

Minutes of the January 20, 2016 regular meeting of the Hartford City Public Library Board of Trustees.

Roll Call: Members present were the following: Jim Weiseman, Ann Ludwig, Michael Tabor, Pat Clamme, Lynn Glentzer, Shirley Miller. Others present: Michele Ogle, Director; Jim Forcum, Library Board Attorney and Debbie Ehrhart Recording Secretary.

President Michael Tabor opened the meeting at 5:15 p.m.

Corrections were made to the minutes from the December 16, 2015 meeting. Shirley made the motion to approve the minutes as amended. It was seconded by Jim and the motion passed.

Financial Report: Michele informed the board that the second payment has been received for the Technology Grant Fund

Mike commented that the cash amount is the best he's seen in several years.

The library has received the final payments from the county. The official maximum levy was \$1,500.00 less than predicted.

Circulation Report: Circulation is holding steady. The Ancestry.com is doing well in user numbers. We are considered a good member of Evergreen with our amount of resource sharing items. The total for public computer usage was down while the Wifi usage was up.

Programs Report: Participation at the morning story time continues to go well. The numbers for the afternoon session are still low. Amy wants to continue as long as anyone shows up.

Director's Report

Department Updates and Programs: There are six more children registered in the 1000 Books Before Kindergarten program and 5 families in the Silver Lining Reading Club. There will be three performances during the 2016 Summer Reading program. So far, 39 have signed up for the Adult Winter Reading Program.

Building Updates: Dean Wilson, the heating and cooling/electrician said he doesn't like attic units as we have, because they present a fire hazard. We may have to figure out something else for the future. Tom said there

are five different units covering the building. Shirley put it out in front of the other board members about the need to bring the building up to date. That is something for the board to work on. She asked where would the funds come from? Can we consult with the firm that provided plans for an update previously?

The leak in the downstairs coat rack is worsening and a third wastebasket has been added along the atrium overhang. Gregg Cameron has been notified to have an estimate ready by February for the children's roof repair.

A new water fountain has been installed upstairs. We're still waiting on the one downstairs. It was brought to our attention that there is no shutoff valve for the water. Mike asked Michele to call a plumber to have a shutoff valve installed. She will ask Tom if there is a shut-off valve on the hot water heaters.

Michele contacted painters for quotes to paint the exterior windowsills in the Spring.

Director's News/Requests: Michele has submitted required reports and forms to the State Board of Accounts and Department of Local Government Finance.

Michele will present statistics from 2015 at the next meeting.

The library was awarded the Next Indiana Bookshelf from Indiana Humanities. The 12 books will be showcased in a display to promote Indiana authors from September through December of 2016 which is the state's bicentennial.

Wowbrary, a feature which informs patrons of our newest materials via their e-mail accounts, will cost \$375.00 per year.

Friends Report

Ann and Ruth Jennerjahn have approached Michele about having a guest author with Indiana ties. The author has responded positively and Ruth will speak to her about the expenses incurred with her visit.

New Business

Contract with Forcum & Forbes: Jim Forcum will be retained as the board's attorney. A vote was withheld from this matter until Jim draws up a contract which will show that his fee is \$600.00 for the year. He stated he has never charged for his services outside of the contract fee. If a time-consuming issue comes up, he will approach the board before his fees add up. Michele handed over the elevator maintenance company's contract to Jim saying

that the company says it is unbreakable. Jim will look it over.

Contract with M & R Technology: Ann made the motion and Pat seconded, which passed with all voting in favor, to accept the contract with M & R Technology. Russ Jones's fee is less than last year and that might be attributed to fewer calls to him since Michele is capable of handling many of the technological issues.

Resolution to transfer funds between major categories within the operating fund: Shirley made the motion to approve the Resolution to Transfer Funds Between Major Categories Within the Operating Fund. Jim seconded the motion and it was passed. More money was included for insurance. If repairs take more, there can be a shift again.

Claims and Checks: Claims totaling \$25,465.94 were passed out, reviewed and verified by board members. Lynn made the motion to accept the claims, Ann seconded and the motion passed.

Article 7 of the by-laws states that the director will have an annual review each January. Michael asked that Michele make a list of her goals for the library. It will not tie in with her compensation. It was felt that her evaluation should occur in July which would be her one year anniversary of employment. The question came up

about the avenue used to discuss Michele's evaluation. It was decided that an Executive Meeting would be held to discuss her job performance. It was stated that you cannot have an executive session for evaluation to determine compensation.

Mike asked the other board members to think about serving on a three-person committee for library by-laws and the Employee Handbook.

Michael asked Lynn to please pass on the board's thank you to her husband Andy for the repair referrals.

Shirley asked for a clarification that if an employee left, that employee would not be paid for unused personal days. It was verified that "no" the employee would receive payment.

Shirley brought up that she heard about a plan to build an amphitheater or some kind of venue for programs and presentations here in Hartford City. She wondered if the lot behind the library would be available for such a project. Ann said that her daughter is on the committee for this and they plan to approach the library about it. Michele stated the only plans she had come up with for the area was additional parking.

Michael recommended adding two days to Michele's PTO changing it from three weeks and her three additional personal days to four weeks vacation. A motion was made by Jim to make this change and it was seconded by Lynn and passed with all voting in favor.

With no more business coming before the board, the meeting was adjourned. The next meeting will be on February 17, 2016 at 5:00 p.m. at the Hartford City Public Library.

Respectfully submitted,

Deborah Ehrhart

Recording Secretary

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Minutes of the January 20, 2016 Special Board Meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Jim Weiseman, Michael Tabor, Pat Clamme, Lynn Glentzer and Shirley Miller. Others Present: Library Director Michele Ogle, Library Board Attorney Jim Forcum, and Recording Secretary Debbie Ehrhart.

President Michael Tabor called the meeting to order at 5 p.m.

New Business: Board of Finance Annual Review of Finances & Depositories.

The by-laws state that the Library Board must establish a Board of Finance annually in January. A President and Secretary will be elected. The board will review interest on savings accounts and investment policies.

Michael asked Jim Forcum his opinion of handling donations such as property. Should the board sit on them or sell them? Jim Forcum replied that first the board must determine if it even wants to accept the donation especially if it is property.

Jim also informed the board that it needs to designate the bank to hold library funds; it is currently Citizens State Bank.

Shirley nominated Michael as the President of the Board of Finance which Lynn seconded and Jim Weiseman nominated Shirley as the Secretary which Pat seconded. Michael asked for a motion to close nominations: Jim Weiseman made the motion, Pat seconded and the motion passed.

Michele presented the Savings and investments report which included \$64.23 in interest income.

The motion to accept the Board of Finance Annual Review of Finances & Depositories was made by Jim Weiseman and seconded by Shirley and the motion passed.

Pat made the motion to retain the library's checking account at Citizens State Bank, seconded by Lynn and the motion passed.

All documents must be authorized by the following:

Signature President

Attest Secretary

President Michael Tabor adjourned the meeting at 5:10 p.m.

Minutes of the January 20, 2016 Annual Meeting of the Hartford
City Public Library Board of Finance

Roll Call: Members present were the following: Jim Weiseman, Michael Tabor, Pat Clamme, Lynn Glentzer and Shirley Miller. Others present: Library Director Michele Ogle, Library Board Attorney Jim Forcum, and Recording Secretary Debbie Ehrhart.

Trustee Board President Michael Tabor called the meeting to order at 5 p.m.

The by-laws of the Board and Indiana Code require that the Library Board must meet as a Board of Finance annually in January. A President and Secretary will be elected. The board will review interest on savings accounts and investment policies.

Michael asked Jim Forcum his opinion of handling donations such as property. Should the board sit on them or sell them? Jim Forcum replied that first the board must determine if it even wants to accept the donation especially if it is property.

Jim also informed the board that it needs to designate the bank to hold library funds; it is currently Citizens State Bank.

Shirley nominated Michael as the President of the Board of Finance which Lynn seconded and Jim Weiseman nominated Shirley as the Secretary which Pat seconded. Michael asked for a motion to close nominations: Jim Weiseman made the motion, Pat seconded and the motion passed.

Michele presented the Savings and Investments Report which included \$64.23 in interest income.

The motion to accept the Savings and Investment Report was made by Jim Weiseman and seconded by Shirley and the motion passed.

Pat made the motion to retain the library's checking account at Citizens State Bank, seconded by Lynn and the motion passed.

President Michael Tabor adjourned the meeting at 5:10 p.m.

Signature President

Attest Secretary

Minutes of the February 23, 2016 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Michael Tabor, Lynn Glentzer, Pat Clamme and Ann Ludwig along with Library Director Michele Ogle and Recording Secretary Debbie Ehrhart.

Minutes: After review, Pat made the motion to accept the minutes from the January 20, 2016 meeting with a second from Ann. All voted in favor.

Financial Report: Michele pointed out that the old Summer Reading fund has been given to the Children's Department for programs, such as story time materials and snacks, since the BCCF has so generously funded Summer Reading this year. Finances are going well. Miscellaneous revenue is running average. We have received Washington Township's payment for 2016. We're off to a good start for 2016.

Circulation Report: There was a boost in Young Adult circulation during January. We have expanded the YA area. Brittany will look into YA magazine subscriptions. Videos are down by 400 in adult and 100 in juvenile. The only explanation is that more people choose Redbox, Netflix and other avenues for watching videos. Wifi usage is going well. Michele has capped the Wifi so it slows down if

there is an overload of downloading so that the present broadband is sufficient.

Programs Report: The Jr. Book Club has 2 - 4 children every Thursday night. Story time continues to remain steady. Amy and Brittany are experimenting with other activities to draw interest.

Director's Report: 54 adults are participating in the Winter Reading Program. There are 7 families participating in the Silver Lining Program through the library. They are given coupons in return for using the library and the coupons are redeemed for necessities for children through a local church.

Building Updates: The sump pump stopped working and there was water in the elevator shaft. Paul McCaffery installed a new sump pump. Michele informed the board that we will probably go with Oracle, the company that services the courthouse elevators, once our contract is up with our current elevator service. There was an expensive charge incurred for their services during the sump pump installation.

Michele received two quotes for the children's roof, which is good because BCCF requires two quotes. She has submitted a grant application to the BCCF requesting financial assistance to repair the roof. Mike said the first

step is the roof repair; the second step is to fix the atrium and the third is to have Gregg Cameron repair the downspout in back. Mike also brought to the board's attention that the bottom piece of wood at the stain glass window under the stone might need to be replaced and painting around the windows is necessary.

Technology: Michele said that simple door counters have been installed. They record each time the front door and back door open. They will be re-set each month and the totals will be added to the statistics.

Director's News: Debbie will do rotating displays throughout the year to observe Indiana's bicentennial.

Wowlibrary is now on our Facebook page. It also offers a feature that sends out e-mails about our new materials.

Unfinished Business

A new contract with Forcum and Forbes was reviewed. Lynn made the motion to accept the contract and Pat made the second. All voted in favor.

New Business

Mileage Rate Approval: The rate established by the state for mileage reimbursement is currently \$.36 as of Feb. 22, 2016. The board adopted this rate and will follow whatever rate is set by the state in the future.

Training approval for Director: Michele requested that she attend a course on Human Resources in Muncie on March 15th. Pat made the motion to fund her request and Lynn made the second. All voted in favor.

Regulation of Sex Offenders: A registered sex offender, unknown to the staff on hand at the time, has recently entered the building three times. He is currently involved in litigation to obtain the right to enter public buildings. During one of his visits he obtained a library card. As a local taxpayer, is he entitled to have a library card? Can we legally deny him a card which he could use to download e-books at home? Mike instructed Michele to run the issue past Jim Forcum for his opinion. The board felt that we must follow the law.

Blackford Initiative Program: Dave Bowman, Patty Poulson and Jon Creek, three members of Blackford Initiative met with Michele. They want to work with a group of Ball State students to come up with several ideas for use of the lot behind the library. The board gave permission for the Blackford Initiative to gather ideas and create potential plans, with the understanding that the library is not agreeing to anything yet.

Claims and Checks: Claims in the amount of \$40,069.43 were approved with a motion from Lynn and a second from Ann. All voted in favor.

The next regular board meeting will be March 16th at 5 PM in the Library Meeting Room.

Respectfully submitted,

Debbie Ehrhart

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Minutes of the March 16, 2016 regular meeting of Hartford City Public Library Board Trustees:

Roll Call: Members present were the following: Pat Clamme, Lynn Glentzer, Ann Ludwig, Shirley Miller, Mike Tabor, Jim Weiseman. Others present were Library Director Michele Ogle and Recording Secretary Debbie Ehrhart.

Minutes: After review, Ann made the motion to accept the minutes from the February 23, 2016 meeting with a second from Lynn. All voted in favor.

Financial Report: Michele transcribed a bill from one of the funds in error. She will e-mail the new reconciliation sheet to board members. Miscellaneous Revenue is now split up. Operating Fund is balanced out. There is a news column designating if the library sells a book. The proceeds need to go back into the Yearly Reimbursement column. (such as, if a member of the staff orders a book and then pays for it.) Friends book sale money goes into their own account. Revenue Report: We are caught up on Township payments, however, we do not have all the contracts back.

Circulation: Circulation is back up and doing well. We are down to just a few check-outs for the Kindles. Amy and Michele will go over the YA magazines and perhaps spend the subscription money on something else.

Programs: The performance attendance was very good. The Junior Bookclub attendance is good. The Assistant to the Children's Librarian has resigned. It is yet to be determined if the

Junior Bookclub will continue. The Morning Story Time continues to be well attended while the afternoon session is still hit and miss.

Director's Report: 6 more children have signed up for the 1000 Books Before Kindergarten program. There are still 7 families participating in the Silver Lining Reading Club. The Junior Book Club has 14 teens registered.

Building Updates: The current leaks are in the (1) elevator stairwell; (2) atrium; and (3) the old coat rack area.

Director's News/Requests: We will participate in the SRCS program which includes every library in the state for obtaining materials for our patrons and sending them out to other library's patrons. While we do not have much of a demand from our patrons, we anticipate more of a demand of our materials by other library's patrons. The materials will arrive by InfoExpress just like the Evergreen materials. If there is a need to add another day to our delivery, it might cost an additional \$600.00. Cathy Evens will hand to SRCS program in addition to the Evergreen sharing she already handles. Michele stated it is a good show of faith if we participate.

Michele's legal last name will change to Risinger sometime this month. She will contact the bank to get a newly issued work credit card.

The board will have a lot of re-dos for the manual along with revisions of the policies and procedures manual.

Friends Update: There will be a book sale on April 1st & 2nd. The Friends have offered to pay half of the “Book Page” subscription which will be \$150.00 of the \$300.00 subscription price.

New Business

Registered Sex Offenders’ use of Library Policy. Board members looked over the draft prepared by the Library’s attorney Jim Forcum. According to Jim, sex offenders may enter and leave the building but not loiter. The board questioned changing “reasonable” to “staff?” Shirley suggested waiting to see if the city passes it before we pass it. Michele stated her feelings are: “IF you come into my library, you’re going to be monitored.” Registered sex offenders are not currently allow inside the library. Ann brought up the fact that a sex offender may not be within 300 feet of a school so why would the same not be true of a library. Shirley added, “We can be in more trouble letting offender in, instead of not letting them in.” Board members were reminded that the ordinance refers to the state law.

Michele brought before the board the suggestion to purchase a backdrop to enhance the guest speaker area since there are several pieces of equipment against the wall on that side of the room. The price would run around R300.00. The board members felt that rather than make that purchase, the equipment could just be moved to the other sides of the room or into a smaller room. The decision was tabled until an alternate plan could be in place.

Mike asked for two more members to serve with him and Michele in revising the procedures policy and employee handbook. Pat and Shirley offered to be on that committee.

Minutes of the April 20, 2016 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Trustees present were the following: Ann Ludwig, Michael Tabor, Lynn Glentzer and Shirley Miller. Also present: Library Director Michele Ogle and Recording Secretary Debbie Ehrhart.

After review, Shirley made the motion to approve the minutes from the March 16, 2016 meeting with a second from Ann. All voted in favor.

Financial Report: Miscellaneous revenue is holding steady. The Revenue Report: Operating Fund looks good. The library has not yet received the first quarter payment and annual contract from the Washington Township trustee. The Appropriations Report: Operating Fund is incorrect. A corrected one will be sent out to board members. The Evergreen Indiana Fund consists of payments sent to the state library on a quarterly basis for the amount of overdue fees and damaged materials that we collect for other Evergreen libraries, in turn, payments from the state received from other libraries on our behalf are represented in this account. Michele sent out a corrected Financial Report via e-mail for February 2016. Jen Holst is the new bookkeeper. She will work 12 hours per week which is sufficient since Michele is performing the Human Resource duties. Jen has asked for \$12.50 per hour which would be up from her \$10.00 per hour current wage. The board felt that after successfully completing 90 days on the job, the members will then vote on a pay increase. The Bank Reconciliation looks good.

Circulation Report: Overall, we have good numbers for circulation. There are still issues with children and young adult magazines. Overdrive is doing well as is resource sharing. In 2017 we may be required to add days for additional Info Express deliveries at an added cost.

Programs Report: Children's story time continues to do well in numbers.

Director's Report:

Children's Services: Participation in the 1,000 books program has stalled. Michele said it might be that parents are tired of writing out the titles. Instead, parents may now attach the check-out slip which lists the titles.

Adult Services: Michele and Cathy attended the annual Chamber of Commerce dinner meeting on April 6th. The library donated a soup gift set for the silent auction. Cathy set up a table with handouts at the Triad get together on April 20th to make sure senior citizens are aware of the library and its services. National Library Week (April 10-16) was observed by handing out bookmarks, pens and pencils and a drawing for a prize.

