hours worked by regular part-time employees to 10 hours/week; Dave seconded, and the motion carried 4-0.

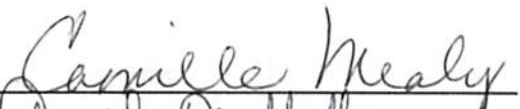

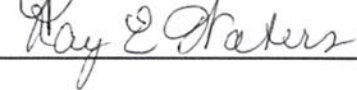
#### CLAIMS & CHECKS

There being no claims/checks available to review, and no further business to come before the board, the meeting was adjourned.

The next REGULAR board meeting will be <sup>March 16,</sup> ~~February 16,~~ 2022, location TBA, at 5 p.m.

Approved this 16 day of February, 2022:

  
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