

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees
October 19, 2022 minutes - regular meeting

Meeting was called to order by President Michael Tabor.

ROLL CALL:

ATTENDING IN PERSON: Members April Bartlett, Dave Bowman, Judy Soddors, Michael Tabor, Kay Waters; Director Michele Risinger; Admin Jen Holst

ATTENDING ON ZOOM: Kelli Ruble

ABSENT: Camille Mealy

MINUTES were approved as presented upon a motion by Judy and seconded by Dave; carried unanimously 6-0.

FINANCIAL REPORTS:

1. CME Contractors have still not finished final list, so architect is still withholding final invoice.
2. Healthy fund balances; some appropriations have been fully expended, so there is a resolution for transfers up for vote this meeting.
3. ARPA grant inquiry from last meeting - permission was granted for final submission, which was emailed Oct 17.

CIRCULATION REPORT: Foot traffic dropped last month, but digital resource circulation has jumped.

PROGRAMS:

1. Good attendance in Amy's children's programs.
2. WorkOne has disbanded for this semester due to lack of attendance. This program allows adults to attend 10-12 sessions to take the HSE (High School Equivalency) test for free.

DIRECTOR'S REPORT:

1. Forcum, Attorney, visited to view the grounds with regard to the Mainstream fiber-cut issue. He believes that the charges are grossly overstated and is requesting an itemized list. Our insurance does not cover in-ground wires and lines, and it was recommended to acquire such coverage. Jerry Banter, charged, does not have insurance, and is not permitted to *build* on-site until such insurance coverage is procured.
2. Construction aftermath:
 - a. Handicap signs put up by parking lot
 - b. Tom is installing corner guards to protect paint
 - c. Ron has installed bookshelves in new section; done until new year, new funds
 - d. Michele has been weeding IN section, working with Sinuard Costelo at the Blackford County Historical Society to best place items here or there.
 - e. YA booths are installed.
3. Public PCs are finally fixed.
4. Self-checkout is installed in childrens
5. Jen's PC will need TLC during an upcoming absence.

6. Employees:
 - a. Heather and Hannah both doing well; Michele and staff will reassess hiring more help in the spring.
 - b. Kathy is doing great.
 - c. Tom will continue with 25'/week until the end of the year, when hours will decrease.
 - d. Music and Movement instruments have been installed in the park.
 - e. Eric Wilson will winterize; left message to confirm.
 - f. The treehouse itself is finished, but cannot open until the sidewalks are completed. Michele would like Kirk Townsend to do the work, but he wants to retire, so need to initiate soon. Proposal is for \$5,000; Michele will send the quote to the board, Judy moved to get the work done by Kirk, April seconded, and the motion carried 6-0.
 - g. Michele is going to meet with Boren Foundation to discuss a grant for the next park project along Jefferson St.
 - h. Discussion ensued regarding funds from local community foundation. Michele encouraged to continue applying for grants, as the projects have inherent worth to the community, and are more costly now due to state's licensing requirements for each project.

ACTION/ DISCUSSION ITEMS

1. SALARY COMPENSATION COMMITTEE REPORT: The committee accepted and recommend all of the director's recommendations. Changes include:
 - a. Major COLA (cost of living adjustment) allowance increases were granted (rather than performance bonuses);
 - b. The two certified full-time staff members will be moved from hourly to salary; and
 - c. The director's insurance will be paid in full. It is the goal of the board to increase its insurance responsibility for each eligible employee from 75% to 100% in the years to come.
 - d. Dave moved to accept the compensation package for 2023 as recommended by the committee; Kay seconded; motion carried 6-0.
2. 2023 HEALTH INSURANCE RATES APPROVAL: Michele had a quote (see packet) for the most similar package available, with most coverage very comparable, except an increase in Rx. Judy moved to adopt the 2023 package presented; April seconded; motion carried 6-0.
3. RESOLUTION TO TRANSFER FUNDS (SEE PACKET): Dave moved to approve the resolution; Judy seconded; motion carried 6-0. **RESOLUTION 2022-6**
4. ADD ANNUAL PAYOUT FOR NOT ENROLLING IN LIBRARY HEALTH INSURANCE INTO EMPLOYEE MANUAL? Motion to approve a one-time bonus of \$500 for Roxanne carried 5-1.
5. INCREMENTAL INCREASE OF INSURANCE COVERAGE FOR FULL-TIME EMPLOYEES STARTING IN 2024? Board hopes to achieve this in time, but no motion made.
6. OLD BUSINESS: Judy and Dave are willing to continue as board members, so their respective appointing bodies will be contacted for the proper paperwork.

CLAIMS & CHECKS

Claims were presented in the amount of \$ 43,285.98. After review by the board, April moved to approve the payment of claims; Judy seconded; motion carried 5-0.

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

The next REGULAR board meeting will be November 16, 2022 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 16th day of November, 2022:








