

Minutes of the January 18, 2016 Annual Meeting of the Hartford City Public Library
Board of Finance

Roll Call: Board members present: Michael Tabor, Lynn Glentzer, Max Bennett, Judy Soddors, Pat Clamme and Ann Ludwig. Also attending: Michele Risinger-Library Director, Debbie Ehrhart-Recording Secretary and Jon Creek.

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

The Board of Finance must meet yearly to review finances and depositories.

Pat moved that Michael serve as President of the Board of Finance for 2017 with a second from Judy. All voted in favor. Ann moved that Judy serve as Secretary for 2017 with a second from Lynn. All voted in favor.

Citizens State Bank will remain the designated bank to hold library funds.

The meeting was then adjourned at 5:15.

Attest: _____
President

Attest: _____
Secretary

Minutes of the January 18, 2017 Regular Meeting of the Hartford City Public Library Board of Trustees

Roll Call: Members present were: Michael Tabor, Lynn Glentzer, Max Bennett, Judy Soddors, Pat Clamme and Ann Ludwig. Also present were Library Director Michele Risinger, Recording Secretary Debbie Ehrhart and Jon Creek.

President Michael Tabor called the meeting to order at 5:15 p.m.

Minutes of the Last Meeting: A correction was made to the minutes from the December 21, 2016 meeting. Ann made the motion to approve the minutes as amended with a second from Lynn. All voted in favor.

Judy expressed the board's appreciation to Ann for the meal after last month's meeting.

Financial Report: Michele informed the board that there is \$246,000 in the checking account. The amount spent on the windows was replaced in the LIRF Fund. The Operating Fund stands at \$6,000 more than last year with the grants for the nature landscape and building expansion. Michele said the roofer must be waiting for warmer weather to get back with her on that project. Michael expressed the board's appreciation for Michele's good stewardship shown in her position as Library Director.

Michele pointed out the closing of accounts on certain line items. Overall, there would have been \$10,000 more if not for the transfer to the Library Improvement Reserve Fund.

The book budget has been lowered by \$7,300.00 because of the lack of space for more books, but is still within state mandated 8% of operating fund.

Michele's main goal is to have fewer transfers in line items. This is the last time that CERT shares and PTRC will appear on the report of the Operating Fund. In the future these will be replaced by LIT (Local Income Tax).

A procedure has been produced and implemented so the staff may provide a receipt for, and an accounting of, any money collected via an Evergreen Library card account.

The Licking Township Assessor has paid its 4th Quarter assessment. She requested an amount early and then disbursed the funds from her 2016 budget. Jackson and Washington townships were not billed until 2017.

Circulation Report: Michele reported that December was not a great month for circulation. The decrease in computer users was due to having three of them down. Children's fiction was down which is highly unusual but there was no story time over the holidays and checking out books many times coincide with families showing up for activities.

Programs Report: Children's story time, Our Book Club and the Teen Art Club have had good attendance.

Director's Report:

Department Updates & Programs: There were about 8 applicants for the Children's Department position. Interviews will begin next week. The adult winter reading program started this week. Gift cards from Common Grounds will be given away as prizes. The staff is now keeping track of instances where we cannot accommodate requests for use of the Meeting Room due to prior reservations to address the need of multi-purpose rooms. Jon Creek told the board about the New Castle library's sections for use as quiet workspaces, and for tutors, meetings, visitations and temporary office space. It presents the library as offering cultural opportunities along with economic ones by providing temporary office space for visiting business people. Jon said that would add the possibility of EDIT money.

Building Updates: The atrium has been dry. Michele has quotes for elevator repairs. If we replace everything, it would be really expensive. If we tie it into the expansion, we could get more money. There are new shelves in the Friends office.

Learning Landscape Project Update: Michele met with Misha Jefferson of Backyard Gardeners and she is beginning the initial drawings. Misha is also talking to Children's Librarian Amy. She also met with Kelli Jordan, an architect, of Jordan Property Consulting. She met with Jacob Everett of the Blackford County Economic Development Commission and Ashlee Fiandaca of the Office of Community and Rural Affairs about funding the elevator repairs and the building expansion. Kristi Sturtz of Sturtz Public Management Group, will meet with Michele and board members in Michele's office on Monday, January 23rd at 3:30 p.m. Jon brought up that a grant administrator will sometimes take a part of the grant as the fee. Michele said that there can be so many hurdles that a grant administrator would prove to be helpful. The plan is to get rid of the atrium and expand the building to the edge of the alley. There would be two levels – the lower would include the Children's Department expansion to provide room for story time and activities and materials to free up the community room and the upper would provide additional space for people to occupy. Preliminary drawings shouldn't cost that much. Jon recommended consulting with Dave Bowman. There is a February 16th deadline for a grant and Michele will have something ready by then. Ann made the motion to have Michele meet with the grant administrator and if she approves, then proceed if the fee of the administrator is \$2,500.00. If the fee is more, she needs to go back to the board for approval. Judy seconded the motion and all voted in favor. Pat made the motion to give Michele permission to meet with Dave Bowman and start the process of getting a CAPE grant. Lynn seconded the motion and all voted in favor.

Technology Update: Russ Jones has ordered new computers. They will be fast with larger monitors. 50% of the cost will come from the Rainy Day Fund and 50% from Furniture and Equipment. The price includes computers, monitors and Windows 10 operating system. Russ's contract is the same as last year's at \$4,500 per year not to exceed 129 hours.

Action Items:

Contract with M & R Technology: Lynn made the motion that the board accept the contract with Russ Jones. Judy made a second and all voted in favor.

Oracle Elevator Limited Maintenance Contract: Ann moved that the board approve the elevator maintenance contract with Oracle at \$66.00 per month. Judy made a second and all voted in favor.

Quarterly PLAC Report: Michael signed off on the Quarterly PLAC report – there were no new PLAC cards processed.

Discussion Items:

Annual Statistics for Library: Board members received a report of circulation trends from last year compared to the past few years. It was noted that e-book circulation was down a little with a lower use of Overdrive during the website revamping period. Physical circulation seems to be slowly sinking. Non-fiction is not checked out as much as it was ten years ago. The December door count was the lowest of 2016 and that is a reflection on circulation count. Children's attendance has been steadily good throughout the winter. Karen's articles in the newspaper help spread the word about library activities. The Teen Art Club is going very well.

Homeland Security Letter: The use of the library as an alternate location for offices has been requested by Indiana Government Agencies in the case of a catastrophe. The board felt that it would not be a problem rather a necessity. All consented with no opposition.

Employee Manual Update: There are additions to the employee manual include tuition reimbursement. Each board member received a manual and Michele recommended "skimming" over it to compare it with the old one. Employees will receive a manual and sign a slip stating they read it and agree with it. Ann brought up formal evaluations of each employee and asked if they were written on a yearly basis. Michele said that the trend is to frown on number ratings. Pat suggested something in writing pertaining to goals and comparing them yearly could be included in the employee's file. Michele said she would include that in the final revision.

Claims and Checks: Claims in the amount of \$24,440.60 were approved with a motion from Ann and a second from Max. All voted in favor.

A thank you card to board members was passed around from Children's Librarian Amy Smith.

The meeting was then adjourned. The next meeting will be on February 15, 2017 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Minutes of the February 15, 2017 Regular Meeting of the Hartford City Public Library Board of Trustees

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

Minutes of the Last Meeting: The minutes from the January 18, 2017 meeting were reviewed. Jim made the motion to accept the minutes as presented with a second from Lynn. All voted in favor.

Financial Report: Michele said that the Operating Fund is doing well. A lot of money has been spent in February, however, a lot of that was money from grants. There may be a tightening of the belt in the next few months. There have been no transfers of funds. The last 2016 payment from Jackson Township was received but payment hasn't been received from Washington Township. On the other hand, we've received this year's contract from Washington Township but have not received one from Jackson Township or Licking Township. We have been reimbursed on the Technology Grant. Miscellaneous Revenue is running up to standard. We continue to sell the library history books.

Circulation: Circulation numbers are better than last month. AV circulation is back up while Young Adult numbers are down. Children's fiction is way up in numbers. Overall, circulation is good. Michele purchased a pass to the Muncie Children's Museum, a pass to the Minnetrista Center and a State Park pass for patrons to check out (a second pass was later provided free by the State). The state park pass proved to be popular with fourteen checkouts last year. There was a suggestion to advertise the Children's Museum pass at Southside and maybe Montpelier Elementary Schools. If Amy participates in the Literacy Night this year she could promote it then, as well. An e-reader for children is available. It is programmed solely for children's use and a \$20.00 deposit is required at check out. If that proves to be a deterrent, Michele will consider lowering or eliminating the deposit.

Programs Report: There was an extra event in January for young adults. Amy offered a game based on Clue. It was well attended and very popular so she may organize more of these throughout the year. Program attendance, overall, is good.

Director's Report

Department Updates & Programs: Sabrina Glidden has been hired as the new assistant in the Children's Department. There were two more participants enrolled in 1,000 Books Before Kindergarten which resulted in an increase of 38 since this time last year. One child, which may be the first one, has achieved the 1,000 mark. Three families are still signed up for Silver Linings and Michele stated that even if there are no participants, we will continue to offer the incentives for coupons. Fifty-two patrons have signed up for the Adult Winter Reading Program.

The weekly prize is a mug with the library logo and a \$5.00 gift certificate from Common Grounds.

Building Updates: There was a little bit of water in the bucket in the atrium area. The Children's roof is complete. Michele said that more rocks need to be added to the roof and the downspouts need tweaked. The elevator is running well. There is a lightbulb out on one of the buttons which will be replaced the next time the new representative, who was in this week, returns for maintenance on it. Michele informed the board that the gutters will have to be cleaned.

Technology Update: There are now eight new PC's in place and working for patrons and they are adapting to the new equipment. The Hotspots are available to check out this week.

Michele said that she and Pat have submitted the annual financial report.

Friends Update: The Friends of the Library staffed the annual magazine sale. All proceeds from this sale went into the library fund.

Action Items

Approval for Employee Manual Revision: In the second paragraph on Page 15, the word "written" was added. On Page 23, in the third paragraph of the Bereavement Leave Policy, "such as vacation" will be marked out. "Pouch tobacco" will be included in the Staff Smoking Policy on Page 39. On Page 24 of the Jury Duty section the next to last paragraph will be deleted. Ann moved to accept the manual with these revisions with a second from Jim. All voted in favor.

In the paid time off section, Michele explained that currently no time is taken during the first year of employment but five days following that period. After a discussion of questions about and revisions to Page 26 concerning when paid time off and how much occurs correlating to length of employment, the matter was tabled until the next meeting.

Approval for Minor Revision to Capital Assets & Inventory Policy: "The original part of the Hartford City Public Library is designated historical and thus not depreciated," was added to Page 3 under Depreciation in the Capital Assets & Inventory Policy. Max made the motion to approve this addition with a second from Pat. All voted in favor.

Discussion Items

Architect's Terms for Building Expansion/OCRA & Grant Administrator Update:

The board went over the logo and drawings for the NATUREscape. The library's intent is to offer a park with a purpose. Michael walked the other members around and through the drawing and explained the layout.

Several questions were asked and issues addressed.

When asked what is a hydraulophone Michael and Michele explained that it is a musical instrument that utilizes water. Ann and Judy were in favor of a Splash Pad which is water spouting up with room for children to walk under. Bernie Sones informed the committee that for insurance purposes, there can be no water involved in the plans. The board also expressed concern over standing water and dripping wet individuals entering the library. Michele will contact Bernie to inquire about insurance costs for hydraulophone vs. splash pad.

Michele has received input from Amy. She has requested that an awning cover the gathering area.

Ann said that she would like space for concerts or plays and it was suggested that a nicely done gazebo might work for that idea.

Parking will entail driving over sidewalks and curbs which would involve regulations from the city.

Members asked about the height and type of fence as a boundary. A three foot high is in the plans. The board asked if there is a law pertaining to the height of the fence for an area like this? Michele will inquire with park designer and Bernie.

Phase I – Putting in paths, ground excavation, community entrance and water meter in place.

A grant has been submitted with the Community Foundation for \$56,000.00. The total of the project, as is, would be \$224,00.00. Michele hopes to lower that cost with volunteers and donations.

Pat asked if the area would be open throughout the day and Michele said it would not be practical to close the Community Gate. She could foresee complaints if we kept it locked. We can install security cameras, although, it would be unrealistic to think vandalism would never occur during the night. Michele feels the positive outcomes from this project are too many to overly concern ourselves with problems that may occur.

All said “yes” to moving the community entrance to the corner of Jefferson and Franklin Streets which would provide an additional parking spot.

All said “no” to building a larger shed. It was felt that a 12 x 12 would be big enough and no need to place it closer to the building.

All said “no” to moving the Gathering Space closer to the building or to create another one closer to the building.

No decision was made concerning the status of the hydraulophone until Michele obtains a price comparison between it and a Splash Pad and insurance stipulations for a Splash Pad.

There was a “Yes” for use of concrete for the outer pathway. Ann asked about the possibility of using half crushed limestone and half concrete. All said no the asphalt.

All said "No" for using mounds as a barrier around the grounds rather than fencing.

The board will come back to the hydraulophone. Ann voiced "No" to it. The rest were for it. It is in limbo for now.

Making the walk from concrete around the area could provide a walking track. The board informally voted and 5 out of 6 members attending preferred concrete to crushed stone.

Financing: the Foundation grant covers the first two phases. Phase 2 will include installation of stations and it would be favorable to have groups, such as the Eagle Scouts, volunteer to construct an individual station to save money. Michele also said that bricks could be sold as a fundraiser to add money to the funds.

The third and final phase would be landscaping and fencing which would occur in 2018. The board requested that the fencing be moved up to Phase 2. All said, "Yes."

There could be a partial fence installed to start out with. Phase 2 would include 2 sides of fence; one along the alley and one along Jefferson Street. Everyone said, "Yes" to this. If mounds were desired for children to climb and play upon, they could be inside the fence and in the middle of the area, otherwise, children may be tempted to play on them after hours.

The board gave Michele permission to contract Kelli Jordan of Jordan Property Consulting for preliminary drawings of the building expansion for \$3,500.00. Max asked that Michele include in the contract that the \$3,500.00 be applied to the 7% commission for Kelli of total construction cost for the final project. In addition, permission was granted to Michele to get back with Kelli to say if the project is less than \$200,000 we'll go with the 7%. If more than \$200,000 we need a Grant Administrator. Michele stated that we have \$3,500.00 in grant money for this purpose.

Michele will find grants and explore other avenues so we do not have to involve taxpayers in funding this project. Michele assured the board that we would have the funds before we begin construction.

Claims and Checks: Claims in the amount of \$48,592.60 were reviewed and approved with a motion from Pat and a second from Lynn. All voted in favor.

Michael asked members if they would prefer a series of shorter meetings as the Nature Scape project proceeds or keep it at one monthly meeting. Everyone prefers the regular monthly meeting.

The meeting was then adjourned. The next meeting will be March 15, 2017 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Minutes of the March 15, 2017 Regular Meeting of the Hartford City Public
Library Board of Trustees

Roll Call: Members present were the following: Michael Tabor, Pat Clamme, Judy Soddors, Jim Weiseman, Max Bennet and Ann Ludwig. Also present were: Library Director Michele Risinger, Recording Secretary Debbie Ehrhart, Children's Librarian Amy Smith, Blackford County Community Foundation members Dave Bowman and Jon Creek and Kelli Jordan of Jordan Property Consulting.

President Michael Tabor opened the meeting.

Minutes of the Last Meeting: The minutes from the February 15, 2017 meeting were reviewed. Jim made a motion to accept the minutes as presented with a second from Pat and all voted in favor.

Update on Building Expansion: Kelli Jordan of Jordan Property Consulting presented three plans for the building expansion before she proceeds with a cost estimate. The first few pages of the presentation were drawings and she asked the board members to keep in mind they need to look at the bigger picture in what they want to offer to the community. She said that she was aware that in the past the asking price was too high when the board had looked into purchasing the beauty shop behind the library. She said in the event the building was acquired, that lot would accommodate a couple of handicapped parking spaces.

Option 1: Kelli pointed out that it shows about 1,000 feet of additional space covering two floors. #1 is the smallest proposal of the three proposals. All three options include the removal of the curved atrium window. The pros: 1,000 feet of additional space; likely no additional restrooms necessary which remains to be seen if that follows code; the utilities would already be in place; use of existing furnace and ductwork; provide 5-6 additional parking spaces with purchase of beauty shop.

Option 2: Includes extending extension further in north and south directions adding 1,000 square feet to each floor for a total of 2,000 feet;

Minutes of the April 3, 2017 Special Board Meeting of the Hartford City Public Library Board of Trustees

The meeting started at 4 PM in the Library Director’s Office at the Hartford City Public Library.

Roll Call: Members present were: Michael Tabor, Ann Ludwig, Max Bennett and Jim Weiseman. Also present were: Jon Creek and Dave Bowman of Blackford County Community Foundation and Library Director Michele Risinger (acting as recorder).

The library board met to discuss the initial projects for the NATUREscape park to be installed behind the library. The Learning Landscape Joint Committee indicated that additional parking had been pulled from the proposal. Permission was granted to seek bids, to be presented to the board at a later meeting for approval, on the following projects:

	1 st motion	2 nd motion
Pathway – 4’ wide, include dry creek w/ bridge in NE corner, concrete vs crushed limestone.	Ann	Max
Berm – 2’ or 3’ tall with shrubs, with vs. without fence, along Jefferson.		
Fencing – Black chainlink fence along alley, black chainlink vs metal fence along Franklin.		
Electrical & Water – Installation of multiple spigots and outlets; locations to be determined by committee.	Jim	Max
Entryway – Ability for locking gate and donation bricks/pavers.	Max	Ann
Removal of parking pad currently in place.	Jim	Max
Gathering Area & Performance Area – Leveling and preparation of land and installation of pavers.	Jim	Ann

Discussion Item

Briefly discussed but not on the agenda was the current quote for gutter repairs on the library. The current quote from Clemens Seamless Gutters of Muncie, IN, is around \$10,000 which includes replacement of several parapet cap sections on addition. Purchasing policy indicates that we need to pursue 3 quotes (if possible) for anything

over \$5,000. Jeff Thomas was mentioned as a potential company; Jon Creek will forward contact information to Michele so that she can pursue another quote.

No other matters were discussed. At the conclusion of the meeting, the special session was adjourned.

Minutes approved this 19th of April, 2017.

the electric pole would need to be moved (perhaps the electric company would do it); setbacks include the necessity to add a Family Bathroom and need to upgrade furnace; atrium removal; additional 5-6 parking spaces.

Option 3: Option 2 plus additional space added to southeast side of building to provide additional 3,000 square feet; matches the face of stair addition; relocate power pole, gas meter and condenser; additional restrooms required; additional HVAC unit; more significant architecturally; involves closing old handicap entrance and making a new one.

The plans are #1 small - #2 medium - #3 large.

The next two pages reviewed included a vestibule in the lower level of Option 1. It would divide the additional space in Children's into two smaller spaces and would open a space for tutoring or shelving. It could be divided with a partition.

The second floor drawing divided the space into two rooms that could serve for business use and maker's space with 3 ft. doors. The rooms would measure around 12 x 13. A foldable wall would be a possibility to adjust the size of rooms for multi use. Kelli recommended partitions. There are some that do not allow sound to travel.

Kelli felt that the new addition should have its own unique character. The last page showed an exterior concept sketch. It works aesthetically. Transparency would connect the inside with the outside and the new park.

Board Members decided that they are not interested in Option #1 so Kelli will explore #2 and #3. She will use a cost estimate format. We will have to have a place for the things we're moving. Jon Creek is looking into options to buy the Beauty Shop. He also asked if they can float the features of the expansion out there that would appeal to the community. There are Library Specifics Funds for Innovative Technology which includes equipment and furniture. Michael said that Option 3 will increase operating costs and Michele added that may be balanced by the efficiency of a new construction. We are currently trying to cut down on costs by replacing

current lights with LED's. Option #3 would need to co-ordinate with the NATUREscape installation.

Kelli will estimate the cost per square foot. She asked how much money we could raise. Michele said that we're working on financing. If extra bathrooms are involved the cost will be on the high side. Michele said that offering graphic drawings of the plans for the public to view will help promote it. Kelli asked if we would get more "buy-in" by offering more individual spaces. Michele said that we definitely need more Young Adult space. The collection now sets in a tiny alcove with very limited space. If we had a computer lab, we could offer technology training. For the final package, should Kelli provide pricing for all three options? Michele said it would be helpful.

Option 1 would be around \$150.00 per square ft. equaling \$150,000. Kelli would have to talk to the utilities before pricing the other two options. Jon suggested that we approach the Blackford County Commissioners about contributing toward the project with EDIT money. The tie in for EDIT money would be that we would provide office space for mobile business people. Libraries have also offered STEM training with 3-D printers and computers for entrepreneurs. The Foundation is certainly interested, as well as, the Economic Development Commission. Option #1 is too low for OCRA. We hope for #2 or #3. When asked if there was a limit to the size of the addition, Kelli said not as long as we stay within code. Jim asked if a needs analysis would be necessary. Michele said that, so far, we're monitoring how many times we turn down requests for using the library because we haven't the space. In terms of what we use the new space for, it will depend on feedback from the community. Michele said that there is a need for quiet, smaller rooms.

Michele said we will postpone the patio behind new children's addition if we go with #3. Michael brought up that we must replace the elevator. Kelli said the back can be made in such a way to be compatible with the

NatureScape plans. Maker's Space can be a lot of different things and could change in the future. Option #3 may provide a better work area for Amy.

Applying to OCRA would happen next year (2018) so there's plenty of time if we go that route. We can even extend the time frame further if needed.

Should we strive for Option #3? Jim felt that if we're going to do it, do it right the first time.

In an informal show of hands, Pat was the only one that is not certain about Option #3.

Financial Reports: Washington Township has paid their assessment. We're still waiting for the Licking Township contract. [Director's Correction: This is incorrect – we're still waiting on Washington Township's contract] 3/22/17 M.R. Some of the Summer Reading funds have been used to acquire materials for the start of the Children's program. Miscellaneous Revenue is a little higher.

Circulation Report: February circulation was down, however, the door count was up. Public computer usage was up.

Programs Report: Our Book Club continues with a good turnout. No one attended the February Art Club but there were many there for it in March. Storytime attendance is still great. There is a new group using the Meeting Room comprised of families that home school.

Director's Report

Department Updates & Programs: 1,000 Books Before Kindergarten is up by one. Michele had to replenish the order for books given away at the time of initial sign-up. Silver Lining numbers are stable.

Building Updates: Jon Creek said that his group will help get the rocks off of the new children's roof. The holes in the gutters will be enlarged

where the water goes into the downspout. The coat rack area remains the same.

Technology Update: Windows 10 does not work well with our bandwidth. Moving the PC's to the WiFi connection should free up the computers. Michele purchased a new printer that will work with wireless. Our megabytes will go up to 25 from 10 in July. We have a yearly contract with ENA. Should we decide not to renew it, the decision would have to be made a year prior to the renewal. The HotSpots are going out and doing well.

Director's News/Requests: The annual report has been submitted to the Indiana State Library so we should be finished with reports for the year. With the closing of the local Work One office, the ABE/GED class will be in the library's community room on Monday, Thursday and Friday starting March 30th.

Friends Report: Michele had to move the date of the next book sale. It is scheduled for April 14-15.

Action Items

Approval for Employee Manual Revision: Judy moved to accept the changes to the Employee Manual. The Educational Assistance section change was the addition of the sentence "The State Board of Accounts of Indiana has stated that college tuition should be paid by the employee and may be reimbursed by the employer upon completion of the course with a grade of C or higher," and the changes "Less than 2 years" and "Less than 5 years" in the Paid Time Off Section. Ann made the second and all voted in favor. Michele will come back at the next meeting with the changes to the Smoking section of the manual.

Mileage Approval for Library Director: A motion was made by Judy and seconded by Pat to reimburse Michele for mileage in the amount of \$34.81

for attendance at the Indiana Historical Society Workshop on Grant Writing and the upcoming Evergreen Indiana Annual Conference on March 31st in the amount of \$52.90. All voted in favor.

Discussion items

Update on Naturescape: Phase I of the naturescape would include constructing the sidewalk, installing the fencing and building the areas in which the activities would be located. Judy stated that she would like mounds and boulders placed throughout the grounds. A 3 foot black coated chain link fence would border the alley with a nice fence bordering the other sides. Michele expects to break ground on this project this summer. In the revised drawing, a street light has been moved, a couple of hills have been added and the entry way has been changed. With the Board's prior approval, Michele sought the necessary funding for the plans and now Michele said it was time to decide that we are going to do it. Jon Creek explained the process for allotting the money from a fund with the foundation as the project develops. Jon, also, advised the Board to decide how they want to pitch it to the community for donations or construction assistance. Michele hasn't been able to reach Bernie Sones with the insurance questions.

Michele reported that Kelli Jordan agreed to apply her fee of \$3,500.00 for the preliminary drawings of the expansion to her commission for the construction cost for the final project if we choose her company.

Claims and Checks: Claims in the amount of \$27,389.06 were reviewed and approved with a motion from Jim and a second from Ann. All voted in favor.

The meeting was then adjourned.

The next meeting will be April 19, 2017 at 5 PM in the Becky Musser Meeting Room, Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Minutes of the April 19, 2017 Regular Meeting of the Hartford City Public Library Board of Trustees

Roll Call: The following members were present: Michael Tabor, Pat Clamme, Judy Sodders, Max Bennett, Jim Weiseman and Ann Ludwig. Also present were Library Director Michele Risinger, Recording Secretary Debbie Ehrhart and Jon Creek.

President Michael Tabor opened the meeting at 5 PM in the library's Becky Musser Community Room.

Minutes of the Last Meeting: The minutes from the March 15, 2017 meeting were reviewed. Jim made the motion to accept the minutes as presented with a second from Pat and all voted in favor.

Minutes of Special Meeting held on April 3, 2017: The minutes from the April 3, 2017 special meeting were reviewed. Jim made the motion to accept the minutes as presented with a second from Pat and all voted in favor.

Financial Reports

Michele reported that the library is doing well financially. We will receive our allotment from property tax receipts in two months and until then the Operating Fund should not dip too low. Most spending is from grant money. No transfers have been necessary thus far for this year. There is \$85,000 in the Operating Fund. If need be, we can temporarily borrow from LIRF.

March was a good month for miscellaneous revenue.

Cathy's position will be retained as full time. When asked if anything is planned for Cathy's retirement Michele responded, "No, she doesn't want anything but of course she always welcomes food with open arms."

Circulation Report

Michele reported that March was not a great month for circulation. Even children's dropped which rarely occurs so Spring Break, lasting two weeks, may have had an effect. Overdrive was down from last year but up from last month. Resume' Creator usage is way up. There was one PLAC card purchased which was the first in three years. We don't keep the money collected for PLAC cards. Michele then explained what a PLAC card is which is a card that can be used to acquire a card from any library in the state.

Program Report

Adult program attendance is holding steady as are the Young Adult programs. Story time continues do well in attendance. Work One has experienced steady attendance from the instructor and students. With so much use of the Meeting Room, we've offered tutoring in the staff lounge area.

Dean Young Property

The meeting was then temporarily adjourned to view the Dean Young property which is currently up for sale and was owned by Mr. Hutson. John Simmons, Mr. Hutson's nephew allowed the group to tour the building, provided information about the property and answered questions. There are 21 parking spaces available in the lot. There are four other people interested in it. The bank will have the appraisal ready on Monday, April 24th which will include everything on the property. Kevin Basey currently contributes to the upkeep (sealing) of the parking area. The building has been heated throughout the winter but the water has been turned off. Eric Thomas recently serviced the furnace. There are deadbolts on all three doors. John Simmons may be reached at 765-744-0924.

The board then returned to the library and the meeting was called back to order with a discussion of the property.

The biggest issue is that whatever the board decided to do with the building, it will not be possible to staff it. Possibilities for use would be Sinuard Castelo storing items belonging to the Historical Museum; Friends storing materials for book sales and a site for book sales; or renting it out. The main goal of acquiring the property would be storage space and additional parking. Purchasing the beauty shop would only add five additional parking spaces, compared to the lot's 21 spaces.

Jim asked Michele for her vision for using the building. She replied that it would mostly be used for storage after we've weeded the stacks; items for the semi-annual book sale and location of book sales; storage space for Friends of the Library and offer Sinuard Castelo storage space for old newspapers.

Michele said that an offer may be made through the bank. Jon Creek offered that the parking lot would be worth more than the value of the building.

Jon informed the board that Ted Leas is serving as the interim economic development director and if the library offered the lot as public parking, especially for special events downtown, the economic development corporation might consider giving us some money. The lot is platted as one parcel. Now there is the decision to make: building expansion vs. purchasing the building and lot across the street. Michele and Michael will meet with Ted Leas. Michele said that we can borrow \$30,000 of the hoped for \$40,000 from Citizens State Bank.

Director's Report

Building Updates: Michele said that the quote to repair the parapet caps was \$3,650.00. She needs to know if the board wants more quotes for the gutters or if they want to give their approval of the one and only quote which is from Clemons Seamless Guttering in Muncie.

Technology: The Hotspots are circulating well. Michele is thinking of purchasing one or two more if the demand remains for them. The price is around \$100.00 and the monthly service fee is \$10.00 for each one

We now have 2 passes to the Indiana State Museum in Indianapolis to offer our patrons. Michele may get passes to the Indianapolis Children's Museum, too.

Cathy will be "on call" after her retirement. Michele will post the job, internally, on May 1st. If no one is interested, she will post it publicly beginning May 15th.

Friends Report

\$111.00 was the total for the proceeds from the Book Sale staffed by the Friends of the Library. Some books sold were weeded from the library shelves and others were donations. The Friends portion was \$67.00. The next book sale will be in September.

Action Items

Approval for Employee Manual Revisions: Smoking Ann made the motion to accept the change to the employee manual concerning smoking to include e-cigarettes. Max made a second and all voted in favor.

Signing of the PLAC Quarterly Report: Michael signed the PLAC Quarterly Report. There was one card sold.

Voting on Evergreen Indiana Bylaws Amendment Ballot: Judy moved that the board vote to approve the amendment to the Evergreen Indiana Bylaws on the provided ballot. Pat seconded and all voted in favor. Michael then signed the ballot.

Approval for registration and mileage to attend Indiana Library Federation District 2 Conference in Peru, IN (\$60 registration + \$42.02 mileage roundtrip)

Jim made a motion with a second from Judy to approve the cost for Michele to attend the Indiana Library Federation District 2 Conference in Peru. She particularly wants to attend the session on Carnegie Library Renovations. All voted in favor.

Approval of new Meeting Room Policy: Michele informed the board that no-shows were occurring with meeting room reservations. Michele said she got the wording for the policy from other libraries.

Ann addressed the first sentence of the last paragraph on the policy which states: "The library reserves the right to change, cancel, or revoke reservations." She said that the Friends of the Library book sale reservation was changed to accommodate another group's usage of the room. Michele said that she, solely, made the decision to allow Work One to use the room to start their classes and, therefore, had to change the book sale to a later date based on the call of duty to serve the community rather than serve the library and apologized for any offense taken

by the Friends of the Library. Ann said that re-scheduling the book sale sent a bad message to the Friends in that they felt they were not as important as the ones using the room in place of them.

Jim said that the sentence needs to be in there in the case it needs to be used. He also asked if the two no shows have to be consecutive. Michele replied that it doesn't and Max suggested using "will give you two more openings." If they reserve it and we collect the deposit, would we try to track them down to refund it if they don't show up or would we just keep it?

It was agreed upon to table this item until next month.

Discussion Items

An item was added to the agenda per Michael. He asked that the gutter work get started since we have a firm that will do it and a quote from them. It came up that if the cost is over a certain amount two quotes are required. Michele said she's at a loss as to who, in addition, she could contact for the job. Jim suggested she contact S. A. Boyce from Muncie for a quote. Michael asked if the board wanted to waive the quote requirement this time. Judy made the motion to hire Clemons Seamless Guttering if a second quote can't be obtained within two weeks to which Jim offered a second and all voted in favor.

Update on Naturescape: There has been a slight step back in that a 3-D drawing for exact placement of electrical, plumbing and pathway locations is needed. An intern of Pam Harwood's could do it at an hourly pay which would probably result in a \$180.00 - \$240.00 fee. We could use grant money for this. The board gave Michele their consent to proceed with this requirement.

Michele said that signs have been erected with the message to please be a good neighbor and clean up after your dog when it was discovered that has not been the case. Michele contacted Dustin George about an animal nuisance ordinance but she hasn't heard back from him.

Update on Building Expansion: Michele informed the board that she thinks the Maker's Space should be on the Upper Floor, but to remember additional restrooms will be necessary on that level. Maker's Spaces could be used as fabrication spaces – technology spaces – geared toward children, teens and young adults. Of the layouts presented, Example #2 is where Michele's head is at. Would there be a work room for The Children's Department? As it is, Amy has all work material spread out throughout the department. Would there be a new desk to double the staff space? Perhaps something similar to the Meeting room in the Children's Department for story time. Michele feels it's all right to have one debt but not be in debt, debt, debt. It was suggested that Michele contact Tom Trauring, an attorney in Kokomo who grew up in Hartford City. Michele met Tom at a gathering in Russiaville.

Michele is mainly in the know about Hartford City via the Hartford City Happenings Facebook page.

The board will discuss gifts for Cathy at her retirement at the next meeting.

Claims and Checks: Judy moved to approve to pay claims in the amount of \$34,421.23 with a second from Ann. All voted in favor.

There will be an Executive Session for all board members on May 17, 2017 at 4:30 PM to evaluate the director in the Becky Musser Room at the Hartford City Public Library.

The next regular meeting will be on May 17, 2017 at 5:00 PM in the Becky Musser Room at the Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart

EXECUTIVE SESSION

Board of Trustees of the Hartford City Public Library

Wednesday, May 17, 2017 @ 4:30 PM

Becky Musser Meeting Room

Hartford City Public Library

314 N High St, Hartford City IN

Roll Call: Mike Tabor, Max Bennett, Ann Ludwig, Pat Clamme, ^{OK (ME)} Jim Weiseman, Judy Soddors, Michele Risinger

The Board met to discuss a job performance evaluation of an individual employee as authorized under I.C. 5-14-1.5-6.1(b)(9).

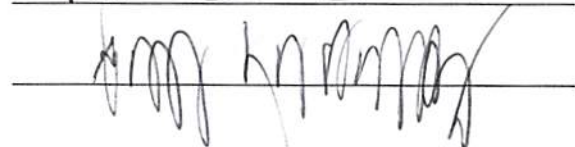
No other matters were discussed. At the conclusion of the meeting, the executive session was adjourned.

Minutes approved this ^{21st} 17th day of ^{June} May, 2017.









Minutes of the May 17, 2017 Regular Meeting of the Hartford City Public
Library Board of Trustees

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

The board met in Executive Session for Library Director Michele Risinger's annual evaluation as directed in Section 7.3 prior to the regular meeting.

President Michael Tabor opened the meeting.

Minutes of the Last Meeting: The minutes from the April 19, 2017 meeting were reviewed. Jim made the motion to accept the minutes as presented with a second from Pat. All voted in favor.

Financial Reports: Michele informed the board that finances are holding steady. There is \$173.10 left in the BCCF Grant from WOW for story time that will be given back to the WOW organization. The Appropriations Report shows that there are still balances for all line items so we're doing well in that area. There's been no need for transfers yet. Michele has been pulling in Sabrina and Roxanne for extra hours to cover for employees taking time off. All townships are now paid up. The history book written by Michael is selling well. The library received a percentage of the book sale that the Friends staffed and the Friends kept the remaining percentage of sales. Michele explained the BCCF cuts us a check each time there is an expense incurred toward the Naturescape project to account for the payment to Tucker's Tree Service. There was a low amount of miscellaneous revenue taken in during April.

Circulation: April was not a great month for circulation. Numbers for Adult Fiction, Children's Fiction and children's films were down. Overdrive was down just a bit. As a result of more libraries joining the Evergreen

consortium, our Resource Sharing was down for April. The Door Count remains steady at an average of 2,500 per month.

Programs Report: Michele will try out a new program for adults consisting of relaxation by coloring with background music and refreshments. All programs are currently well attended.

Director's Report

Department Updates and Programs:The Children's Department will offer a few educational video games to check out after Amy Smith returns from vacation. There are also a few music CD's available to children. Michele purchased the used games on eBay. Judy recommended the video games 3rd Grade Adventures and 4th Grade Adventures.

Building Updates: No one responded to Michele's requests for additional quotes to repair parapet caps and gutter repair so the job has been offered to Clemens. The atrium has been leaking. The front steps have been completely sealed.

Technology: The computers have been running smoothly after the update was applied on our bandwidth from ENA.

Director's News/Requests: Bailey Ellison will fill Cathy Evens position. Between the Hartford City and Montpelier libraries, she has five years experience so it will be a smooth transition. She will start May 22nd so she'll have a couple of days to train with Cathy. Michael asked about her base pay and Michele said it would be \$10.64 per hour. The Summer Reading Program starts in June.

Friends Update: Michele met with the Friends of the Library to bring our current partnership into a more productive one. There will be a lock between their room and staff lounge so they may enter their room at all times. The library will call the Friends whenever there is a large drop off donation. The next book sale will be in September.

Action Items

Approval of new Meeting Room Policy: Pat moved that the new Meeting Room Policy be approved with a second from Max and all voted in favor. The second sentence on the second page now reads: "If the library does have to change, cancel, or revoke a reservation, the Library Director will attempt to reserve an alternative date for the altered reservation.

Approval of Training for Director – Legal Reasons For Having Policies (Muncie, IN on 7-12-17 \$15 registration + mileage: Judy made the motion to approve the payment for the registration fee and mileage reimbursement for Michele to attend training on Legal Reasons for Having Policies in Muncie on July 12, 2017 in Muncie. Jim made a second and all voted in favor.

Discussion Items

Naturescape: There was a field trip on Monday to Head Start to see how it's aged and to check out the material used for pathways. Crushed limestone seemed to work well. Flagstone held up but the tops were uneven. They visited Lowe's, Mennards and Smoots. Exact measurements and desired materials are necessary to acquire bids. The board is leaning toward a no cement walkway. The meeting with Pam Harwood went very well. She is not charging for her services, however, an intern is doing a CAD drawing for \$240.00. Some things may move on Pam's recommendation. There will be tweaks. No approval is necessary for moving areas. The main pathway remains the same. The idea to create a rain garden for water retention with daylilies was brought up. If the board wants to approve, we can have a small pond for children to dip their hands in or maybe even poke a fish. It will have a grate over it. Dustin George has helped get a donation from the city for water lines. Judy brought up that a pond takes a lot of upkeep. Amy has two ponds on her farm so she has a lot of experience. Pat was concerned with the possibility of mold from the retention pond. Michele said it would contain rocks and plants and would act as a filter. Jim asked about anticipating any funding shortfalls and Michele said it's too soon to tell. He suggested the Rotary Club as a possible contributor. They

might offer several thousand dollars toward the project. Michele said that a recent grant she applied for was for hiring Pat McAtee to design and produce the grate to lay over the pond and a custom gate. She will let the board know if it is awarded to the library. Ann asked about having a fountain in the middle that children could splash around in. Michele held up a map of the area and said the biggest investment would be the orange area in the drawing which is the perimeter and is in development now. Michele asked the board if they are all right with the retention pond. Our insurance provider said the pond would be okay if we have a grate over it. As it is now, there would be four spigots – one in each corner and we could possible add a fifth to be placed in the middle. The pond would be 12 feet long if added according to drawing. The consensus of the board was to move forward and do the orange area of the layout.

Update on Building Expansion

Michele wants to meet the new Economic Development Director. The needs of the library are probably not a priority with economic development right now. Ted Leas, the acting director, figures the need just isn't there to apply money to the purchase of the Dean Young property so Michele has abandoned that idea. The building expansion is on hold. Kelli Jordon is waiting to hear from Michele on the plans. OCRA would be the primary grant available, but Michele will research other options.

Claims & Checks: Claims in the amount of \$23,569.61 were reviewed and approved pending verification of four unlisted claims with a motion from Judy and a second from Ann. All voted in favor.

The meeting was then adjourned.

[Post meeting note: total claims were: \$32,025.95 after four unlisted claims were added in. MR]

The next meeting will be June 21st at 5 PM in the Becky Musser Meeting Room, Hartford City Public Library.

Pat Clamme

Amphibian

Judy Siders

Michael O. Thor

Minutes of the June 21, 2017 Regular Meeting of the Hartford City Public Library
Board of Trustees

Roll Call: Members present were the following: Michael Tabor, Pat Clamme, Judy Sodders, Ann Ludwig and Max Bennett. Also present were: Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

President Michael Tabor opened the meeting.

Minutes of the Last Meeting: The minutes from the May 17, 2017 meeting were reviewed. Ann made the motion to accept the minutes as presented with a second from Pat. All voted in favor.

Financial Reports

Bank Reconciliation: The funds in the Operating Fund are starting to dwindle but there's enough to cover expenses until the June property tax payment is received which will be June 30th. Several grants have zeroed out. The Pass-Through Grant is not listed on the report since after a purchase there is reimbursement from the Foundation. For instance, Michele purchased signs with funds from the maintenance account and the amount was then reimbursed. It was stated that board approval was not needed prior to Michele's purchases for the NatureScape.

Appropriations: There has been no need to transfer funds. Balances are looking good.

Revenue: We received the first quarter payment from Washington Township, although, we haven't received this year's contract from that township.

Circulation Report: Adult fiction and video circulation are down. Children's fiction circulation is back up. Check out of Hotspots is going great as is state park passes and usage of the Resume Program. Circulation as a whole is down compared to past years. We're working on increasing circulation.

Programs Report: The Young Adult Book Club is going great. Story Time attendance continues to do well. The Work One program attendance is consistent and is changing from three days to two days when it resumes. Michele is happy with our partnership with Work One.

Director's Report: The Summer Reading Program is going well, especially, the children's summer program with all of the activities involved with it. A high school student is working at the library this summer through Work One.

Building Updates: We are on Clemons' schedule for gutter work and atrium repair. Michele talked to Kim Waddell and the plants in front will be moved in the fall and she will then get quotes for replacing the drainage tile. Four things were cited as a result of the recent elevator inspection. Tom was able to fix one area and Oracle will fix the remaining three areas. The two PC's at the main circulation desk will be replaced due to age which also follows our technology plan. Michele presented the certificate stating that the library is completely in compliance with Public Library Standards.

Action Items

Non-Resident Fee for Next 12 Months: A motion to leave the annual fee for non-resident library cards at \$60.00 for the next 12 months was made by Judy and a second was made by Pat. All voted in favor.

Duct Cleaning Quotes: Michele attempted to get three quotes for duct cleaning. Dean Wilson does not do that work; Quality Heating did not respond. PK Heating and Cleaning did provide a quote of \$1,800 - \$2,500. Judy moved that Michele hire PK Heating & Cleaning with a second from Pat. All voted in favor.

Discussion Items

Update on NatureScape Park: The next step is to ask three companies what their thinking is about the project. Michele went over some recommendations brought up during her meeting with a representative of the Department of Natural Resources. Michele and the committee will meet with someone from Flatlands Resources in Muncie at 9:00 tomorrow morning at the library. The ultimate result of the consultations will be to get professionals on board with the project and to pitch their ideas to the board. Special sessions will be called as needed rather than wait for the regular monthly meeting.

Claims in the amount of \$37,480.62 were reviewed. A motion was made by Judy to approve the claims with a second from Ann. All voted in favor.

The meeting was then adjourned.

The next regular board meeting will be July 19, 2017 at 5 PM in the Becky Musser Meeting room.

Minutes of the July 19, 2017 Regular Meeting of the Hartford City Public Library
Board of Trustees

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

President Michael Tabor opened the meeting.

Minutes of the Last Meeting: The minutes from the June 21, 2017 meeting were reviewed. Ann made the motion to accept the minutes as presented with a second from Judy. All voted in favor.

Financial Reports: Michele reported that funds are in fine shape. There will be one more disbursement of property tax money in late December. According to Michael, the Operating Fund balance has \$9,000.00 more in it from last year at this time. The figure at the bottom of the report is what remains in the NaturEscape grant.

On Form 4B in the financial packet given to board members, the 3rd number down is what we want to have in the Operating Fund at the end of the year. The 3rd page is the cash flow by year. Last year the figure was \$151,000. The goal this year is \$169,000. Michele has added Evergreen membership dues and the WowLibrary fee along with a few others to be taken from the Professional Services fund, which is why the line item budget has increased so much for it. Michele also tried to pad the health insurance line item.

Less than half of the Operating Fund has been spent and there have been no transfers of money from one account to another. There is still plenty left in the Book Fund. Michele has been ordering graphic novels for our collection which are circulating well. Licking Township is the only one that has paid for the 2nd Quarter. We still have not received a signed contract from Jackson Township. Michele will get a list of the members of the advisory board and try to contact them.

Circulation: Numbers are down from last year for Adult Fiction and Adult DVD's. Michele said that marketing may improve participation. Fewer patrons are coming into the library which results in lower circulation. Children's circulation remains high.

Attendance was good during the Children's Summer Reading Program. There were a few additional children enrolled in the 1,000 Books Before Kindergarten. Michele is going to re-assess the adult programs in September to see which ones to keep and which ones to discontinue. Children's Summer Reading sign-ups were up, however, Adult Summer Reading participation was down. Ann asked if different prizes would attract more adult participation. She suggested a format where patrons would be rewarded for reading a certain number of books. Eight patrons signed up for the Teen Summer Reading Program.

Director's Report: An inside panel of glass on an atrium window at the top has crystallized which is directly above the play area in the Children's Department. That area is closed off with yellow caution tape. Sabrina Glidden, the Children's Department Assistant, said that her husband could pop it out and patch it at this time since Short's only solution was to remove the entire atrium. Michele has attempted to contact Cleamon's about the gutters. New PC's are in for the Main Circulation Desk and Michele will install them herself.

Friends Report: The Friends might hold a book sale outside during the Arts Fest.

Action Items

Sign PLAC Quarterly Report

The PLAC Quarterly Report was signed by board member Michael Tabor.

Approve Meeting Room Policy Revision

Jim Forcum, attorney for the library, recommended adding a line to the Meeting Room Policy. Issues came up with equipment and accommodations during the use of the meeting room by out of state attorneys during a deposition. Max said that there is a room designated for such meetings at the County Courthouse. We can direct interested parties in such cases to call the Auditor's Office to reserve that room in the future. A motion was made by Jim and seconded by Ann to accept this revision with all voting in favor.

