

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees

January 20, 2021 minutes of the regular virtual meeting via Zoom, 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

N.B. All votes were pulled individually due to meeting virtually.

ANNUAL MEETING OF THE FINANCIAL COMMITTEE:

1. Elections were held for this year. Michael was nominated for President and Judy for Secretary. Motion was made and carried unanimously.
2. Current banks were reapproved, and it was noted that though Via's interest rate has dropped since opening an account there, it is still better than the nominal rate at First Financial. Judy moved to transfer the Flatter funds from First Financial to a Via sub-account; April seconded; motion carried 5-0.
3. Being no further business to come before the committee, this committee meeting closed.

MINUTES were approved as amended (*add word in Action Item #6 to read term "limits"*) upon a motion by April, seconded by Dave; motion carried 6-0.

FINANCIAL REPORTS: December reports are missing \$40,000 transfer from Op Fund to Rainy Day, per Resolution 2020-10; the transfer was added to ledger and corrected reports re-sent right after meeting adjourned. Revenue on Funds Summary doesn't match revenue on receipts for Revenue report: when end-of-year outstanding checks were audited for state report, two were added back (Treetop check cancelled and Visa e-check accidentally listed on two ledger months), which showed up as receipts. (*Jen will update ledger and reports to show reduction in disbursements rather than increase in receipts.*)

1. In order to fully fund bond (required by law), our operating fund revenue for 2020 was \$40,000 lower than expected.
2. 2020 bond levy was based on estimates due to the late 2019 bond issue date. The actual payments came in lower, so our total bond levy for 2021 was lower than the one in 2020 by about \$10,000.

CIRCULATION REPORT:

1. Most statistics down ~50% over the year, which is not terribly surprising given closures during early months of the pandemic.
2. Michele applied for a grant for more e-books.
3. Resource sharing dropped a little this year, but not much.
4. Foot traffic is down this year, of course, and PC usage continued its decline of the last few years; these trends may reverse with tax season. The library has received IRS tax forms for patrons.

PROGRAMS: Michele will be working to see how state wants year-end statistics compiled then will forward them to the board.

DIRECTOR'S REPORT

(indexed below; see attached for details)

BUILDING: Flood block sleeves placed around parking lot; contractor tours and opening of bids scheduled.

TECHNOLOGY: Replace hotspot that wasn't returned; use NICCL's new IT company to help with camera system.

NEWS/REQUESTS: Staff meeting with architect.

FRIENDS: Passive book sale continuing, with magazines added.

PARK: Walnut tree to come down; applied for BCCF grant; park will close temporarily for treehouse construction.

ACTION ITEMS

1. Approve Director's ILF Annual Virtual Conference fee from 17-18 Nov, 2020 for \$150: Judy moved to approved, April seconded, and motion carried 7-0.
2. Employee Manual Approval: with an amendment to the holidays to include MLK Jr. Day, Camille moved to approve for 2021, Dave seconded, and motion carried 7-0.
3. COVID-19 Employee Relief Plan (to replace expired federal FFCRA): April moved to adopt the plan Michele presented; Kelli seconded, and motion carried 7-0.
4. PLAC Report for 4Q20 is ready for Michael to sign.

DISCUSSION ITEMS - none

CLAIMS & CHECKS

There are claims in the amount of \$24,925.42 against Citizens account, and \$79,786.73 against the Via account. Checks will be sent, and board will approve claims next time it meets in person.

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

The next REGULAR board meeting will be February 17, 2021 at 5 p.m., location TBD.

Approved this 17th day of February, 2021:

Michael O. Tolson
Quinn Ladders
Kay E. Waters
Dave A. Bowen

Camille Mealy