The board decided to dismiss Gregg Cameron as a possibility for work on the roof since he hasn't responded to Michele or Michael. Michele was able to get another name for a quote. Mike said that Earl will take the plaster down in the downstairs coatrack area when he installs the bike rack. Michele will get a quote from a man that does gutter work. Michele and Cathy cleaned unwanted items out the attic and meeting room. The Mission picked up the miscellaneous things and the rest was set out for large trash days. Michele informed the board that there is a leak in the server room that may be related to our current gutter issues.

Technology Report: Michele is looking into a replacement for the current time clock system. It would be less expensive at \$260.00 per year and it would also have a scheduling function. Michele pointed out that a time clock is handy for employees and keeps them honest – including the director.

Michael announced that the Blackford Initiative would like to meet with the entire board on Tuesday, May 24th at 6:00 at the Community Foundation to talk about ideas for using the area behind the building.

Director's News: Michele said that we may have to purchase five shipping days from Info Express next year. Michele's last name remains Ogle until she hears from Social Security. A small table in the meeting room broke so Michele inspected all of the similarly constructed tables and

removed most of them. She found a replacement for the one in the Children's Department for around \$300.00. Michele met with Bernie Sones about our insurance coverage. She increased the computer coverage with the addition of the two AWE machines in the basement. Michele will schedule interviews for the open Library Clerk position next week. She has ten applications and will interview the top five applicants with the expectation of fulfilling the spot starting the first week of May.

Friends Report: The library donated 12 small to medium boxes of books to the Muncie Mission left over from the Friends book sale. Ann said that the Friends of the Library and the Historical Society will sponsor an Indiana Bicentennial event at the local Arts Center on May 2nd at 6:30 PM featuring Richard Lugar speaking on his time as the mayor of Indianapolis.

Unfinished Business:

None

New Business:

ASA Perf option for new employees: Michele asked the board members if there is an interest in offering employees, newly eligible for retirement accounts, the option of an Annuity Savings Account (ASA) as an alternative to a Defined Benefit Pension/ASA combo which we currently offer. It might appeal to employees who do not foresee staying here for the long run. It would be an additional benefit. It doesn't matter much which plan the employee chooses, Michele just wanted board to be aware of it. The matter was laid on the table.

Resolution to Establish Internal Controls: To meet the June deadline the board must accept that they are going to have an Internal Control Policy for the library. Michael informed the board members that there is a 26 minute video which they may view and afterward download the form, sign it and turn it in to Michele. Michele will send out the link to the video. Michael recommended that the treasurer and deputy-treasurer watch it. Michele will have training on it on May 5th.

Replacement for Pat on Handbook & By-Law Revision Committee:

Board member Pat Clamme is having some health issues. She sits on the Handbook & By-Law Revision committee. With her absence, Michael needs a third person for this group to join him and Shirley. The by-laws are ready to present and we have software for the employee handbook that will give it a very professional format. Ann asked Michael to approach Jim Weiseman about serving on this committee. If Jim declines, Ann will join it. The matter was laid on the table.

Discuss Employer Paid Training: Michele brought up a tuition reimbursement program. Would the board be willing to set up a fund to help pay for employees' continuing their education after successfully completing a course? It would be an investment in staff who wish to stay. Case in point: Amy Smith (Children's Librarian) would like to attend Ivy Tech to complete a few courses to raise her classification as a librarian. Michele said that going forward into the future, the board will have to deal with more employees needing training. The board responded positively, and Michele will continue researching it. The matter was laid on the table.

To be signed: PLAC quarterly report, Director training, check register from March 16, 2016: Michele handed the proper documents to Michael and he signed them. The entire board signed the March 2016 check register.

Officer's Liability Insurance Quote: Bernie Sones can obtain a policy. The Board is covered because they're trustees, Michele as the director is not covered. Michael requested that Michele ask Bernie to come in and meet with the board to explain it to them. The matter was laid on the table.

Ann announced that the Blackford Initiative will meet at 10:00 AM this Friday at The Minnetrista Center in Muncie to tour playgrounds for ideas of how to develop the vacant lot behind the library. The board has not agreed to anything but is open to ideas.

Claims & Checks: Claims in the amount of \$24,916.16 were approved with a motion from Lynn and a second from Shirley. All voted in favor.

The meeting was then adjourned by President Michael Tabor.

The next regular board meeting: May 18, 2016 at 5:00 PM.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Minutes from the May 18, 2016 regular meeting of the Hartford City Public Library Board of Trustees.

Roll Call: Trustees present were the following: Jim Weiseman, Ann Ludwig, Michael Tabor, Shirley Miller, Pat Clamme and Judy Soddors. Also attending were Library Director Michele Risinger, Recording Secretary Debbie Ehrhart and Insurance Agent Bernie Sones.

Unfinished Business

Director's and Officers' Liability Insurance Quote Discussion with agent Bernie Sones: The board asked Bernie Sones from Farm Bureau Insurance to attend the meeting to provide a better understanding of this insurance before purchase. Bernie informed the board of what is covered under the policy. Trustees are shielded under state law. Bernie believes we have to get both parts (Directors & Officers and Employment Practices Liability); cannot purchase just Employment Practices Liability. Michele was in favor of it. Directors and Officers – everyone has his/her own \$500,000 worth of liability insurance. Under the Directors & Officers Liability/Employment Practices Liability, defense costs are covered – don't come out of the \$500,000, whereas, with the Shared Limits option, the library would have to find the money to cover attorney's fees. Employment practices, such as hiring, firing and discrimination are the biggest concerns. Michele felt that the insurance should be purchased and included in every director's benefits package from now on. The insurance would cover all directors and officers – not just one person. Michele and Bernie adjusted and cut a lot out of our current policy covering property; the reduction in payment is enough to pay for this. The board asked Bernie to come back after she obtains more information before they make a decision.

Ann announced that Patty Poulson informed her of a meeting to be held on Tuesday, May 24th at 6:00 PM at the Community Foundation. A professor from Ball State University will speak on a Head Start playground and a playground at the Minnetrista Center in Muncie which would pertain

to the green space behind the library. Michele and board members are urged to attend the meeting.

Minutes of the Last Meeting: After review, Shirley made the motion to approve the minutes from the April 20, 2016 meeting. Pat made a second and all voted in favor.

Financial Report

Michele said that there would be a transfer of money for the additional day of delivery from InfoExpress. It is expected that the extra day of service will ease the stress of the delivery service and prepare us for SRCS. Michael asked where the \$14,000 under Blackford County Auditor on the report came from and Michele said it was the LOIT (Local Option Income Tax) distribution. This amount had to be deposited into the Rainy Day Fund per the state. Miscellaneous Revenue is on track.

Circulation Report

Circulation is going well. The Kindles have been phased out since there was a lack of users and will be returned to The Friends of the Library since they donated them. Resource sharing is down for the first time since Michele started as director.

Programs

Attendance at afternoon story time has picked up again. Michele informed the board that the noise and commotion from lengthy supervised visits between parents and children occurring in the Children's Department have created a disturbance for others visiting the library. These visits can take place in the Meeting Room *if it's available*. There's no other appropriate area. Tutors seem to prefer not to be isolated, which the board members agreed, so their sessions are also out in the public. Tutoring and visitations will now be counted as though they reserved the Meeting Room.

2016 Actual Revenue

The first Property Tax Distribution is in June. The current monthly distribution of CAGIT (County Adjusted Growth Income Tax) is lower than 2013.

Director's Report

1,000 Books Before Kindergarten enrollment is up by four. Silver Linings still has eight families signed up, however, some families are not participating as much. Fifteen teens are now reading one book a month then watching the movie while enjoying popcorn in the Our Book Club.

The ceiling in the coat rack area has been removed; no visible water damage. There is bubbling in the plaster in the Meeting Room. There are no leaks in the atrium at this time. Michele reported a possible air flow issue in the attic perhaps related to an infestation of wasps last summer. She is still obtaining quotes for the gutters and the children's roof. She asked for an update from F&S Painting regarding when they might start the window frame painting. The attic was cleared out further and is almost clear of trash.

The time clock is now through SubltUp. The price of the previous time clock was \$360.00/yr. compared to the new one which is \$240.00/yr.

There has been an issue with downloading e-books onto Kindles using the Wifi; Michele is working with the Wifi manufacturer to resolve.

We have a new library clerk – Andrew Cook.

The EMT's suggested that we install a grab bar at the back door after a patron tripped over a part of the door sill. Michele immediately had the door sill replaced and posted a tripping hazard sign, as well.

Jen Holst's first paycheck through ADP bounced. ADP claims it was our bank's fault. Michele asked for the board's approval to hand over our payroll to Robert C Nugent & Associates. Leonard Fisher of Nugent would

do it for \$2, 687 per year compared to ADP's \$4,298 yearly fee. Board members agreed to the change. Michele has to connect with ADP every other week over the phone, whereas, with Nugent she would just walk the figures over to them. When asked if Nugent's does other payrolls, Michele said they must since it's one of the services they list. The board requested the director to confirm who does the payroll and to obtain some local references before switching.

Jen Holst has printed a library newsletter to inform the public of what is going on. Copies are available at the library. Perhaps in the future, there will be an option on our website to have it sent to those interested via e-mail.

SRCS (State Wide Remote Circulation System) will launch around August 15th. It will give us broader access to materials. Patrons can do it themselves. It will be supplemental to Evergreen. Michele asked for the board's approval to attend training for this in Columbia City on Friday, May 27th and to be reimbursed for mileage. Judy moved that Michele attend the training with reimbursement for mileage and Jim made a second. All voted in favor.

Friends Report

Friends of the Library will not conduct a Book Sale during this year's Heritage Days. We still have not received their payment for half of the Book Page subscription

New Business

Resolution to Transfer Funds Within the Library Operating Fund Major Category-to cover extra delivery day for InfoExpress. Michele asked to move funds to the appropriate account for an extra delivery day. The annual charge has been \$300.00 for two days and will increase by \$675.00 for three days (total \$975.00). Shirley made the motion and Jim seconded. All voted in favor.

Special Local Option Income Tax (LOIT) Distribution-possible uses for windfall. The library received a windfall which can stay in Rainy Day for building emergencies. Michele suggested investing in the Public PCs, since they continue to have heavy use. There is no employee control in the AV Department over the computers used by the public. We could go with a system like Useful which consists of one central PC serving 10 public use work stations with a monitor, keyboard and "box" at each station. It would allow us to lock a computer down for inappropriate usage or if there's a disruptive person using one. Quote is for a five year contract. Part of the funds could come from the Rainy Day Fund. Michele has to confirm that we can use monies for this from that fund. No action was taken.

Michael said that the director, Michele Risinger, was evaluated during the Executive Meeting on May 18, 2016 satisfying the requirement from the by-laws of the Board of Trustees.

Michael passed out drafts of the by-laws. If there is any input, please get back with him before the next meeting.

The library will have a space in the merchant's tent at the 4-H Fair. Amy and Jolene will most likely sit at it.

Claims and Checks: Claims in the amount of \$25,756.59 were approved with a motion from Jim and a second from Judy. All voted in favor.

The meeting was then adjourned by President Michael Tabor.

The next regular board meeting: June 15, 2016 at 5:00 PM

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Minutes from the June 15, 2016 regular meeting of the Hartford
City Public Library Board of Trustees

Roll Call: Trustees present were the following: Ann Ludwig, Michael Tabor, Lynn Glentzer, Pat Clamme and Judy Soddors along with Library Director Michele Risinger, Recording Secretary Debbie Ehrhart and Farm Bureau Representative Bernie Sones.

Unfinished Business

Officer's Liability Insurance Quote – Discussion with agent Bernie Sones: Jim Forcum recommended the \$1,000,000 coverage. After a short discussion with insurance agent Bernie Sones, Ann made the motion to purchase a \$1,000,000 policy for Directors & Officers Liability insurance and a \$1,000,000 policy for Employment Practices Liability insurance at an annual premium of \$1,044.00. Pat made a second motion and it passed with all voting in favor.

Minutes of the Last Meeting

Ann asked about the decision to discontinue offering Kindles. Michele said that they no longer circulated and so they would be returned to The Friends of the Library. Ann said that one of them belonged to the library. Ann said the Friends group might want to offer theirs to book club members from which to read the monthly selection. Michele said that choice would rest with the Friends. She said if there were requests in the future for a Kindle, she would be able to purchase a new one around \$50.00 and it would arrive in a couple of days.

After review, Ann moved to approve the minutes from the May 18, 2016 meeting. Pat made a second motion and all voted in favor.

Minutes of the Special Session

After review, Ann made the motion and Pat seconded to approve the minutes from the special session held on May 24th with Blackford Initiative at the Community Foundation to discuss the use of the library's green space. All voted in favor.

Financial Reports

Michele reported that Miscellaneous Revenue is holding steady.

The Rainy Day Fund stands around \$19,000.00.

We have until August to spend the money left in the Summer Reading Fund from BCCF.

A refund was received from Farm Bureau Insurance, earlier in the year, and that will help pay for new Directors and Officers insurance.

Michele informed the board that more money should be allocated next year for Professional Services, which includes the fee for attorney Jim Forcum, certain memberships, and the courier service which now requires an extra day of delivery. When asked if our computer tech's (Russell Jones) fee is included with Professional Services, Michele answered that it comes from the Repair and Maintenance Fund. Russell is good to respond in an emergency, however, he doesn't provide much maintenance. There can be a discussion about that at the next meeting.

Circulation Report

Michele reported that circulation remains steady. The Young Adult magazine circulation was up. Men's magazines seldom check out so we might replace those periodicals with ones that would circulate more among patrons.

Programs Report

There was no Programs Report since Amy was unable to provide statistics having been absent from work.

Director's Report

Building Update: There is currently no visible water in the cloak area where the dehumidifier is working well resulting in 70 pints of water emptied on a daily basis.

The first payroll went well with Nugent as the new provider. They have newer software so tax deductions were anywhere from \$2.00 - \$5.00 more than ADP applied from pay periods.

Michele explained that the Rainy Day Fund is tax funded. It is basically a way to accumulate funds for spending and there is no regulation for the amount in the fund. We can transfer up to 10% of our budget to the Rainy Day Fund. We can reimburse the fund, at the end of the year, if need be. We can word it so it can be used for whatever we want. \$6,000 paid up front for a five year

contract with Useful could be taken from this account for a new program for the public computers.

The back door sill has been upgraded and the crack by the handicap door has been smoothed. Michele posted a "Watch your Step!" sign and a handle might be placed on the inside by the door.

Friends Report

The Friends of the Library has reimbursed the library for half of the Book Page subscription. Michele is not aware of anyone taking over as president of the group.

Unfinished Business

Second Phase of By-laws: Michael explained a few revisions in the by-laws. No board member will hold the same single office for more than 4 consecutive years. All board members may sign off vouchers but not warrants/checks. Based on size, the Hartford City Public Library needs a level 3 certification for its director and Michele is a level higher at 2. Lynn moved to accept the by-laws and Judy made the second with all voting in favor.

The director and all board members received and discussed an accusatory email from former employee Stephanie Hess, who registered the former library website hartfordcitylibrary.com in her name. Michele explained why she had to create the new website and how the library has few recourses regarding the old.

New Business

Signing of Letters to Citizens State Bank: There was an error with our bank setup. Lynn will sign the signature card for the account at the bank so she will be set to sign checks. Vicki Cecil and Pam Bolt will be removed and replaced with Michael and Michele on the signature card. Ann, Mike, Lynn, Pat and Judy signed the letter. No motion was necessary.

Selection of Roofer for Children's Roof: Ann made the motion and Lynn seconded that the board accept the price of \$7,100.00 from Nathaniel Schwartz. All voted in favor.

Resolution to Authorize Rainy Day Fund Use: Judy made the motion with a second from Pat to approve the resolution to authorize use of the Rainy Day Fund.

Resolution to Adopt Policy on Materiality and Process for Reporting Material Items: Michele received no direction from the state but we have to have a resolution. It is separate but related to internal control. The motion was made by Lynn with a second from Pat to approve the adoption of a Policy on Materiality and Process for Reporting Material Items. All voted in favor.

Policy on Materiality and Process for Reporting Material Items: Judy made the motion with a second from Ann to approve the policy on Materiality and Process for Reporting Material Items.

Resolution to Establish Capital Assets Threshold: Capital assets are any materials valued over \$1,000.00. If not over \$1,000 we don't have to keep track of it in the Capital Assets Ledger. Right now, some items that would qualify would be the microfilm reader, book shelves and laminator. Ann moved to approve the

resolution to Establish Capital Assets Threshold with a second from Judy. All voted in favor.

Permission for Potential Boy Scout Project: Jen Holst mentioned to Michele that of her sons are working toward an Eagle Scout award and they need a project to work on. Removing the railroad ties along the flower bed and replacing them with a small retaining wall is a possible project. We have liability insurance and Michele will contact the Boy Scout Council. The board gave its approval.

Creation of committee to work with Blackford Initiative on joint project: Board members are planning to take a field trip the last week of June (27th-30th) to view the Minnetrista and Head Start playground areas in Muncie. Ann will check with Pam Harwood, who offers free assistance, on her availability to accompany the board. Jim and Shirley will be notified about the trip. Mike and Judy are willing to drive. Ann stated that Minnetrista does not have anyone monitoring it, therefore, anyone can enter it. Michele would prefer to have people enter the library playground through the library. How would our area be monitored? It might require a full time position in the Children's Department. The entrants would add to our count. A starter grant may be necessary and Pam Harwood could advise the board on that. The point was brought up to perhaps take longer in making a decision to get it right. No committee was formed at this time.

Claims & Checks: Claims in the amount of \$17,939.77 were approved with a motion from Lynn and a second from Ann with all voting in favor.

The meeting was then adjourned by President Michael Tabor.

The next meeting will be Wednesday, July 20, 2016 at 5 PM in the library meeting room.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

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Minutes from the July 20, 2016 Regular Meeting of the Hartford
City Public Library Board of Trustees

Roll Call: Trustees present were the following: Jim Weiseman, Michael Tabor, Ann Ludwig, Pat Clamme and Judy Soddors. Also present were Library Director Michele Risinger, Recording Secretary Debbie Ehrhart and Jon Creek, a member of Blackford Initiative.

Minutes of the last meeting and special meeting: After review, the motion was made by Jim and seconded by Pat to accept the minutes from the June 15, 2016 regular meeting and the June 30, 2016 special meeting. All voted in favor.

Financial Reports: We received the property tax disbursement at the end of June. Jim asked if we can possibly earn interest on the library's money. Michele answered that we do earn about \$5.00 each month from our money market checking account. We can explore other sources of interest income in the future.

Circulation Report: Circulation is down just a little from a year ago, however, Young Adult is holding steady. The door count is good. Resource sharing is down a bit. Cathy's resource sharing schedule has been changed to allow for the extra weekday delivery. Ancestry.com usage was way up.

Programs Report: The Children's Summer Reading Program activities were well attended.

Director's Report

Department Updates & Programs: Fifteen children attended the Summer Reading Finale and prizes were given away. Michele gave Amy permission to upgrade the toy area in the Children's Department. Numbers were down from last year for the Adult Summer Reading Program participation. We've given away lots of mugs promoting the library. Jolene and Amy handed out keychains and bookmarks with library information printed on them in the Merchants Tent at the 4-H Fair.

Building Updates: The atrium has dripped maybe a tablespoon of water so that area is doing well. The foundation company is coming July 22nd to give a free inspection in the coat rack area downstairs. The dehumidifier continues to help. The children's roof and window painting are scheduled for Fall. The work on replacing the back gutters may be pushed back to next year. Judy informed the board that a local man, Jeff Thomas, does seamless guttering – Michele will call him for a 2nd quote.

Technology Update: Michele submitted a complaint to the BBB against TimeClock Plus concerning a refund due to us. Russ updated the AWE machines in the Children's Department. Two of the Public PC's are out of order until Michele cleans and locks them down again. The heavy-duty printer upstairs died so we are leasing to own a new one at \$40 per month for 24 months with Weber Office Equipment.

Director's News/Requests: Michele informed the board that the mileage rate has been adjusted from \$.36 to \$.38 per mile. The library follows whatever rate the state sets for it.

The AT&T cost per line doubled in May. To get a lower rate, Michele had to bundle our phone lines and a wireless tablet under a one year contract. The bill should be \$100.00 lower than previously.

The BCCF Summer Reading grant for 2016 is closed and Michele has submitted an application for a 2017 summer reading grant.

Michele will meet with The Department of Local Government and Finance on July 25th for help with finalizing and entering our 2017 budget.

Michele has been in contact the Indiana DNR and found out that the library is considered eligible. She will begin the application process immediately.

Michele explained to board members that comp time for work over 40 hours must be at time and a half. All time worked over 40 hours will be multiplied by 1.5 and entered into its own "bank."

Friends Report: The Friends will have a book sale on July 29th and July 30th.

New Business

Since starting her job as Bookkeeping/Administrative Assistant, Jen Holst has compiled a manual, works very well independently, and thanks to her, the attic has never looked so good. After Michele's recommendation, Ann made the motion to increase Jen's hourly pay to \$12.57 with a second from Judy. All voted in favor.

Jim moved to approve reimbursing Michele for mileage to attend upcoming workshops. Pat made the second and all voted in favor. There will be 1 in Fairmount, 1 in Indianapolis and 2 in Muncie.

With Shirley Miller's resignation, the office of Board Secretary is vacant. It was decided to add the new office of Deputy Secretary. Pat made the motion with a second by Ann to create this position. All voted in favor. Ann then nominated Jim as Board Secretary and Judy as Deputy Secretary and all voted in favor.

Unfinished Business

Blackford Initiative Project: The board held a lengthy discussion about the Blackford Initiative Project. Pat asked if passing a resolution would mean that the board was approving the entire project. Mike said it would not. It would just get the library started on a path. Jon Creek pointed out that you can change the development as you go - ideas can evolve. Pat asked if the funding would only come from the foundation. Michele pointed out that there are other avenues for funding and other sources of income. The board needs the resolution to move forward. A major grant would be awarded before February. We could work with Ball State for ideas. Ann said that Pam Harwood suggested her students start on designs. We do not necessarily have to hire Pam, specifically. Pam's free services are booked, but we can hire another company or professor, too. All board members agree we should utilize the space. Michele will lead the project. It's not limited to CAPE funds but if we want to capture some funds through CAPE, we need to cater to the K-3 age group. The

Foundation would like to use these funds for the benefit of the community. There is \$800,000 - \$900,000 available in this Lilly Fund. The money was to be used in 4 years and that was 10 years ago according to Jon. Judy moved that the board adopt the Resolution to Pursue Funding for Community-Enhancing Project for Library Property which Ann seconded and all voted in favor. The board members signed the resolution. A committee comprised of Michael, Ann and Judy will do some research and bring the results back to the board. Jim said that liability insurance would be inexpensive. Jon advised the board to co-ordinate a plan to move forward. Michael said that all committee meetings must be posted and open to the public.

Michele said a new database has been added for legal forms and Debbie reported that patrons began using it immediately.

Claims & Checks: After review, Ann moved to approve claims in the amount of \$38,612.07. The second was made by Judy and all voted in favor.

The School Board will appoint Shirley's replacement. Pat will replace Shirley on the Employee Handbook Committee.

Michael has put together a history book of the library and passed around a copy for all to see. He will order 20, initially, to hand out to board members and government entities along with one for the library.

President Michael Tabor then adjourned the meeting.

The next Regular Board Meeting/ Public Hearing for the 2017 Budget will be August 17, 2016 at 5 PM in the Library Meeting Room.

Respectfully submitted,

Deborah Ehrhart
Recording Secretary

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Minutes of the August 17, 2016 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were: Michael Tabor, Pat Clamme, Lynn Glentzer, Jim Weiseman, Judy Soddors and Ann Ludwig. Also in attendance were Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

President Michael Tabor called the meeting to order.

Public Hearing 2017 Budget:

Michael opened the public hearing for the 2016 Hartford City Public Library budget for public comment at 5 PM. Referring to the Notice to Taxpayers, Ann asked what, specifically, the Rainy Day Fund was for and Michele answered that it is for any resolution - approved use and added that the money used from the fund could be replaced. Michele pointed out that the total of Column 2 is the highest it can be, at 3.8% more than last year. Also, the total in Column 5 is our current maximum levy. After the proper passage of time and no public comment, Michael closed the public hearing.

At 5:10 PM Michael called the regular meeting to order.

Minutes of the Last Meeting: The minutes from the July 20th meeting were reviewed and Jim made the motion to accept them as presented. Pat seconded the motion and all voted in favor.

Financial Reports: Michele reported that all townships are completely paid up for this quarter. Michael expressed his appreciation to Michele for the new format of the report. The reconciliation is off by \$1.75 and Jen will work on it until she finds it. Michele and Jen are still figuring out the time frame of the payroll tax payments. Fund balances are looking great. Michele said that she wants 50% of the Operating Fund left at the end of the year for the coming year. Miscellaneous Revenue is down. Jim asked how much Michele thought we should get in overdue fines. She said that she can run a report to find out. \$187,000 of the \$406,220 budget for the operating fund had been spent as of the middle of July.

Circulation Report: The report was color coded – green designating an increase and red designating a decrease. Non-fiction circulation has gone up since the weeding of that collection which Michele explained that patrons are now better able to locate books and they are sectioned off a little more since Cathy and Jolene have shifted books.

Programs Report: There was a nice steady turnout for the Children's Summer Reading Program. Attendance at Our Book Club has been down a bit. Bailey has taken over as the leader. Members of the Sew Happy Home Extension Club have found a new location to meet. The library received a very nice thank you card from them for use of the Meeting Room in the past.

Director's Report:

Department Updates and Programs: There were 118 enrolled in the Children's Summer Reading Program. There are 9 signed up for the Tin Caps Reading Challenge which offers free tickets to ballgames in return for children reading books. Several children have aged out of the 1,000 Books Before Kindergarten program. We have new tally sheets which should be easier for parents to keep track of the number of books read to their children. A few patrons remain in the Silver Lining Program. Amy has renovated the toy area in the Children's Department. She has replaced the old toys with durable educational ones. Two small chairs were purchased, a new rug, and two citrus trees for an interactive exhibit to add to the Venus flytrap which is fed a steady diet of ants.

The Adult Summer Reading Program had a total of 56 participants. Mugs with gift cards were awarded to weekly drawing winners and various items were packed into a library bag and given as the grand prize.

Building updates: Michele purchased a moisture meter. It registered a bone dry reading in the atrium area and an 11% at the top of the downstairs coat rack area and a 60% at the bottom of it. Mike, Michele, Jon Creek, Greg Dickey and Justin (an employee of S.A. Boyce Corp. from Muncie, IN that works on this kind of project) met and Justin felt that maybe the moisture is coming from the foundation. The tile may have roots from the bushes in it. We would have to dig and trench the area. When it rains we will check for moisture. The steps upstairs look fine. Michele said that Mr. Mays said there's a slight gap in the brick work in front and will seal the brick next year. Michael said that the brick should have been sealed long ago. The process will be expensive. We're on schedule for work on the windows and roof. Jon Creek and Greg Dickey did not agree with what the gutter guy had to say so Michele will get two more quotes. It may be put off until next year.

A couple of AEP bills are different because of our change to Renewable Energy Resources. 50% of our energy is now wind powered. The external light is now solar powered. If we obtain 100% of our power from Arcadia Power we pay for it but if we obtain 50% it's free. Michele advised that in the long run, it costs us very little and will save the earth.

Technology Update: Michele was able to get a \$150.00 refund from Time Clock Plus as a result of her BBB complaint. It will cover the expense of our new time clock program. Patrons seem to rely more on tablets rather than Kindles for downloading e-books. There haven't been any issues for awhile. A set of headphones were replaced and special jacks installed for the AWE machines in the Children's Department to prevent future damage. All public PC's are up and running. The patron that we suspect has been trying to download prohibited programs has been asked to use Computers #1 through #4 so the AV attendant may monitor his activity.

Director's News/Requests: We will see a reduced bill next month since we renegotiated with AT&T. Michele attended an Internal Controls workshop at a fee of \$40.00. Amy will attend the 2016 Small and Medium Size Libraries Conference and Michele would like to attend as well.

Friends Report: A recent book sale netted \$162.00 for the Friends of the Library. An author who wrote about John Wooden is planned to speak for the bicentennial celebration which will likely take place at the Arts Center. There was a discussion about storage space for the Friends materials. Ruth Jennerjahn said that it is too hard for the group to work in their current room. Michele suggested acquiring one of the empty buildings in town for storage of excess items and friends inventory, however, Ruth said that the Friends wouldn't be interested in moving books to the library and back whenever there's a sale. Michele also brought up the possibility of putting a storage building on the green space behind the library.

New Business:

Commitment to join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2017-June 30, 2017 (State Technology Grant): Michele explained that basically we want to keep the provider we have for internet, WiFi, etc. Our rate hasn't increased so after the rebate, it costs \$318.00 per month. Michele likes it that the state is involved in our internet service. A motion was made by Pat and a second from Lynn and all voted in favor of this measure.

Approval to Pay the Fee of \$40.00 for Attendance at the Internal Control Workshop in July and Approval to pay for Amy and Michele to Attend the 2016 Small and Medium Size Libraries Conference in Alexandria, IN at a cost of \$120.00 for both plus milage. A motion from Judy to approve these was made with a second from Jim with all voting in favor.

Unfinished Business:

Board Vacancy Update: The School Board has asked for suggestions and would prefer to have at least two names to choose from for Shirley Miller's replacement on the Library Board. Michael asked board members for the names of individuals to fill the vacant position and those brought up were: Karen Cormier, Samantha Bacon, Paul Hyatt, Ron Dudelston, Lisa Weeks and Kristie Jennerjahn. Michele will speak with the staff for their input.

Blackford Initiative Project Update: Michele presented an idea to the board regarding use of space in back. Michele said the focus is on using CAPE funds so it would cater to the Kindergarten through third grade age group. The area would take up one-quarter of the green space behind the library. It would be locked down with interactive exhibits for children geared toward literacy. If Pam Harwood hasn't the time to devote toward it, we might be able find another professor for assistance. Mike will stake off the area after the meeting so members may visualize the location and size of it.

Status of Director: As of December 1st Director Michele's employment status will change to non-exempt which means she will be paid overtime for any time put in over 40 hours. All other employees are already non-exempt. Michele informed the board that all other employees are

remunerated in comp time at a rate of 1 ½ hrs. per each hour of comp time which is figured weekly rather than per pay period. There's maybe 2 – 5 hrs. comp time accrued by employees because of filling in for vacations. She was advised during a seminar that it's best not to let comp time accrue and she will look at the law on that subject. A motion was made by Pat and seconded by Judy to classify Michele's employment as non-exempt as of Dec. 1 with all voting in favor.

Claims and Checks: After review, Ann moved to approve claims in the amount of \$25,238.74. The second was made by Lynn and all voted in favor.

President Michael Tabor then adjourned the meeting.

The next regular board meeting/adoption meeting for 2017 budget will be September 21, 2016 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Minutes of the September 21, 2016 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Michael Tabor, Ann Ludwig, Lynn Glentzer, Pat Clamme, Jim Weiseman and Judy Soddors. Also present were Director Michele Risinger and Recording Secretary Debbie Ehrhart.

President Michael Tabor called the adoption meeting for the 2017 budget to order.

Budget Adoption: After the members present signed the Resolution for Appropriations and Tax Rates, Jim made the motion to adopt the resolution as presented with a second from Ann. There was no discussion and all voted in favor.

President Michael Tabor called the regular meeting to order.

Minutes of the last meeting: After the minutes from the August 17th meeting were reviewed, Lynn made the motion to accept the minutes as presented. Pat seconded the motion and all voted in favor.

Financial Report

Michele reported that the library is in fine financial shape. As stated before, this year's summer reading program fund is closed and we will have \$2,500.00 from the Blackford County Community Foundation to prepare for next year's program. Ann asked for a comparison of the Bank Reconciliation to the Operating Fund Appropriations Report. Michele explained that the Reconciliation Report lists the money actually received and currently in the bank, whereas, the Appropriation Report shows what we will receive by the end of the year and how much of that has been spent. We start over on January 1st of each year with the Appropriation Report.

Miscellaneous Revenue bumped up last month.

The funds from taxes were broken down, individually, on the Revenue Report.

Circulation Report: Physical circulation is up and doing better now that summer is over and people are reading again. Michele said that it's interesting to see the correlation between the door count and circulation figures.

Programs Report: Amy has been running on full speed with seminars and webinars in addition to her regular duties so there were no program figures for Children's Services. She's already starting to think of ways to keep activity and attendance up after the Summer Reading Program.

We do not keep numbers for tutoring taking place outside of the meeting room. Lynn asked about having tutors sign in at the main desk to keep track of the number of individuals using the library for that purpose. Michele said that by using the tables and chairs upstairs, we're not really facilitating these sessions as we would for someone reserving the meeting room for a gathering or program. Michele said she would look into the feasibility of tracking the number of children tutored in the building.

Director's Report

Department Updates and Programs: Children's Services: There have been visits to the Children's Department from Helen Lieber Pre-School classes. A bag is sent home with each child with a book and information about services offered by the library.

Adult Services: We have featured the Indiana Bicentennial each month in a display case. There will be a drawing in October for 2 blue and yellow afghans and a recipe box purchased from the Indiana Historical Society. There's an oversized book on mapping Indiana on a stand on the main floor for patrons to view.

Building Updates: Michele said there are currently no crises with the building. The water situation seems fine. The atrium is fine. We will still replace the roof in that area but there's been a delay possibly due to rain. We're still monitoring the coatrack area. When there's a heavy rain the moisture in this area also rises. We're still running the dehumidifier but only emptying it at night. The window frame painting has been delayed but Michele expects them to start any day now. The seal on the toilet of the family restroom is broken. A plumber has fixed it. Michele got a quote, which was around \$800.00 from Tom Simmons of Tom's Cleaning Service for carpet cleaning. Other things will come before it. Tom said that the last time he cleaned the carpet in the meeting room, it resulted in waves in the carpet so he recommends just getting new carpet for it.

The condenser on the air-conditioning went out during the high humidity days so Dean Wilson repaired it. Tom replaces the filters regularly and Dean commented on how well Tom maintains it. Mike said it should be cleaned twice a year.

The inside of the back entrance is very bright now with the new lighting. Eventually, all lights will be adapted to LED.

The elevator was out of order last week. A second tech came in and fixed it. Michele said we're not paying the first tech which was of no assistance if we can help it.

Sealing the limestone to prevent it from crumbling is a priority and the Mays will start on it in October.

Technology: We received a refund from Timeclock Plus. Michele has not had time to devote toward Kindles and the WiFi. There haven't been any complaints.

There is a scanner in the AV Department to enable patrons to e-mail a document on to someone else. The AV desk operates the scanner. It is a requirement from the State Library.

Ann asked about money spent on e-books. Michele said that it was for our Overdrive membership in the consortium.

Director's Report

Members of the staff lost their cataloging rights. Amy has completed the course to regain hers. Jolene can do copy cataloging, that is, attaching material already cataloged by another library. Michele took the Basic Cataloging and will take the Advanced Cataloging classes via Webinar so there's no cost and she can provide back-up when needed.

Michele is displeased with AT&T. The current bill is incorrect so she called to have it corrected. The representative said the promotion should have been applied on July 13 but had not been. We should see a significant credit on our next bill.

The Alexandria conference attended by Michele and Amy was very good. It covered multi-generational offices and controlling stress. Michele suggested the Alexandria Library as a good site for a field trip for the board, as they have a newly renovated Carnegie.

Since we have a new scanner, Debbie has been scanning the minutes from board meetings to be posted on our website for public access. This will also provide backup if the originals are destroyed.

Friends of the Library: The Friends will have a book sale on September 23rd and 24th. They will co-sponsor a program with the Historical Society here at the library on September 27 with author Barbara Morrow who will speak about John Wooden as part of the Bicentennial recognition. Michele will stay over that night for the duration of the program.

New Business

Healthcare Renewal: Michele said that we can afford to offer equivalent health insurance to eligible employees. We now have the plan in the first Column A of the handout but we won't be renewing it because it is being phased out. We will consider

the white column beside it, which would raise the yearly premium by \$3,000.00. The board decided to table the issue and discuss it at the next meeting in order to have an answer by November to put the plan in place by December.

Board Vacancy: The staff recommended Max Bennett for the library board vacancy. As the former custodian of the courthouse he would be knowledgeable about old buildings. When asked, Max said that he is willing to serve on the board. The school board, which makes this appointment, asked for two names. Ann suggested submitting Lisa Weeks name. Lisa has shown interest in serving on the board. Michele will forward the suggestions to Dr. Croner, the superintendent at Blackford County Schools.

Michele would like to attend the annual conference of the Indiana Library Federation on Oct. 4-5 at a fee of \$135.00 for both days. Subjects of interest to Michele would be the following: new exempt/non-exempt laws; compliance; and yearly evaluations. Ann moved that the library cover the cost of registration and pay Michele mileage to and from the conference. There was a second from Pat with all voting in favor.

A thank you card was passed around for board members to read from former member Shirley Miller.

There will be a one day conference at the Indianapolis Marriott East for Library Trustees on November 10th at a cost of \$25.00 per person. Michele passed around the schedule in case anyone was interested.

Claims: claims in the amount of \$36,789.81 reviewed with a motion made by Judy to approve them and a second from Jim. All voted in favor.

Mike asked board members to think about serving on the Compensation Committee to be formed next month.

There will be a special session consisting of a conference call meeting at the Blackford County Community Foundation at 9:45 the morning of Sept. 22nd with the board and Blackford Initiative with the Kokomo-Howard County Public Library to discuss their plans for an outdoor classroom.

The meeting was then adjourned.

The next regular board meeting will be October 19, 2016

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Minutes of the October 26, 2016 regular meeting of the Hartford City Public Library Board of Trustees, rescheduled from the October 19, 2016 normal meeting date due to lack of forum.

Roll Call: Members present were the following: Jim Weiseman, Ann Ludwig, Lynn Glentzer, Pat Clamme and July Soddors. Also attending were Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

Vice-President Ann Ludwig called the meeting to order.

Minutes: Minutes from the September 21, 2016 meeting were reviewed by the board. Pat made the motion to accept the minutes as presented with a second from Jim. All voted in favor.

Financial Report: Michele pointed out on the Bank Reconciliation that the State Technology grant has run dry. Funds for that category are now coming out of the Communications Fund. On the income side, we have received the money for next year's Summer Reading Program from the Blackford County Community Foundation. The amount of Miscellaneous Revenue is standard for this time of year.

Circulation Report: Circulation is down in a few categories. There was a significant drop in the number of items circulated from the adult collection and resource sharing. Michele renewed the Ancestry.com program on the computers. New card applications are holding steady. The door count for September was 2,500 which is average. WiFi usage is going well. Overall there is an increase in the total of physical circulation over the past three years so the library is going in a good direction.

Programs Report: The Pre-Teen Book Club and the Children's Story Time continue with a good attendance, along with the crochet and knitting group Common Thread. There were sixteen in attendance at the John Wooden author program.

Director's Report - Department Updates & Programs: The library is holding a raffle to celebrate the State Bicentennial. Library employee Cathy Evens has donated two afghans that she crocheted and Michele purchased a recipe/trinket box from the Indiana State Historical Society for the prizes. Michele reported that the State Park passes have circulated very well and is looking into purchasing Muncie Children's Museum passes to offer to our patrons. **Building Updates:** The work is completed on the bathrooms. The carpet on the Main Floor and in the Children's Department were cleaned as well as can be expected considering the age of the carpet. HVAC repairs were necessary. There was a costly elevator repair. The limestone has been sealed. **Technology Update:** There is a new resume' program on our P.C.'s which has been used with good reviews. P.C.'s # 2 & #8 have been retired leaving a total of six computers now for public use. Michele will be purchasing Hot Spots which are small boxes that provide WiFi at a cost of \$11 or \$12 per month. A patron may check one out but if it is not returned in the allotted time, we will have the capability of turning it off.

Friends Update: Lupie Dell and Lisa Weeks are now co-presidents of The Friends of the Library. The Master Gardeners (which consists of one person) met with the Friends about landscaping the library grounds. Michele has e-mailed the Extension Office and 4-H to see about acquiring volunteers to

maintain the area in the back after development. Lupie suggested a recruitment drive at the senior citizens center for membership in the Friends organization.

New Business

Resolution to Transfer Funds Within the Library Operating Fund

Major Category

Jim moved to approve the resolution to transfer \$1,263.07 from Maintenance - \$731.00 from Insurance - \$5.93 from Dues for a total of \$2,000.00 into the e-books fund to cover the 2016-2017 \$3,000.00 Overdrive membership. Lynn seconded the motion. All voted in favor.

Learning Landscape Project – Backyard Gardeners of Kokomo, IN

Michele asked for the board's permission to apply for a grant to be used for the fee for drawing up a plan for the green space in back. Michele spoke with the designer of the project at the Russiaville Library and recommended the same person to draw up a plan for our area – not necessarily a final one. The designer charged Russiaville around \$800.00 but Michele stated that it could be twice that much for us. We would owe her for the drawing like the one passed around. Michele informed the board that the cost of the Russiaville project was projected at \$90,000 but came in around \$56,000 due to volunteers. There is still the potential for a plan from a Ball State student that would donate his/her time; however, Michele is willing to drop Ball State from the project. Lisa Weeks of Blackford Initiative recommends keeping the door open to Ball State. It's all a matter of taking baby

steps. The advantages of using the Russiaville designer is that she has already done an Outdoor Classroom and we don't have to wait for BSU to have time. Judy made the motion with a second from Jim to give Michele permission to apply for a grant to be used for the fee in drawing up a plan for the Learning Landscape Project. All voted in favor.

Healthcare Renewal

The current insurance plan for library employees has been retired. The recommended plan increased around \$3,000.00 with Michele's monthly payment increasing around \$15.00; Jolene's \$30.00; and Cathy's even more. Judy moved to accept the Healthcare Plan for next year and Pat made a second. All voted in favor.

It was announced that there is no news from the school board about a new board member appointment.

Pat and Judy will join Michael on the Compensation Committee.

Claims and Checks: Claims in the amount of \$33,986.92 were reviewed and approved with a motion from Judy and a second from Lynn. All voted in favor.

The meeting was then adjourned. The next meeting will be on Nov. 16th.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Minutes of the November 16, 2016 regular meeting of the Hartford City Public Library Board of Trustees.

Roll Call: Members present were the following: Pat Clamme, Lynn Glentzer, Michael Tabor, Ann Ludwig, Jim Weiseman and Judy Soddors. Also present were Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

Minutes of the Last Meeting: The minutes from the October 26, 2016 meeting were reviewed. Pat Clamme made the motion to accept the minutes as presented with a second from Lynn. All voted in favor.

Financial Reports: Michele pointed out that the Operating Fund is dwindling but we are fine once we receive the last tax disbursement. Pat asked if the insurance fund with a zero balance referred to employee's health insurance. Michele said that the payment for employees' insurance comes from Employee Benefits fund. The fund with a zero balance is the property insurance payment made every six months. There will be several line items zeroing out. There will be a transfer to the Rainy Day Fund this year. We have received the 3rd quarter payment from the townships.

In order to enact internal controls, miscellaneous revenue collected at the front desk is now funneled through an Evergreen Library Card Account which will

keep a record of transactions and provide a receipt to the patron. Money collected from other Evergreen libraries for our overdue fines and damaged books go into the Book Fund; money we collect for other libraries goes into the Evergreen Pass Thru Fund.

Michele estimated the amount from the final property tax payment at around \$100,000.00. She and Jen are working on a Cash Flow Chart for next year. Michael commented on how pleased he was with the 2016 Actual Revenue Report that Jen and Michele produced for board members.

Circulation: While circulation is down from a year ago, it is up from last month. Children's fiction and non-fiction are up. Children's videos are down. The Ancestry.com has had a lot of use and the resume program use is going up. The legal forms database has not been used as much as expected so these programs will be advertised in the future. Public Computers and WiFi is holding steady. Resource sharing has been declining steadily since July. There was a glitch with the new format for Overdrive so Michele posted on our Facebook page that she or Debbie will gladly help anyone having trouble. The average number of walk-ins is 2,400 per month.

Director's Report

Department Updates and Programs:

Two children have been added to the 1,000 Books program and 1 additional family has signed up for Silver Linings. Amy has started a Teen Art Club which meets once a month. Last month, they worked on book art which is cutting out 3D designs from old book pages. They will work on a mixed media project next month. Amy made this program known through the Blackford High School Art Department. The children's pumpkin decorating contest had a good attendance. Our Book Club is going well. Michele announced that Bailey Ellison, the Assistant Children's Librarian, has accepted a full time position elsewhere but will remain on the payroll on an on-call capacity.

There were three Indiana Bi-centennial raffle winners.

As a library outreach, Cathy represented the library at the recent gathering sponsored by Triad.

Building Update: Everything is in a holding pattern. The windows are completed and hopefully the bill will come in before the end of the year. After viewing, Michele discovered that a downspout in the area on the children's

roof with the problem was on the blueprints of the library expansion.

The furnace in the Children's Department is non-functional. The blower has expired. Hopefully, it will be repaired before cold weather gets here. Since the warranty on the parts has expired, an estimate of over \$600.00 for parts and labor has been obtained. The library will discontinue the service contract with ThyssenKrupp. Michael signed a letter which Michele will send by certified mail in the time allotted to achieve this before renewal on April 1, 2017.

Two of the public PC's are down. We now have WiFi Hotspots and hope to activate them by the end of the year to offer our patrons.

Michele has one more set of notes to go over from Pat for the employee handbook. It should be ready for December meeting.

The momentum is building for the Learning Landscape Project. The legal advertisement to vacate the portion of the alley behind the Children's Department has been printed in the News-Times. Michele has applied for a Rapid Grant from the Ball Foundation to start funds for an architect. Mike's recommendation is to get rid of the atrium and add on to the Children's Department. He feels

that an addition would be realistic and less expensive. Mike has conferred with William Morgan from Muncie and will come back with an estimate. Mr. Morgan understands that we want to preserve the original building. If the committee thinks it is good they will bring it to the board. Michele noted that we need added meeting space. According to Michael's measurements, we could add on an additional 15 ft. beyond the Children's Department. As far as a timeline, there is a February grant deadline.

The Boy Scout project is complete. The city will pick up the remnants from the project for \$20.00.

Ron Dudelston gave Sandy Langdon a quote on adding wooden shelves along the outer wall of the Friends area for storage of boxes of books. Michele talked to Lisa Weeks and the Friends will sell the weeded magazines in January. We can have volunteers sell them for us with the proceeds going back into library funds. The Friends may sell donated books for themselves. A pass through fund will be created through the BCCF. It will be a fund in which the community may make donations. Also, money may be willed to this fund. The Friends hope to attract more guest speakers. We are cancelling the Book Page of which the Friends paid on-half of the subscription due to dwindling circulation.

Staff Training Day – Universal Precautions: Michele received the board's consent to close for a half-day to hold a staff training day covering universal precautions. There was an incident with blood splattered in the public restroom. Michele will contact the Health Department or the Red Cross for a presentation.

CSB Letter – Credit Card: Citizens State Bank lost the letter previously signed for the library's credit card so Mike, Pat and Jim signed a new one.

Friends of the Library Fund @ BCCF: The Friends of the Library need the board's permission for the pass-through fund. Michele has the legal document for the board to read. Donations to the fund would be tax-deductible. Dave Bowman, from the community foundation said that there were over 200 positive responses to a survey asking for donations of labor and money. A motion was made by Judy and seconded by Ann to approve the pass-through fund. All voted in favor.

Tree Removal by Beauty Shop: Kathy Smith, the owner of the beauty shop behind the library, said branches continuously fall on her shop from the tree on the library grounds. Michele obtained a quote from Rick Tucker of \$2,800.00. He would have to use a crane because his insurance would not cover it to take it down in one fell.

Gillett Duelling (certified arborists) of Muncie gave a quote of \$2,100.00. For additional quotes, Judy will have Dave Needler provide one along with Mike contacting Rick Newsome and E & T from Dunkirk. Jim moved that the board give approval for removal of the tree to the lowest bidder or best offer of the bids. Judy made a second. All voted in favor.

The school board appointed Max Bennett to serve on the library board. Max will start his term at the January 2017 meeting. He will be invited to the December meeting. His certification will be taken to the county clerk to be recorded.

Ann will arrange for the meal for the December meeting.

The compensation committee (Michael, Pat and Judy) will meet at Richard's Restaurant on Friday, December 2nd at 9:00 a.m.

Claims and Checks: Claims in the amount of \$33,526.21 were reviewed and approved with a motion from Jim and a second from Lynn. All voted in favor.

The meeting was then adjourned. The next meeting will be on December 21, 2016.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Minutes of the December 21, 2016 regular meeting of the Hartford City Public Library Board of Trustees.

Roll Call: Members present were the following: Lynn Glentzer, Ann Ludwig, Judy Soddors, Pat Clamme and Jim Weiseman. Also present were Library Director Michele Risinger, Recording Secretary Debbie Ehrhart, in-coming board member Max Bennett and Technology Consultant Russ Jones.

Vice-President Ann Ludwig called the meeting to order.

Public PC replacement plan:

There was a discussion about a plan to either refurbish the existing public computers or replace them with new ones. There is an option to purchase one device that would serve all of the monitors (Useful) or we may purchase individual towers as we have now. The downside of Useful is that if it goes down, not only will it affect the PC's in the AV area for public use, it will also render the other public computers useless. Russ recommends having individual towers rather than one server. He also recommended upgrading to Windows 10 – the latest Microsoft program. Russ will get a bottom dollar price on tower replacements so Michele can have a quote for the January meeting.

Minutes of the Last Meeting: The minutes from the November 16, 2016 meeting were reviewed. Pat made the motion to accept the minutes as presented with a second from Judy. All
voted in favor

Discussion Items

Letter regarding use of library as backup government office in emergencies:

Under law, the county has to have a back-up facility in the event of an emergency and the library has been asked to provide space for that kind of situation. We would probably offer our Meeting Room. The board will discuss this matter at the January 2017 meeting.

Action Items

2017 Contract for Library Services for Townships:

A motion was made by Judy to approve the contracts for Jackson, Licking and Washington Townships for 2017. Pat seconded the motion. All voted in favor.

2017 Board Officers (& updates on Treasurer duties)

The slate for 2017 officers is the following:

President: Michael

Vice President: Ann

Secretary: Jim

Deputy Secretary: Judy

Treasurer: Pat

Deputy Treasurer: Lynn

Judy made the motion to accept the slate as presented and after a second from Lynn all voted in favor.

There was a discussion about information from the State Board of Accounts stating that the board treasurer must sign the annual reports rather than the Library Director or bookkeeper as in the past. It puts more responsibility on the treasurer which is a volunteer position. Michele asked if the board wants to pay an accountant since the treasurer doesn't have to be a board member or does the board want to make it a paid position? After discussion, it was decided to leave it the way it is and Pat will sign the documents. The library board treasurer is bonded. Judy made the motion to accept the slate of officers and Lynn made the second. All voted in favor.

2017 Compensation Schedule Approval

Lynn made the motion and Jim seconded to approve the recommendation of the Compensation Committee to raise the pay schedule by 2% and give everyone one step. All voted in favor. Amy will receive a bonus of \$300 and Michele will receive a \$400 bonus for outstanding job performance. Michele will post the Children's Department opening this week and she and Amy will begin interviewing applicants soon with expectation of hiring someone by the end of January.

Reinstate Library Director's Exempt Status

A motion was made by Judy to reinstate the Exempt Status of the Director with a second from Pat. All voted in favor. Michele will now be salaried until the law is officially changed.

Claims and Checks

Claims in the amount of \$51,682.12 were reviewed and approved with a motion from Jim and a second from Judy. All voted in favor.

The meeting was then adjourned and everyone enjoyed a delicious meal to celebrate the Christmas holiday.

The next meeting will be January 18, 2017 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

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