Discussion Items

Update on NaturEscape

Flatland Resources has been hired to do a topographic survey. We can get the primary path installed with the help of Flatlands and Pam Harwood. Michele hopes to hear from Flatlands next week. Pam is helping to decide where we want the path and electricity. Michele wants to put up temporary blockades to bring to patrons attention that entering and parking in back will eventually be prohibited. Ann suggested waiting until construction begins so people will not question the barriers. Board members agreed to wait until that time and Michele agreed.

Claims and Checks: Claims in the amount of \$23,383.01 were reviewed and approved with a motion by Judy and a second from Max. All voted in favor.

The meeting was then adjourned.

The Budget Public Hearing will be August 16, 2017 at 5 PM in the Becky Musser Meeting Room at Hartford City Public Library.

The next regular meeting will be August 16, 2017 at 5:15 PM in the Becky Musser Meeting Room at Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Judyth Sadders

M. Stone

James Weisen

Anna Dunning

Max Bennett

Pat (Annice)

Minutes of the August 16, 2017 Regular Meeting of the Hartford City Public Library Board of Trustees

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

Minutes of the Last Meeting: The minutes from the July 19, 2017 meeting were reviewed. Jim made the motion to accept the minutes as presented with a second from Max. All voted in favor.

Financial Reports: Michele asked members to note that the Bank Reconciliation layout has changed. The upper figure on the report of the BCCF Grant account represents the amount spent while the lower figure represents the amount remaining from the grant. The balance of the Operating Fund is just now hitting the halfway point of appropriations for the year. There was an error on the Appropriations Report on the line stating an LIRF Transfer of \$10,000.00 which should have been omitted. Revenue was low for the month. Washington Township hasn't paid for the Second Quarter. \$9.00 was our portion of library materials sold during the Summer Arts Fest Book Sale.

Circulation: Michele reported that circulation is going well with no huge drops in any category. The resume program continues to go over well. Wifi is down a bit. The door count is up a bit.

Programs Report: There are fewer children's activities since the Summer Reading Program is over.

Director's Report: Department Updates: Amy is exploring activities for the winter for the Children's Department. There will be a pumpkin carving contest in the fall and Amy plans to have a Winter Reading Program during January February and March of next year. She works very hard throughout the summer and is contemplating spreading the activities out in the future. Building Updates: It was the interior pane of the atrium window that was broken. The exterior one is fine. The broken pane has been popped out and the area beneath it is now open in the Children's Department. Clemons will try to get the gutter work done during August. The brick work by Mr. Mays has been put off until next year. Technology: Two new PC's have been installed at the Circulation Desk on the Main Floor. Director's News: After Michele and Jen realized that the library has been paying sales tax to AT&T we were credited \$600.00.

Friends: The Friends of the Library held a book sale from 9:00 to 1:00 during the Summer Fest and made \$89.00.

Action Items:

Evergreen Indiana Pilot Program – Juvenile Fine-Free Program

Evergreen is proposing a voluntary policy to let libraries choose not to levy fines on juvenile cards. There is currently a \$.25 per item per day overdue fee. Jim asked if we have any procedures to collect overdue fines. Overdue letters are sent out once a week. Michele is compiling a list of patrons with fines over \$100.00. Michele felt the policy wouldn't harm us in the long run and that way children may continue to check out books if their parents cannot pay the fines. We can join anytime but we would have to participate for the remainder of the year. We can decide each year whether or not to stay in it. An alternative would be to make certain month's fine free for children, however, adults may complain that it doesn't apply to them. The fine forgiveness would apply only to materials belonging to our library. We cannot forgive fines that are on other libraries materials. The policy pertains only to fines and not replacement cost of lost items. Ann asked if it would be confusing to switch to it now and perhaps switch it back at the beginning of next year. Ann expressed that she doesn't see the advantages of the policy. The other board members said the library might as well try it out for the remainder of this year. Judy moved that the library join the Evergreen Indiana Pilot Program – Juvenile Fine Free Program for the rest of the year. Pat made a second and members voted in favor with the exception of Ann voting, "Nay."

Atrium/Building Expansion: Michele talked to I & M about taking out the two middle poles in back. The removal would work for the smallest addition plan but not the medium or large additions. Michele asked the board if they are willing to commit to the smallest addition which includes 2 small rooms – 2 small nooks – 1 vestibule and of course it takes into account the NatureScape. The total for taking out the poles, burying the lines and re-connecting to the pole for the Beauty Shop would be \$5,597.00. Max asked for the added cost to make the electrical design with the largest expansion in mind for the future? No action was taken. Michele will obtain a second quote. If it doubles the price, the Foundation may not consider it.

Discussion Items

Washington Township in Blackford County: We have not received the 2nd quarter payment from the Washington township trustee nor have we received a signed contract for 2017. Michele, following Jim Forcum's advice, has sent several letters to the township trustee Amy Payne with no response. Michael said that we will have to terminate the service for Washington

Township residents if there continues to be no reply and charge residents the \$60.00 fee that applies to non-residents.

Niles, Union and Washington Townships in Delaware County: Michele said that since there are no libraries located in these townships of Delaware County, we can sign contracts with them if the townships are willing to pick up the fee for cardholders which would be \$60.00 per year per family. Michele can write a letter to each trustee at the end of the year explaining the procedure. It was questioned whether other counties would want to pay for residents to have a card with us and Michele said this would be a way to find out. Eaton has a library so patrons would continue to be responsible for their yearly fee. The advantage for us would be an increase in patrons and revenue. Realistically, townships are suppose to tax residents for the use of the library. Ann said that reaching out to anyone we can serve would be good. Judy told Michele to write the letters and Michael agreed telling Michele to run with it.

Update on NatureScape Park

The meeting with Flatlands Resources, originally scheduled for this morning, was rescheduled until next week. The survey is complete. Max asked if the main path would be in place before winter and Michele said that is the best we can hope for.

Claims & Checks: Claims in the amount of \$18,048.46 were reviewed and approved. Judy moved that all claims be approved with a second from Jim. All voted in favor.

The meeting was then adjourned.

The new budget Public Hearing will be on September 20, 2017 at 5 PM in the Becky Musser Meeting Room at the Hartford City Public Library.

The next regular board meeting will be September 20, 2017 at 5:15 PM in the Becky Musser Meeting Room at the Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Minutes of the September 20, 2017 meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were: Michael Tabor, Max Bennett, Jim Weiseman, Judy Sodders and Ann Ludwig. Also attending were Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

President Michael Tabor called the meeting to order.

Public Hearing 2018 Budget

Michael opened the public hearing for the 2018 Hartford City Public Library budget for public comment at 5 PM. After the proper passage of time and no public comment, Michael closed the public hearing.

At 5:15 PM Michael called the regular meeting to order.

Minutes of the last meeting: After review, Jim made a motion to accept the minutes from the August 16, 2017 meeting. Max seconded the motion and all voted in favor.

Financial Report: Michele said that the accounts look good on the reconciliation sheet. There's plenty of funds for the rest of the year. We seldom spend more than \$35,000.00 during a month. She will look into the balance that's left in the 2017 Summer Reading Program Grant which should be the amount of the returned check. The \$10,000 listed in LIRF Transfer can be moved to the Rainy Day Fund at the end of the year. Michele mentioned that payment to Clemons for the roof and gutter work was appropriated from LIRF. Amy Payne, the Washington Township Trustee, e-mailed a copy of the signed contract for 2017 to Michele, although, we have yet to receive payment for the second quarter of 2017. The total for Miscellaneous Revenue for August was the highest, so far, of this year.

Circulation: Michele said that August circulation was interesting in that the start of school may have affected children's circulation. Amy has come up with an idea to place a golden ticket in selected books and give out a prize when discovered while reading the book. Young Adult check-outs have gone up. Circulation in other areas is going well. Ancestry usage is high with one patron accounting for the majority of searches. Resource sharing increased a bit. Public Computer usage is good and Wifi numbers are normal. The door count of 1900 was an estimate.

Programs Report: The number of Coloring program participants is picking up and attendance of programs is going well in general. Teen Art attendance is increasing and the Book Club numbers are steady. Story time continues to be well attended. There are a few more students taking the GED classes. Several youngsters have completed the 1,000 Books Before Kindergarten with more sign-ups trickling in.

Director's Report

We have been weeding the AV Department. All VHS tapes have been removed due to lack of circulation. We will flip the adult's and children's areas to make more space for adult DVD's. Michele is cancelling the coupon exchange program.

There has been no water in the atrium buckets. Clemons has begun the repairs and Michele is working with the city on drainage from the gutters.

Action Items:

Healthcare Renewal for 2018: Michele said there is not a big jump in cost and the same coverage in 2017 will carry over in 2018. The staff is happy with the current plan and it won't be necessary to switch plans. Of the \$1,967.84 monthly medical premium, the library pays 75%. Judy moved that the board approve the renewal of the healthcare plan for employees for 2018. Max made a second and all voted in favor.

Travel & Registration Fee Approval for IPLA conference & ILF Legislative Fall Forum: Max made the motion to approve to cover the cost of registration (\$140.00), hotel (\$105.00) and mileage (\$47.58) for Michele to attend the IPLA Conference & ILF Legislative Fall Forum. There was a second from Judy with all voting in favor.

Internet Policy Review and Approval: After the annual review and no revisions made to it, the board approved the Internet Policy.

Resolution to Join Indiana State Library consortium for Internet Access for 2018-2019: ENA, our current internet provider, has been down once since joining it. The cost is \$338.00 per month unless we increase our broadband width. Ann made the motion for the board to approve to renew the membership for 2018-2019 with a second from Jim and all voted in favor.

Appointment of General Project Manager for NatureScape Park: Michele reported that the NatureScape Committee met and appointed Dave Bowman as Project Manager. Dave said that he is willing to serve without pay. He will take care of details such as gather bids, etc. Bids will have to be obtained for moving the dirt. Flatlands is booked up for the rest of the year and the money has to be spent before they can do it. The library board will receive updates at every meeting. Max asked if Michele has heard any more about moving power lines. She replied that AEP will take the poles to the ground and install a box in the ground. Subject to approval by the Community Foundation Board, the library board approved the appointment of Dave Bowman as the General Project Manager with a motion made by Jim and a second from Judy with all voting in favor.

Approval of Christmas & New Year Holidays: Michele said that the employee policy states if a holiday falls on a Sunday employees get Monday off from work. Christmas Eve and New Year's Eve fall on a Sunday this year which would present a floating holiday and juggling of hours trying to schedule the time off for library employees. Michele asked whether the board would prefer to give employees the previous Friday or the following Tuesday off. We couldn't make it up on Saturday because it would account for only five hours for fulltime employees. Judy said that Tuesday would be better since it would give employees more consecutive days off rather than breaking up the days off. Max made the motion to approve giving employees the Tuesday after New Years Day and Christmas off from work. Ann seconded the motion and all voted in favor.

First Presbyterian Church Request: The pastor of the First Presbyterian church asked if the church could place a box in the left most spot of the library's handicapped parking area for a drop off of toys donated to the Peyton Manning Children's Hospital. It would be a metal box delivered by a truck. There would be a list of toys that they seek plus there will be a Harley ride for it. The only spot available for it on church grounds is behind the church. Michele said that the handicapped parking area fits three vehicles comfortably. Ann felt it was good anytime the library can help the community. Jim said it would be a sign of being a good neighbor to the church. Judy said as long as it doesn't take up more than one parking space. Michele will e-mail the pastor for more information. Judy made the motion to approve the First Presbyterian Church Request if it doesn't take up more than one parking space. Ann made the second. All voted in favor.

Discussion Items

Evergreen Indiana Pilot Program – Juvenile Fine-Free Program on Hold: Michele talked to Anna Goben from Evergreen. The period would be one year from adoption of the program. Michele and the staff prefer to wait to see if the program could be tied to the children's collection, not patron's cards. The board decided to put the matter on hold until Evergreen is out of the present pilot program.

Washington Township in Blackford County: Michele said that she received the signed contract but we have yet to receive payment for the second quarter of 2017.

Update on NatureScape Park: Michele will reach out to others that might be interested in two training sessions at a cost of \$4,000.00. She needs to find a location that will hold 50 people. The City Building, Lake Placid Conference Center, the Montpelier Library and the Montpelier Civic Center were brought up as possibilities. Michele said that we will use local contractors who will, in turn, use Flatlands plans. We still need the site grading plan from Flatlands.

LED Lighting: Michael added another topic for discussion. He asked if the LED lighting estimate was fair or inflated. Michele said there is a guaranteed savings. She has spoken to three different companies. Michele is still exploring and investigating. It is a budget neutral process. Within 10 years it will pay for itself. Some of the companies she is working with have their own grant team.

Claims & Checks: Claims in the amount of \$38,268.93 were reviewed and approved. A motion was made by Judy to approve the claims pending clarification and verification by Jen for Item 289E and Item 290E. Ann made a second and all voted in favor.

The meeting was then adjourned.

The next meeting will be the 2018 Budget Adoption Meeting on October 18, 2017 @ 5 PM in the Becky Musser Meeting Room, Hartford City Public Library.

The next regular board meeting will be on October 18, 2017 @ 5:15 PM in the Becky Musser Meeting Room, Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart
Record Secretary

Minutes of the October 18, 2017 regular meeting of the Hartford City Public Library Board of Trustees:

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

President Michael Tabor called the adoption meeting for the 2018 budget to order.

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

President Michael Tabor called the regular meeting to order.

Minutes of the Last Regular Meeting: After the minutes from September 20, 2017 were reviewed, Jim made the motion to accept the minutes as presented with a second from Ann and all voted in favor.

Financial Report: Michele said the Operating Fund is in good shape. We've received Jackson Township's 3rd quarterly payment. We're still waiting on Licking Township's payment. Washington has yet to pay for 2nd or 3rd. Miscellaneous Revenue is down from last month. We might have to do transfer of funds for line items before year's end.

Circulation Report: Circulation is down, especially in the adult video category. Hotspot circulation continues to hold steady. Overdrive download numbers are low. The door count was down for the month which may explain the decrease in adult video circulation since fewer people came to the library last month.

Programs Report: There was good attendance of programs during September. The Work One classes are going well. There wasn't an exact count for tutoring during September.

Director's Report:

Department Updates: The adult and children's DVD areas have been switched to provide a better fit for both. Amy has golden tickets inserted in books in the Children's Department that when found, may be turned in for a prize. She also will have a pumpkin decorating contest and will give out trick or treat bags in her department. Michele and Bailey had a display promoting the library at Triad on October 18th. Michele has begun a new adult craft program with 3 attending the first meeting. The project was pumpkins made from books

Building Updates: Michele asked Earl Clark to work on covering the coatrack area with a bi-fold door. There has been no water in the buckets so Michele asked Earl Clark to repair the drywall along the roofline and upon completion, the audiobooks will be moved to the shelves in the back. Michele added that she is looking at a new supplier for audiobooks. Clemens has completed the repairs to the roof. Kim Waddell has started moving the flowers to the new flower bed in front. Once she's finished, Michele will work on removing the shrubs.

Technology Updates: Michele removed one of the two catalog computers and plans to place the remaining one at a standing desk somewhere else on the main floor to make more room for tutors and laptop users. She's moving chairs around in an attempt to open up the library.

Friends Update: The friends storage room is getting full so Michele will contact Lisa Weeks to reserve a date for a book sale.

Action Items

Compensation Committee: Pat and Jim will join Michael on the compensation committee.

Sign PLAC Quarterly report: Michael signed the PLAC quarterly report.

Lighting Updates: Michele hasn't been able to e-mail a response to one of the companies due to technical errors on the company's end. Smart Watt is bidding on a job for the county and will cut us a deal if they do ours in addition to the county. Smart Watt wants to help with everything. Energy Harness will help only with lights. The project is on pause at the moment.

Replacing exterior door(s): Michele informed board members that the front doors ice up in the winter. New doors are quite expensive. You can see through the fire door. Both downstairs doors are rusting. If we don't replace the fire door this year then we must next year. The front doors are not standard size. They are really skinny. Michele is trying to find someone to replace the threshold sweep between the front doors. It will be done eventually but not necessarily right now. Of the two projects, Michael recommended replacing the fire door first. Funds will come from Repair & Maintenance or Land Buildings and Improvements. The board agreed that the Fire Door is a priority. Michele said that the hardware is still good on the door. Jim made the motion to replace the fire door with a second from Ann and all voted in favor. The cost will be \$2,360.00

Discussion Items:

Required change to township contracts for 2018: At the ILF Fall forum that Michele attended there was a discussion about making contracts easier and expanding areas that are not served by the library. According to law, the library cannot offer township contracts per household as we currently do. There must be a transaction of individual cards at \$60.00 per card if they want a green full access Evergreen Indiana card. Michele said that the Licking Township assessor has already said the township doesn't want to pay per person. Michele presented different scenarios to address this: We can offer blue library cards which allows the holder to check out only our resources, not Evergreen Indiana. We have used these in the past for teachers, students and temporary residents. If a student attends a school in Blackford County they could apply for a blue card which would allow them to access our material and which would exclude home schooled children in the townships. It may be the best compromise for now. We can inform the patrons that only one green card will be issued for use by the entire family along with our increasing the number of items one may check

out, however, only the holder may use the card. They must accompany anyone else in the family wanting to check out items. We can talk to the trustees and ask if they want to extend the library districts. If there is a referendum, 20% will have to want to join. Michael said that in the event the townships have already set their budgets, they will probably say no to an increase. Michele said that the wording of the contracts must be set by December. Board members were asked to think about it over the next month. We want to keep things legal and at the same time serve all the people.

Update on Naturescape Park: Michele and Dave Bowman will meet next Thursday, October 26th, with an employee from Flatlands Resources. Michele wants to get started on acquiring bids. She's hoping for a mild winter so we can move dirt.

Claims and Checks: Claims in the amount of \$37, 978.87 were reviewed. Ann made the motion to approve all claims with a second from Jim and all voted in favor.

The next regular board meeting will be November 15, 2017 at 5:00 PM in the Becky Musser Meeting Room, Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

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Minutes of the November 15, 2017 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Michael Tabor, Pat Clamme, Judy Soddors, Ann Ludwig and Max Bennett. Also present were Library Director Michele Risinger, Recording Secretary Debbie Ehrhart, Community Foundation Executive Director Dave Bowman and Community Foundation Board Member Jon Creek.

President Michael Tabor called the meeting to order.

Updates on Naturescape Park

Blackford County Community Foundation Executive Director and Naturescape Manager Dave Bowman gave each board member a handout and discussed updates with them on the Naturescape Park.

Minutes of the Last Regular Meeting: After the minutes from the October 18, 2017 meeting were reviewed, Ann made the motion to accept them with a second from Pat and all voted in favor.

Financial Report: Michele reported that finances are holding well. There is still money in the State Technology Grant Fund. The money left in the Ball Brothers Grant must be spent by 2019. We have received Jackson's and Licking's 3rd quarter payments. We still await Washington's payment of the past two quarters. If these payments are not received by the middle of January, we will threaten to take them to small claims court and we will not renew the contract with them. The amount owed is over \$1,000. The Operating Fund contains a negative balance in Operating Supplies, hence the transfer resolution on today's agenda.

Circulation Report: Adult Fiction circulation for October was good, in addition to, Young Adult Fiction. Children's Fiction was down a bit. Resource Sharing went up significantly. Overall, circulation is going well.

Programs Report: October was a good month for programs, especially, in the Children's Department. Pumpkin contest participation was successful.

Attendance at The Teen Book Club and Teen Art Club is steady. The adult program sponsored by the Friends of the Library about fostering parenting drew a lot of interest. Michele commended the Friends of the Library for this program. One new child signed up for 1000 Books Before Kindergarten and one new family signed up for the Silver Lining Program during October.

Director's Report: The Science Central activity in the Children's Department was well attended. Michele is still experimenting with Adult Programming. An Adult Craft Lab has begun with a pumpkin carved from a book at the first meeting. A cornhusk doll was the project of the second meeting. Michele still hasn't found any water in the atrium. Judy said that she felt the concrete container in the new flower garden was a detriment to the grounds of the library. Michele said she would contact Kim from the Master Gardeners and ask what her intentions are for making it more attractive. Michele informed the board that December 8th will be a Staff Development Day. The library will be open in the morning and closed in the afternoon for a presentation by a State Library representative on customer service and will also include in-house training on the Evergreen Indiana program. Michele was invited to a regional director's roundtable of the East Central Region held in Hagerstown. It was very valuable to her with discussions about a new audiobook vendor and feedback on the DVD sharing pilot program in Evergreen. Michael gave the board's blanket approval to Michele to attend the meetings with reimbursement to her for mileage. To boost our DVD circulation, we are planning to start sharing our DVD's with other Evergreen Indiana libraries. The Friends of the Library will have a book sale on December 1st and 2nd.

Action Items

Transfer of Funds: A good amount of funds for programming supplies were taken from the Operating Fund for children's activities which had a separate fund in the past, therefore, there was a negative balance in this account. A motion was made to transfer \$1,000.00 from Office Supplies

into Operating Supplies by Ann with a second from Judy and all voted in favor.

Photograph Policy: Photos are taken during the Children's Department activities to publish on social media, in the newspaper, etc. If you're in the library you might be in one of the photos. There will be a copy of our Photograph Policy posted in the Children's Department informing patrons that their photo might appear and prior to an event, they may opt out of having their or their child's photo published. A motion to adopt this Photograph Policy was made by Max with a second from Ann with all voting in favor.

Resolution to Authorize and Establish an Investment Policy: Michele suggested moving the money in LIRF into a Money Market Account. She feels the library should be making more money in interest. In January the board will talk about how it will be invested. There may need to be two meetings of the Finance Committee and/or Board of Trustees. All of the banks in town are approved to hold State Funds. A motion was made by Pat with a second from Judy to adopt the Resolution to Authorize and Establish an Investment Policy. All voted in favor.

Vision Insurance: Judy made the motion that the board accept the Anthem Insurance plan for Vision Insurance benefits for full time employees. The library will pay the entire premium of \$440.40 for next year with the cost reviewed each year. Max made the second and all voted in favor.

Mileage Approval – Regional Director's Meeting in Hagerstown on Nov. 2: Judy made the motion to approve the cost of mileage reimbursement to Michele for her travel to the Regional Director's meeting in Hagerstown on Nov. 2, 2017 in the amount of \$33.14. Pat made the second and all voted in favor.

Recommendations of the compensation Committee for 2018: The Compensation Committee consisting of Michael, Pat and Jim presented

board members with the recommendations for employees' pay rates for 2018. Michael went over the pay chart with board members. It follows the minimum standards of Public Libraries. The recommended salary for the Library Director is \$42,000.00. Each employee will receive an hourly raise . A one-time bonus will be given to Amy, Jen and Debbie. Max made a motion to adopt the salary schedule and approve the recommendations of the compensation committee for 2018 with a second from Judy and all voted in favor.

Michele handed out a sheet on LED lighting describing wattage and listing the cost if we contracted with Energy Harness or LED Indy. The matter was tabled until Michele obtains the warranty from the companies.

Discussion Items

Michele pointed out the highlighted area in the contract for library services between the townships and the library. It stated that the township shall pay the library \$60.00 for the card of one resident per household. To accommodate the juvenile members of the household a blue card could be issued to them individually, free of charge, which would allow them use of our library only. Michele will have Jim Forcum look over the contract.

Date and Preparation for December meeting

The December meeting will be on December 20th and will include a meal. Judy volunteered to arrange for the catering and the gift cards for Michele and Debbie.

Claims and Checks: Claims in the \$36,274.92 were reviewed. Pat moved to approve all claims with a second from Judy and all voted in favor.

The next regular board meeting will be December 20th at 5:00 PM in the Becky Musser Meeting Room, Hartford City Public Library.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Minutes of the December 20, 2017 regular meeting of the Hartford City Public Library Board of Trustees.

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

Minutes of the Last Meeting: After review, Jim made the motion to accept the minutes from the November 15, 2017 meeting as presented with a second from Pat and all voted in favor.

Financial Report: Michele said the figures for balances look good. We should receive approximately \$100,000 from our portion of property taxes in about a week. The township payments are current. There's not much change in fund balances from last month. A \$50.96 refund of fines was made from a bankruptcy settlement overpayment. Michele pointed out that several thousand dollars remain in Utilities and Transportation.

Circulation Report: Even though magazine circulation is down, numbers are good. Resource Sharing went up 100. We are now sharing our Juvenile DVD's with other Evergreen libraries. We have the materials to transport them safely. The Indiana Parks Passes will be discontinued. Michele ordered more Hot Spots to meet the demand for them.

Programs Report: The Science Central program was packed with participants. We would be open to more Science Central if offered. Overall, programs are well attended. The library clubs

and story time are doing well. The number of Work One students is down a few so the library will try to spread the word about the classes. There were 3 more enrolled in 1,000 Books Before Kindergarten.

Director's Report: Patrons from the consortium may now request Children's DVD's from our collection. We are sorting through the children's and selecting DVD's that we will keep in inside a locking case that is at risk of being stolen. This frees up space in the drawers in the AV Office. The only expense was the lock/unlock device. We are on schedule to replace the fire door; the drywall repair by the atrium; and installation of bi-fold doors in the coat rack area. The PC used for Resource Sharing has been repaired and a backup power source was purchased to hopefully prevent issues in the future. We will replace Jolene's PC which was already scheduled for 2018. Wireless printing is now connecting from laptops and cell phones. Michele said that the Staff Development program went well. She's still working on a Universal Precautions training. A member of the State Library staff came to train employees on Customer Service. By gathering as a group, the Children's Department is able to come up to date with what's going on with the Main Floor. It offers a chance for different departments to come together. Michele attended the December Director's meeting in Richmond. She highly recommended a visit to the Richmond Library to view the interior. She thanked the board for allowing her to attend these meetings.

Friends Report: The library received 60% of the \$200.00 taken in during the recent successful Book Sale.

Action Items

Election of 2018 Officers: The slate for officers for 2018 is the following:

President: Michael Tabor

Vice President: Ann Ludwig

Secretary: Jim Weiseman

Deputy Secretary: Judy Sodders

Treasurer: Pat Clamme

Deputy Treasurer: Max Bennett

A motion for the current officers to retain their positions for 2018 with the replacement of Lynn by Max as Deputy Treasurer was made by Judy. A second was made by Max and all voted in favor. It was noted that a new signature card will be necessary at the bank to remove Lynn's name and add Max's name.

2018 Contract for Library Services for Townships:

Michele told the board that the contract was approved by attorney Jim Forcum. Pat moved that the board approve the 2018 Contract for Library Services for Townships and Judy seconded the motion. All voted in favor. Townships include Licking, Jackson and Washington.

Resolution to Transfer Funds Within the Library Operating Fund Major Category (3):

A motion was made by Jim and seconded by Ann to approve the following transfers within the Library Operating Fund:

Transfer \$358.40 from Personal Services Wages – Assistants to Personal Services Wages - Librarian; transfer \$691.10 from Capital Outlays Nonprint Materials to Capital Outlays Books and transfer \$14.92 from Other Services & Charges Communication & Transportation to Other Services & Charges Printing & Advertising. All voted in favor.

Resolution to Transfer Funds to the Rainy Day Fund:

A motion was made by Jim to approve the resolution to transfer \$10,000 from the LIRF Transfer Fund to the Rainy Day Fund. Ann made the second and all voted in favor.

Resolution Authorizing the issuance of Free Library Cards (students, teachers)

This resolution covers the issuance of free local library cards to teachers within the the district and students who attend schools within the district. (Licking, Jackson and Washington) Ann moved that the board approve the resolution and Max made the second. All voted in favor.

A vision insurance plan for employees with Anthem insurance was brought before the board last month. In the meantime, Michele was notified that to be eligible for the plan, the minimum number of employees must be 50 which ruled out the library. VSP, our current vision carrier, offers a plan that's equivalent to the Anthem plan. The library would pay 75% of the annual premium and each employee would pay the remainder. Max made the

motion to approve Michele's recommendation for this insurance and Judy made the second with all voting in favor.

President Michael Tabor then called a recess so members could enjoy the annual Christmas dinner. Everyone expressed their thanks to Judy for arranging the meal. Gifts were presented to Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

Afterward, the meeting reconvened at which time the members reviewed claims in the amount of \$35,624.93. Ann moved to approve the claims with a second from Jim and all voted in favor.

Michael then adjourned the meeting.

The next meeting will be January 17, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary
