

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees
February 21, 2024 minutes - Regular Meeting
Musser Meeting Room

Meeting was called to order by President Michael Tabor.

ROLL CALL:

PRESENT IN PERSON: Members April Bartlett, Karen Bergdoll, Dave Bowman, Taylre Floyd, Camille Mealy, Judy Soddors, Michael Tabor; Director Michele Risinger; Admin Jen Holst
ELECTRONIC ATTENDANCE (ZOOM): 0
ABSENT: 0

MINUTES were approved as moved by Camille and seconded by Dave, which carried 7-0.

FINANCIAL REPORTS:

1. Healthy balances; measures were taken to prevent further deficit in ESHI fund.
2. Broadband annual distribution received for internet.

CIRCULATION REPORT: Numbers are climbing back toward pre-pandemic heights. Resource sharing of materials borrowed *from* HCPL stands at the highest of the past five Januaries, while the number loaned to HCPL from around the state is quite low, likely due to the courier bottle-neck from central Indiana.

PROGRAMS: Amy continues to see steady attendance for reading programs, with the children loving the adorable Rosie's (the reading companion dog) outfit for Valentine's Day.

DIRECTOR'S REPORT: See attached. Of special note:

1. ROOF: Lining up quotes for replacement.
2. MICROFILM READER: The newer Crowley machine has proven difficult to use and unpopular with staff and patrons, with a request received to return to old style. Michele has obtained a quote from ST Imaging for consideration, to be discussed later in meeting.
3. CAMERA SYSTEM: Hoosier Security came today to analyze the library's need for interior and park cameras. Their proposal will include repurposing current working cameras, adding cameras for the park (these will be more expensive due to style of cameras necessary), and making real-time video available for staff to be able to monitor from their desks once again.
4. STAFF:
 - a. One of the clerks in the children's department will be leaving in the fall for college.
 - b. Amy needs to use the meeting room on Wednesdays again due to the popularity of story time and play area. Lots of families and groups of kids are hanging out in the program space of the children's department, and there isn't enough room for both the story time and the craft in the same area.
 - c. There has been some concern with recent supervised visits, with people using and/or blocking the craft tables and catalog PC, and bringing inappropriate snacks. Michele will work with Tom to make the meeting room a safe space for kids, then redirect supervised visits in there.
5. DIRECTOR: The state library report was submitted today, and the annual financial report is due Feb 29, which Jen will start tomorrow.

ACTION/ DISCUSSION ITEMS

1. Michael signed the Indiana State Library Report.
2. INVESTING 2024 FLATTER ENDOWMENT DISBURSEMENT: This year’s disbursement is expected later this month. Michele asked about using it for the microfilm machine or investing it, but the board decided to bank it until roof quotes are received and decisions are made for the several upcoming large-ticket expenses before committing those monies.
3. ROOF SITUATION, QUOTES, AND ADDITIONAL APPROPRIATION: The repair/replace project for the stair/elevator roof and the shingle roof over the main building will need to be done together, due to the common parapet between the two that is currently holding water. This triggers the Public Works Law, with the initial combined quote coming in over the \$50,000 threshold. The attorney counseled us to request the three-plus quotes required by law without resorting to emergency status. (That doesn’t mean the companies contacted have to make a proposal, but the requests for quotes fulfill our obligation.) Dave asked about getting a quote from McGuff Roofing, which works with the school, and also to determine who is working on the roof of the courthouse. Judy said to be sure to consider a metal roof if appropriate, so Michele will contact these companies and request both shingle and metal roof quotes from each.
4. MICROFILM MACHINE: Michele provided a quotes comparison chart, including our original and current machines along with two other machines. There is a deal available on ST-Imaging’s ViewScan 4-18 MP (2024) model for 30 days. Michael moved to buy that machine, seconded by Judy. The motion was amended to include paying for the purchase from Flatter funds. Motion carried 7-0.
5. SCULPTURE BENCH: Michele asked if the board would like to use Flatter funds for the balance over and above what has been obtained in the bench fund. She estimates that it would take probably a month from order to receive it, and plans to bolt it into the concrete next to the main Children’s entrance. The board opted by consensus to wait until other large-ticket needs (roof, microfilm machine, and camera/security system) are met before making this decision.

CLAIMS & CHECKS

Claims were presented in the amount of Citizens – \$30,830.97 and Via – 0. After review by the board, Judy moved to approve the payment of claims; Dave seconded; motion carried 7-0.

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

The next regular board meeting is moved to March 13, 2024 (to avoid spring break) in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 13 day of March, 2024:










