

Minutes of the January 17, 2018 Annual Meeting of the Hartford City Public Library
Board of Finance

Roll Call: Board members present: Michael Tabor, Max Bennett, April Bartlett, Ann Ludwig, Judy Soddors, Jim Weiseman and Pat Clamme. Others attending were Director Michele Risinger, Bookkeeper Jen Holst and Recording Secretary Debbie Ehrhart.

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

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

Jim moved that Michael serve as President of the Board of Finance for 2018 and Judy serve as Secretary of the Board of Finance for 2018. Max made a second to the motion. All voted in favor.

Board of Finance Annual Review of Finances & Depositories: Michele checked with the State Board of Accounts and verified that all three money institutions in Blackford County are approved for holding library funds. Jim asked if there are reports required from the institutions. Michele said she could obtain them since we should have them if we are audited. The motion to approve to adopt the resolution designating Citizens State Bank, First Financial and Via Credit Union to have the option of holding library funds was made by Pat with a second from Jim. All voted in favor.

Investment Policy: The Investment Policy was tabled until next month.

Michele informed the board that payments made for electric, phone, payroll, Department of Revenue, healthcare and gas are made through electronic funds transfers. Less than \$100.00 in interest was made from the checking account during 2017. Michele will provide handouts at next month's meeting detailing a plan to pool the library's investments not necessarily locally but instead in a statewide program. Total variance in Miscellaneous Revenue was \$4.65 short for 2017.

The meeting was then adjourned at 5:15 p.m.

Attest: Michael D. Tabor
President

Attest: Judy Soddors
Secretary

Minutes of the January 17, 2018 regular meeting of the Hartford City Public
Library Board of Trustees

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

President Michael Tabor called the meeting to order.

Minutes of the Last Regular Meeting: After review, Jim moved to accept the minutes from the December 20, 2017 meeting as presented with a second from Judy. All voted in favor.

Financial Reports: Board members reviewed a handout of Actual Revenue from 2017. Licking Township made their last quarter payment which wasn't deposited until 2018. Michele said that the Operating Fund has increased and will get us through to July. The State Technology Fund has been emptied for 2017, but a new deposit had been made for 2018. There was \$66,000.00 in the total budget of 2017 left that was not spent. Also, it was pointed out that only \$6.90 was received in interest from the checking account, for the month, hence why Michele and Jen were researching investment options.

Circulation Report: December was a good month compared to a year ago. No major drops or increases to report.

Programs Report: There was pretty good attendance at programs during December considering the snow kept a lot of people at home. Judy asked about the absence of tutors using the library. Michele said that other than the poor health of one of the tutors, she didn't know the reason for it.

2017 Annual Statistics: Overall, physical circulation in 2017 was lower than previous years. There were two graphs presented and the second graph showed a drastic drop. Michele would like to see if we can increase adult circulation which is the category to which she attributed the drop in circulation. She will research her peers to see if other libraries circulation

has dropped since joining the Evergreen consortium. The report includes any physical materials.

Director's Report: The Adult and Children's Winter Reading Programs have begun. We have an option to purchase e-books that would be available exclusively to our patrons. Overdrive is down trending a little bit. We will lease audiobooks. We can start out with eighteen and swap nine every 90 days and start out with eight and return four. (two different programs) Part of the budget in that area is for the permanent collection, too.

Building: Michele hasn't heard anything from anyone about replacing the fire door, drywall repair by the atrium or the bi-fold doors in the coat rack area. She would like to put in interior storm windows in nine of the windows to cut down on drafts. She asked permission from the board to get a plexiglass shield for them. We will measure the window and install it ourselves. The windows in Bailey's resource sharing area on the third floor would cost around \$500.00. If we did all nine windows that Michele selected it would be around \$2,000.00. Pat suggested trying out two for Bailey's windows and take it from there. Judy asked if we need new windows and if we could replace them at one per year. She felt it would be prudent to get on a window replacement program. For now, Michele will get two of the shields. It is not necessary to have the board's approval to purchase them.

Web Filter: Our web filter needs updated. A refurbished one would cost a minimum of \$2,000.00. A filter acts as a firewall between us and the internet. There is a maintenance fee of \$250.00. It comes with a one year warranty. We could get a new minibox for \$1,500.00. We need the smallest item they've got. We need to keep internet avenues open. Michele may spend up to \$3,000 to replace the CIPA Filter.

Judy moved that the board approve the resolution to adopt a resolution for each grant we're awarded with a second from Max. All voted in favor. This does not apply to previously awarded grants.

Friends Report: A magazine sale will be Friday, January 19th and Saturday, January 20th.

Park Report

Michele said that two trees have been removed along the alley and Franklin Street. The water line has been installed to the edge of the park. The grants, hopefully, will be wrapped up in February.

Action Items

4th Quarter 2017 PLAC Report: There were no PLAC cards sold during the 4th Quarter. Michael signed the report.

2018 contract with M & R Technology: A motion to approve the contract with M & R Technology was made by Jim. A second was made by Judy and all voted in favor.

Letter to Citizens State Bank indicating Max as Deputy Treasurer: The board signed a letter to Citizens State Bank indicating Max as Deputy Treasurer.

Resolution to Establish Blackford County Community Foundation Grant Funds(s): Judy made the motion to approve to adopt a resolution to establish Blackford County Community Foundation Grant Fund(s) with a second from Pat. All voted in favor. This gives Michele permission to add them to the ledger.

Resolution to Establish One State/One Story: Frankenstein Grant Fund: A motion from Judy was made to approve to adopt the resolution to establish One State/One Story: Frankenstein Grant Fund. Ann seconded the motion. All voted in favor. Michele has a list of activities planned at the library during this reading program.

LED Lighting: Michele informed the board that Smart Watt didn't get the county grant, Honeywell got it. Energy Harness and LED Indy only do lights. It is budget neutral. There is a lease option. It's paid off in 32 months. The

other option is to dip into the Rainy Day Fund and buy outright. The electrical cost savings would be a lot – 64% of portion of electrical bill spent on lights. The majority of our electric bill is lights. Michele will find out if there's a cash discount. If there is, she was directed to come back with it next month.

Jim is still trying to resolve the bond issue. Pat, as treasurer, signs off on everything. The treasurer and deputy treasurer will be the only ones with access to investment accounts.

Claims and Checks: Claims in the amount of \$33,554.26 were reviewed. Judy moved to approve all claims with a second from Max. All voted in favor.


Michael then adjourned the meeting.

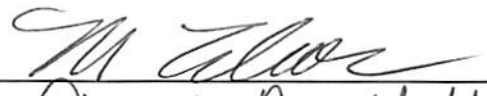
Next Regular Board Meeting:

The next regular board meeting will be held on February 21, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary


Patricia O'Connor


April Bartlett


May Bennett

Minutes of the February 21, 2018 Regular Meeting of the
Hartford City Public Library Board of Trustees

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

Minutes of the Last Regular Meeting: After review, Pat moved to accept the minutes from the January 17, 2018 meeting as presented with a second from Max. All voted in favor.

Financial Reports: Michele reported that the library is financially sound with no major issues with finances. There is a steady flow of revenue. Licking, Jackson and Washington Townships have made their 2017 4th Quarter payments since Washington made a payment this month. We still haven't received a contract from Licking Township nor Washington Township for 2018.

Circulation Report: There was a significant slide in circulation with 600 fewer items taken out from this time last year. The primary dips were in Adult Non-fiction, Adult Film and Children's Fiction. The door count, also, was down. There was a major increase in Resource Sharing.

Programs Report: Program attendance was down probably because of the winter weather. There still isn't any tutoring taking place at the library. April said there might be a link on the local schools website listing the library as a site for tutors.

Director's Report

Departments: At last count, there were 18 signed up for the Adult Winter Reading Program which is low from past years. The Children's Winter Reading Program is going well. This is the first time for it.

Building: The Fire Door has been replaced. Stage 1 is completed on the drywall under the atrium. An interior window has been installed in the roof

hatch. Michele said it's been warm upstairs with no drafts. The floor in the Children's Department is sinking as evidenced by the dip in the top of the bookshelves.

Technology: A new web filter was turned on and is much less expensive than the CIPA filter we previously had in use.

Director's News/Requests: We received \$800.00 from a \$1,000.00 grant for the Frankenstein program which is through Indiana Humanities. The first activity, of three scheduled, will be "Science of Frankenstein" in the Children's Department.

Michele attended an Evergreen Executive committee meeting in Plainfield. The committee sets Indiana Evergreen policies and prices. We have the second highest average transit time of the Evergreen libraries. Part of the problem is the courier. Anna Goben, from the State Library, told Michele to report to Info Express if the courier refuses to take bins. We currently have four days of courier service and cannot easily add a fifth day due to routes. The state contracts with a private company, who then hires contractors for the deliveries.

Friends Report: The Friends of the library met on Monday. They have \$700.00 in their account. A professor from Ball State will facilitate the discussion on this month's book The Handmaid's Tale. The Friends are promoting a series of historical speakers coming in the next few months and are hoping for a good turnout.

Park Report: Some progress has been made despite the weather. Tree stumps have been ground down, waterlines installed with 3 faucets, tree roots protected by temporary fences and three grant applications turned in to BCCF. The cement has been poured for the shed. There is water standing on the sides from the recent rain. There is stone under it but Michele didn't know if there was metal. There is still electrical work to be done. The NaturEscape committee will meet on Friday at 9:00 AM.

Action Items

Nature Explore Certification Training

Amy needs to take the Nature Explore Certification Training be trained to be certified for an Outdoor Classroom. She would have to travel to Chicago or Nebraska for the training, unless, we offer it here in Hartford City at a cost of \$4,000.00. Each attendee would pay \$50.00. The certification is not required, it would just give legitimacy to our NaturEscape. Only one person needs to be certified. Judy asked if we should have more than one certified. This item was tabled until Michele can acquire a breakdown of the costs involved.

\$50.00 from Gift Fund of Librarian Certification Fee

Judy moved that the board approve \$50.00 taken form the Gift Fund for Librarian Certification for Jolene. She was grandfathered in which expired in 2013. She will be re-certified and is willing to take the additional training through webinars and at regional sites within the next five years. Ann made a second and all voted in favor.

Approval for Plainfield Meeting Milegage

A motion was made by Judy to pay for mileage for Michele to attend the Evergreen Executive Committee Meeting. Max seconded the motion and all voted in favor.

Approval for Online Training for Director (\$59) for AACR2 RDA

Evergreen Indiana is moving to RDA. Ann made the motion to approve to pay the \$59.00 fee for Michele to participate in a Webinar training on AACR2 RDA. A second to the motion was made by Judy and all voted in favor.

Discussion Items

Bond Issuance for Building repairs/expansion: It was decided that the first step toward a bond issuance for building repairs/expansion would be to meet with Jim Forcum and Dave Bowman to have them explain the process and then sit down with the City Council for a discussion. The next step would be to reach out to a public accountant to see how much debt we can take on, feel out what's sensible and what's affordable, and after that, prioritize our projects. The priorities mentioned were the following: an elevator which would cost \$50,000 - \$65,000; an addition on the back of the library; replace carpet; replace windows.

Internet Filtering and Firewall: We now have an internet filter through ENA, who is our internet service provider, for \$1.00 per month per employee which would come to \$10.00 per month.

Michele brought to the board's attention that a registered sex offender was in the library for a session with someone from an agency. When she called the police for assistance, they informed her that they can do nothing about his presence in the library because he has an exemption from the city ordinance concerning sex offenders and where they are allowed to go. This exemption applies only to him, not every offender on the registry. He must still follow the patron conduct policy as set by the Board and Director when he is in the library. If he does not, and we need assistance from the police, we will call them.

Claims & Checks: After reviewing claims in the amount of \$33,659.91, Max made the motion to approve all claims with a second from Ann and all voted in favor.

Michael then adjourned the meeting.

The next regular board meeting will be on March 21, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

CM _____
Julith Ladders _____
James Weisen _____
April Bartlett _____

Minutes of the March 21, 2018 Regular Meeting of the Hartford City Public
Library Board of Trustees

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

Minutes of the Last Regular Meeting: After review, Max made the motion and it was seconded by Jim to accept the minutes from the February 21, 2018 meeting as presented. All voted in favor.

Financial Reports: Michele said that the balances of all of the accounts are looking well. She warned the board of a case of sticker shock when reviewing the claims because they include several combined February and March bills to be paid. The entire Rainy Day Fund budget was used for the new lights plus some was taken from LIRF. When asked which fund the rebate from the lights would go into, Michele said that it would go back into the Rainy Day Fund. We received the 2017 4th Quarter payment from Washington Township while we're still waiting for a signed 2018 contract from them. When asked, Michele said that quarterly bills would be sent on April 1st.

Circulation Report: Michele said it wasn't a bad month for circulation even though physical materials were down by 200. Adult Fiction was up and Young Adult circulation is doing well. Children's DVD circulation dipped, while Children's Fiction was up. Two Hotspots have been checked out and never returned. It will cost between \$80.00 and \$100.00 each to replace them. When Jim asked if Michele should have Jim Forcum send a letter to the patrons, she said she didn't know how effective it would be but she will ask the State Library if it's legal. Michele was able to turn them off so they are no longer of use to the individuals.

Programs: The Children's Winter Reading Program activities had low attendance. The completion rate for 1,000 Books Before Kindergarten has been low, although, a young boy did complete it recently and received a prize. Adult programs are going well. The

Adult Coloring Program has been turned over to Bailey. There have been requests for a return of the Adult Craft Lab. The library is once again being used for tutoring sessions

Director's Report: The atrium is repaired. Michele is waiting for Josh Jernigan to come by about the floor. He suggested carefully pulling up the carpet so he can see the concrete underneath. The roofer patched the roof. The last few remaining flower bulbs in the front yard will be removed then the shrubs will be taken out. Removing the CIPA filter broke a lot of things on the computers but everything is back up and running now. Our printers were hit with a virus. The filter is replaced through ENA as well as the firewall and as a result, we didn't save any money but we now have the best tech support ever. We were unable to check items out on Monday due to an Evergreen issue. At the Director's Meeting, Michele learned about a man with a firm that inventories fixed assets. We are required to have this at the library. She would like to hire his firm since she just doesn't have the time for it. Amy will look into STEM programs for the Children's Department.

Friends Report: The Friends will have a book sale this weekend.

Park Report: The applications for three grants to finish the outdoor play area have been submitted. The electrical conduit has been installed. The cement slab for the shed is ready. The cement parking lot has been broken up. The boulders placed were not acceptable to Michele because they were sharp so they will be removed and will be replaced with ones that are more child friendly and could possibly incorporate fossils and lichens. The actual bubbler rocks will be replaced with lower ones that do not wobble.

Action Items

Fixed Asset Inventory & Preparation by Buckland & Associates

Michele recommended Dan Buckland & Associates who would charge \$3,400.00 to do an asset inventory of the building, items in the building, and land. Yearly updates would cost \$100.00. Michele said there would be an additional \$4,000.00 charge for

an insurance appraisal including collections, buildings, books and land for replacement purposes. When asked what happens if the company goes out of business, Michele said that a lot of libraries would be in trouble plus he has a staff that works for him that would probably take it over. Michael told members the history of the original circulation desk which was once upstairs and is now in the meeting room. Michele talked about taking money from different accounts to cover the cost. When asked if the price might go up if we put it off for a year or two, Michele said she plans to have it done in the fall after more of the park is completed. Judy made the motion to hire Buckland & Associates to prepare a fixed asset inventory with a second from Max. All voted in favor.

Amy's NatureExplore Training

Michele said it would be less expensive to send Amy to a destination for the NatureExplore Training rather than try to organize one here. There is one in Tennessee in July. Michele asked the board to pay Amy's registration fee, round trip flight, hotel and car rental. If Amy chose to drive, she would be reimbursed for mileage which could amount to more than airfare. As suggested by Max, the board decided to cover her meals, also, at a rate up to \$40.00 per day for three days. She would just need to present her receipts. The motion to approve Amy's registration and expenses was made by Jim with a second from Judy. All voted in favor.

Discussion Items

Building Repairs/Bonding

Michele attended a meeting about the park. She said there's no need to meet with Jim Forcum as he had already forwarded information last year. Michael composed a letter to the City Council which Dustin George was going to hand out to other council members. He met with the mayor and he's very supportive of the expansion since he doesn't want the same thing to happen to the library that happened to the Weiler Building and asked for some numbers. Michael will get some people into the library to give estimates for window replacements. Max said that at the council meeting the members

suggested going to the state for the money but there is tax debt expiring from the schools and the library would like to claim it. Michael asked Michele to contact an individual at Umbaugh for guidance. The library needs the final say from the City Council. Michael will talk to Dustin George.

Claims & Checks: After reviewing claims in the amount of \$56,886.26, Jim made the motion to approve all claims with a second from April. All voted in favor.

Michael then adjourned the meeting.

The next regular board meeting will on April 18th at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

<u>James Weiss</u>	<u>Michael O. Lowe</u>
<u>Indeth Lodgers</u>	<u>Joseph L. L. L.</u>
<u>May Bennett</u>	<u>April Battlett</u>
<u>Patricia (Anne)</u>	

MINUTES OF SPECIAL BOARD MEETING

Board of Trustees of the Hartford City Public Library

Wednesday, April 4, 2018 @ 5 PM

Library Director's Office, Hartford City Public Library

Hartford City IN 47348

Roll Call: Michael Tabor, Ann Ludwig, Jim Weiseman, April Bartlett, Pat Clamme, Judy Soddors, Library Director Michele Risinger (acting as recorder)

Additional Attendees: Dave Bowman, Jon Creek

The library board met to discuss the following changes to the Nature Play park:

	1 st motion	2 nd motion
Switch location of bubbler and rain garden <ul style="list-style-type: none">Cost to be covered by Jon Creek via donation to BCCF fund	Judy	Ann
Eliminate northernmost crushed limestone path	Jim	April
Eliminate northernmost paved path <ul style="list-style-type: none">Cost to be covered by Jon Creek via donation to BCCF fund	Ann	Pat
Enlarge the hill on the north side of the property <ul style="list-style-type: none">Keep original play hill, create low berm to control water from alley	Judy	Jim

Discussed shower requirements for splash pad – plans are conflicting between David Heilman's plan (Flatland Resources) and contractor/sub-contractor's plans; Dave Bowman will get back to us on what is going on.

Created a sub-committee to decide on design for storage shed -- Michael, Ann, Judy, Michele.

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

Minutes approved this 18th of April, 2018.

Michael S. Elton
Patricia O'Connor
May Beune
John Ladd

James W. Wiers
April Bartlett

Minutes of the April 18, 2018 Regular Meeting of the
Hartford City Public Library Board of Trustees

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

Minutes of the Last Regular Meeting: After review, Jim made the motion and Ann made a second to accept the minutes from the March 21, 2018 meeting as presented. All voted in favor.

Minutes of the Special Meeting: After review, Jim made the motion and Pat seconded it to accept the minutes from the April 11, 2018 special meeting. All voted in favor.

Financial Reports: Michele said the Operating Fund is slowly dwindling but tax money will be deposited in June. Revenue has been up to standard. Licking and Jackson townships have paid their 1st Quarter installment. Appropriations are looking well but eventually we will have to shift funds. Pat inquired about the balance left in the insurance account. Michele explained that insurance bills standardly come in clumps for the year, therefore, they are paid in clumps for the entire year. It was a good month for overdue payment collections from patrons. We

are still waiting for a signed contract for 2018 from Washington Township.

Circulation Report: Overall, circulation was good for the month. There continues to be a drop in film circulation. Michele suggested it might due to more Red Box locations around town. Michele has placed an ad in the latest Blackford County Fact Book and included DVD's as one of the items we offer. The door count was up.

Programs Report: The adult programs have experienced a good turnout. The Friends and Historical Society series of speakers has been successful. Our Book Club will drop to 13 and under; the library will look at starting a separate teens' group.

Director's Report:

Building – We are on Earl Clark's schedule for the Bi-fold doors in the coat rack area. Michael asked Michele to post a sign explaining the condition of the former men's restroom while we monitor the leak. Removal of the last flower bulbs is progressing so we can then remove the shrubs. There appear to be foundation issues all around the building.

Technology – Michele will meet with Russ Jones to see about updating the indoor security cameras and installing outdoor ones to monitor the park.

Friends – An introduction for the public to learn about the park will be Saturday from 9:30 – 1:30. The Friends will

serve orange juice and donuts for refreshments. Lisa Weeks invited board members to participate. There will be a craft activity for children and the Arts Center will provide a different craft and introduce the public art mural to take place this summer. In case of rain, activities will move inside to the community room. Michele said that Bernie Sones announced, at Triad, the date and time of this event.

The final program of the speakers series, about the Gas Boom, will be on May 15th.

Park Update: Partially due to weather conditions, the work on the park is behind a little. The Park Committee comprised of Michael, Ann and Judy is working on the shed design. Michele spoke to David Heilman of FlatLand Resources and he's been on the phone with the state. We need a shower for the Splash Pad. There's no need to worry about tanks and chlorination because we're using city water. David will talk to the zoning commission about the placement of the shed. It must be 10 feet away from the road but what about the alley? Michele will have more information tomorrow. The alley is vacated behind the Children's Department but not leading up to it to maintain for the beauty shop.

The tiny hill will be taken out and replaced with mounding to control water. The alley way pavement will not be removed because we don't want to dig where there are gas lines.

Judy viewed a splash pad in Yorktown which has 24 jets, of course, ours will not be that big. The amount of concrete poured in the park will give musicians space to set up for programs, space for benches and space for the splash pad. It will be multiple plans merged together, plus the park must meet ADA requirements. Michele will have a list of questions to ask David. The library will pay for the water used on the splash pad. The plan is to have it operating Memorial Day through Labor Day. It will be available all day unless the water bill becomes too high. Hopefully, it will have a button on it to start the spray of water. At the end of the season, the pipes will be winterized.

Action Items

Sign PLAC Quarterly Report: Michael signed the prepared Quarterly PLAC Report. There were no PLAC cards sold during the 1st Quarter.

Approval for Educational Assistance: Bailey Ellison is a copy cataloger which means she can attach items from our collections to ones already established in the Evergreen catalog by other libraries. She wants the ability to do original cataloging – starting from scratch. The University of Wisconsin offers online training listed as Basics of Cataloging for a course fee of \$250.00. It's from June 11th through August 5th. She will pay the fee up front and depending on whether she receives a grade of "B" or

higher or passes on a Pass/Fail scale, Michele asked that the library reimburse her for the amount of the fee. A motion was made by April and Max made the second to reimburse Bailey contingent on her grade in the course. All voted in favor.

Approval for township contract change: Michele informed the board that there will be a tweak to the annual township contracts. She wants to send a letter stating what will be the new fees. As it is, the townships are paying for one Evergreen Indiana card per address. She wants to change it to one per person at the address. After some research, she determined that Licking and Jackson townships could definitely afford an extra \$60.00 per address. Michele sent the projected increase in fees to them. It would make it easier for couples to utilize the library if they each had a card to use on their own. Jackson and Licking have funds that have never been budgeted for Library Services. The price of a card is \$60.00. It was \$50.00 in the past but the State Library said that was too low. There is a law covering this matter and it was asked that Michele include a copy of the law in the letter. Jim made the motion to take out "per household" and replace it with "per person" in the contracts. Max made a second and all voted in favor.

Park change approval (minor tweak to special meeting approvals) : Pat moved that the board approve the changes to the Nature Playscape in Change Order

Request #3 at a cost of \$3,960.00 with a second from Judy and all voted in favor.

Michele presented a copy of the Volunteer application. When asked if a background check is necessary for volunteers it was determined that we need one. The only volunteer we currently have is retired employee Cathy Evens who has an outreach program delivering books to a few of our elderly patrons who aren't able to come in and then returning them. Sharon Hendricks carries all necessary paperwork with her whenever she brings her therapy dog in for programs. Tutors do not apply since they are in no way connected to the library.

Discussion Items

Building Repairs: S.A. Boyce has looked at the windows and will work up an estimate both to replace them and rehab them which would be ½ the price of new ones while keeping the original look of the windows. The windows are still in good shape, however, we definitely need to replace the one on the landing of the stairs inside the front entrance. Someone could fall down the stairs and go straight out the window. There is a newer one along the north wall in the AV Department that could be rebuilt to match the others to retain the historic appearance. Rehab would cost \$75,000 - \$125,000. It would take a lot of labor. If we go with the rehab, we could register as a historic building. Umbarger & Associates finance for bond money.

As it turns out, the schools have plans for the remainder of their debt money. We can borrow up to \$940,000 with general obligation bonds. We can borrow up to \$2.6 million without a remonstrance. If we pursue either of these avenues, property owners will not be affected, but, other government units would lose income because of it. Michael has spoken to the mayor and will speak to the School Superintendent tomorrow to discuss the effect on schools. He invited the mayor and city councilmen to come into the library and see it for themselves. We can't raise taxes. Michael may, also, invite the school board members to come in and look around. We can't continue with band aids. The longer we wait the more expensive it will be and the worse it will get.

Investment Policy: We are obligated by law to seek the highest interest rate we can get from investments. When asked who does the investing Michele said she, as the director, cannot do it. The bookkeeper could if she was bonded. The treasurer could establish a policy of procedure. Right now, we have nothing in place as far as an investment policy. The State Library provides other libraries' policies as a model. By state law the treasurer is ultimately responsible for all money. Michele said that VIA Credit Union is on the list of approved banks and offers the highest rate on investments.

Claims and Check: After reviewing claims in the amount of \$23,401.41 Max made the motion to approve all claims with a second from Jim and all voted in favor.

Michael then adjourned the meeting

The next regular board meeting will be on May 16, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Becky Musser

M. Allen

Patricia Oram

April Bartlett

Max K. Bennett

EXECUTIVE SESSION

Board of Trustees of the Hartford City Public Library

Wednesday, May 16, 2018 @ 4:30 PM

Becky Musser Meeting Room

Hartford City Public Library

314 N High St, Hartford City IN

Roll Call: Mike Tabor, April Bartlett, Judy Soddors, Max Bennett, Pat Clamme, 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 20th day of June, 2018.

Judy Soddors
Patricia J. Clamme
Max K. Bennett
Michael Tabor

April Bartlett

**Minutes of the May 16, 2018 Regular Meeting of the Hartford City
Public Library Board of Trustees**

Following the Executive Session at 4:30 PM to evaluate Director Michele Risinger, Board President Michael Tabor called the regular meeting to order at 5:00 PM.

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

Minutes of the Last Regular Meeting: After review, Pat made the motion to accept the minutes from the April 18, 2018 meeting as presented. April made the second and all voted in favor.

Michael announced that he had to leave at 6:45 so the board proceeded straight to the action items.

2018 FGS Conference-August 22-25, Fort Wayne, IN

This item was moved to next month's agenda.

Investment Policy

This item was moved to next month's agenda.

Patronicity/CreatiNG Places Grant & Resolution

Michele has a web page created for crowd funding for the Nature Park. Offering an incentive appeals to donors. When asked how much had been raised so far, Michele said \$4,200.00 and with a match from the Community Foundation that would bring it \$8,400.00. Michele said that amount would go toward the shed. If the library received, say, \$5,000.00 from online donors, the Indiana Housing & Community Development Authority would match the amount as would the BCCF for a total of \$15,000.00. Michele pointed out that Patronicity does take a percentage from donations. April moved to adopt the resolution giving Michele

permission to proceed with this online "Creating Places Grant" fundraising web page with donations used for creation and maintenance of the NaturePlay park. Max made the second and all voted in favor.

Long Range Plan Addenda

The Long Range Plan Addenda addresses the library's Equipment Replacement Schedule and our Professional Development Strategy. Our current long range plan is in place until 2019 but was missing these two items. Michele received a letter stating that we were not in compliance because of this. A motion was made by Max and a second by April approving the addenda. All voted in favor.

Clemens Gutter Repairs:

Clemens came to assess the gutter situation. The estimate came to \$2,805.00 to cap the in ground drain pipes and add extensions so the water would flow into the alley and into the yard. They will run PVC above ground and install a concrete splash block. If this works, there may not be a need to dig up the tile. The extensions to the existing downspouts would be 4 – 5 inches and circle shaped so more water would drain from it. Michele strongly recommended that we do this since the city is doing a storm water separation and we need to be in compliance. With a motion from Judy and a second from Pat all board members voted in favor of giving Michele permission to approve the estimate from Clemens and move forward with it.

Acculevel Quote

Michele, Mike and Max looked over the sinking floor in the Children's Department with a representative from Acculevel. They can inject one-third of an inch of expanding foam for \$1,344.00. They don't know why it's sinking but it could be from a clogged drainage tile. It would be about a month before they could start the work. We would need to unattach the bookshelves and cover them up. They would not prepare the carpet in the area but Michele has talked to J R Flooring about replacing it anyway. Pat moved that the board hire Acculevel based on the quote with a second from Judy and all voted in favor.

Discussion Items

Township Contracts

This item was moved to next month's agenda.

Financial Reports: The Operating Fund is dwindling but there's enough in it to make it until July. Michele thought the balance in the Ball Brothers Grant fund was zero so she will look into it. There will be a final Frankenstein program in the fall using the remainder of the Indiana Humanities grant. There are no glaring issues in the Appropriations Report. Jackson and Licking townships have made their quarterly payments. There was also revenue from the library's portion of proceeds from the Friends book sale. There was money found in the safe from selling library bags also added to revenue. The Emshwiller donation toward the play scape was erroneously written to the library. We issued a check to BCCF to pass it along. All in all, a decent amount of revenue was recorded during April. The two missing hotspots still have not been returned after sending letters from Jim Forcum. There is an issue with the batteries overheating in the currently circulating ones so a disclaimer has been attached to the devices. We are waiting to hear more about it.

Circulation Report: Overall, it was a good month for circulation. The number of film checkouts continues to sink and public computer usage is down. The total of materials taken out, however, is higher. We no longer offer state park passes but we do have Muncie Children's Museum and Minnetrista Center passes along with State Historical Site passes for check out.

Programs Report: We have had good attendance at adult programs. There is still a little interest in the adult coloring program which Bailey has taken over. There's no big change in the 1,000 Books Before Kindergarten program. Michele has noticed that there are new families moving to town and they are bringing their young children to story time. The very popular speaker programs sponsored by the Historical Society and Friends of the Library will resume in the fall.

Director's Report: The Adult Craft Lab may pick up again in the winter. Esther the hamster died. Bailey decided to postpone the training for which the board agreed to reimburse her.

Troy Baker will give us a quote for the downstairs cloak area in the hallway renovation. Earl Clark appears to be too busy. She will meet with Russ Jones about the cost and installation of security cameras and if the cost is high enough, it may warrant

getting several quotes. The two older monitors at the main desk have been replaced with new and larger ones.

Michele informed the board that she is taking a weeks' vacation in July and asked the board to think about who would be the point of contact in her absence. She will attend a genealogy workshop in Ft. Wayne and will train the staff with the knowledge she brings back. The cost for the conference is \$210.00 plus there would be mileage but her accommodations would be covered.

Friends: The Friends will have a book sale during Summerfest. The historical series will resume in the fall.

Park Report: The permit has been obtained and we need to decide where to put the shower.

Claims and Checks: After reviewing claims in the amount of \$47,591.45 Judy made the motion to approve all claims with a second from April and all voted in favor.

The meeting was then adjourned.

The next regular board meeting will be on June 20, 2018 at 5 PM in the Becky Musser Meeting Room

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Joseph Ladders
Patricia J. Chame

April Bartlett

Max K. Bennett

Michael Alor

**Minutes of the June 20, 2018 Regular Meeting of the Hartford City
Public Library Board of Trustees**

President Michael Tabor called the meeting to order.

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

President Michael Tabor called the meeting to order.

Minutes of the Last Regular Meeting: After review, Max made the motion to accept the minutes from meeting May 16, 2018 Executive Session and the May 16, 2018 regular meeting as presented. Pat made the second and all voted in favor.

Financial Report: The Ball Brothers Fund is cleared out. The checking account balance is in good shape and tax draw money will come in on June 30th. The balance of the Print and Advertising account is low since there has been a lot of printed material to hand out to promote the Nature Playscape and the Children's Summer Reading Program in the schools. Amy and Michele will promote the park in the 4-H Fair merchants tent. Michele attended the Project SAFE event to promote the Summer Reading Program and the park.

We received \$660.00 from Washington Township but we still have not received a signed contract for this year.

There wasn't much Miscellaneous Revenue taken in during the month.

Circulation: DVD circulation continues going downhill. There was a jump in numbers of Resource Sharing materials from our library going out to other libraries. The door count was down. Hotspots continue to circulate well.

Programs Report: The turnout was good for children's programs, adult programs and tutoring during May. Amy went to Southside School as an outreach activity and handed out water bottles with the library logo on them and information on the summer reading program.

Director's Report

Departments: Bailey is now in charge of adult and teen programs. Amy had a t-shirt tie-dye activity for children as part of the Summer Reading Program. The Sign Language lessons have been popular with the children.

Building: Michele hasn't heard back from Troy Baker (the coat rack area), Acculevel (the floor in the Children's Department), or J R Flooring (the carpet in the Children's Department). Mike suggested pursuing Acculevel for a start date for their work. Michele said the previous carpet installed by J R Flooring lasted 20 years. Cleamons replaced 3 downspouts because they had burst at the seams. Two of them were copper pieces which accounts for the expense (nearly \$900).

Technology: The security cameras have been put on hold until work has progressed on the park. After that, Michele will meet with Russ and get a quote. Michele reported that Mobile Beacon has been incommunicado about the Hot Spots since the

notification of the batteries heating up during use. We are now checking them out to patrons we know will handle them responsibly. There are four active ones and three of them have the battery issue.

Directors's News/Requests: Michele will be on vacation and out of state from July 3rd – 10th. The staff will call Michael in the case of an emergency. Michele will be in Ft. Wayne from August 22nd – 25th to attend a conference.

Park Report: The Shed Committee received two bids: one from Troy Baker and one from Jerry Banter. The cost will be \$6,308.98. A motion was made by Judy and seconded by Max to approve the recommendation to accept the shed bid from Jerry Banter. All voted in favor. Other groups in the community may implement programs, however, the library has the final say on all aspects of the park.

Action Items

2018 FGS Conference – August 22-25 Fort Wayne, IN

Judy made the motion and April seconded it to pay the \$210.00 registration fee, mileage reimbursement and daily meal stipend of \$20.00 per day for Michele to attend the FGS (Federation of Genealogical Societies) Conference from August 22-25 in Ft. Wayne. All voted in favor.

**Indiana Historical Society Webinars (\$20 each, 2 webinars:
“Historic Structure Reports” and Developing a Building
Maintenance Plan**

Ann moved to pay \$20.00 each for two webinars for which Michele will register. One is on “Historic Structure Reports” and one on “Developing a Building Maintenance Plan.” Judy made the second and all voted in favor.

Investment Policy

The board agreed there was nothing alarming in the policy. Even though there’s no money to invest, currently, there should be one in place for the future. Pat moved to adopt the policy with a second from Max and all voted in favor.

Capital Asset Policy Revision

Michele said that the computers will be inventoried separately from Capital Assets. Buckland recommended listing items that have a life use for at least one year and are worth more than \$1,000.00. Pat moved to approve the Capital Asset Policy Revision with a second from April and all voted in favor.

**Resolution to Transfer Funds within the Library Operating Fund
Major Category**

Judy moved to transfer funds in the amount of \$1,000.00 from Transportation into Printing and Advertising. Max made the second and all voted in favor.

Discussion Items

Township Contracts

Jim Forcum will add an acceptance deadline to next year's township contracts, otherwise, a penalty will be assessed. There is still the issue of not having a signed contract from Washington Township. If a signed contract hasn't been received there's always the option to deny the patron a card and tell them to call his or her trustee requesting payment of the card fee.

Patronicity/CreatINg Places Grant

Michele said that the crowd funding has stalled. The previous resolution that passed may just sit there until used. The money collected from it, eventually, could be used to finish the entrance to the park. There has to be a minimum of \$5,000 pledged and the project must be completed and the grant must be used to finish a project.

Michael informed the board that he met with Dustin George to describe the building situation. Four City Council members came for a tour of the library. Dustin said that he talked with Bill Hess and the Department Heads of the city and the city would lose \$40,000.00 on a \$100,000 request from the library and they agreed they could still survive and could handle it when spread out among the departments. Everything is still in discussion. Michael also might want to meet with the county commissioners. Brick and mortar grants are highly competitive. There might be a possibility of a National Register Grant. We have some quotes pertaining to repairs but no contracts/scheduling since no

decisions have been made on them. Umbaugh did advise us to get an architect who has experience with libraries.

Gateway requirements were brought up and Jen explained that it would be more on her and it's not a big deal yet. It will be a matter of inserting monthly input and uploading it to Gateway.

The mural at the Arts Center for temporary placement in the park is composed of six 4 x 8 panels. It was offered to place them in front until the park is finished since they are free-standing, unattached and can be moved. Michele directed the Park Committee to contact Kim Anderson with any questions or suggestions.

Michele said that she was not invited to two meetings held recently concerning the park but became aware of them so she was able to be present.

An endowment through the Community Foundation next year will amount to \$21,000.00.

There was a short discussion about the water bill increase when the splash pad is in place. It will cost approximately \$20.00/hr. to run the splash pad. Even though it will not be on in the winter, there could still be a minimum charge for it.

Claims & Checks: After reviewing claims in the amount of \$31,308.23 Judy moved to approve them with a second from April and all voted in favor.

The meeting was then adjourned.

The next meeting will be a special meeting on June 27, 2018 at 5 PM in the Director's Office.

The next regular Board Meeting will be July 18, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

M. Alor

Max Bennett

Pat (Anne)

[Signature]

Judith Ladders

April Bartlett

James Weis

Hartford City Public Library Board of Trustees

Special Meeting

June 27, 2018 5:00p

ATTENDANCE: Members - Max Bennett, Pat Clamme, Judy Soddors, Michael Tabor, Jim Weiseman; also Library Director Michele Risinger, Recording Secretary Jen Holst

PUBLIC HEARING: President Tabor opened the meeting at 5:00p for a public hearing regarding additional appropriations to replace the elevator (everything but the carriage); there were no public attendees. After the required amount of time, the hearing closed and business proceeded.

NEW BUSINESS: Regarding the elevator, there are problems with the doors not closing properly, etc. It has been nursed along with several repairs in the last year and now the hydraulics, control panels, etc. need replaced. Two bids have been received; a third is required before final decision on a vendor is made. Director Risinger will solicit the third bid.

Bennett asked about closed vs. open bids, and also suggested asking vendor if an arrangement of paying half now, balance in six months interest free might be considered, so as to avoid completely draining resources in the event of an emergency between now and end of the year.

After discussion, Weiseman moved that a resolution be adopted for additional appropriations of \$17,600 from Rainy Day Fund and \$44,800 from LIRF be transferred to the Operating Fund for the elevator replacement. Bennett seconded; all agreed; motion carried. Resolution 2018-6 was signed for review and approval by City Council.

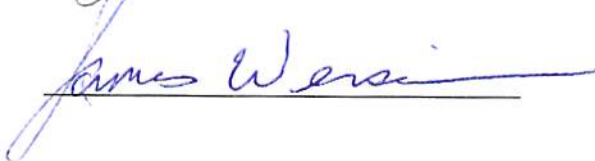
Meeting was adjourned.


The next regular Board Meeting will be Wednesday, July 18, 2018 at 5:00p.

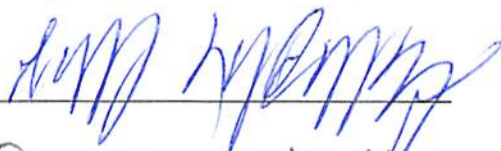


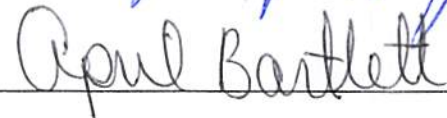












July 18, 2018 Minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by recording secretary Jen Holst.

Meeting was called to order by President Michael Tabor at 5:00pm in the Becky Musser Meeting Room of the library.

ROLL CALL: All members were present, including April Bartlett, Max Bennett, Pat Clamme, Ann Ludwig, Judy Sadders, Michael Tabor, and Jim Weiseman. Also in attendance were Director Michele Risinger and Admin Assistant Jen Holst.

MINUTES of the June 20, 2018 meeting were adopted as presented; Pat moved to accept the minutes, Ann seconded, and motion carried.

REPORTS for finance, circulation, and programs were reviewed by the board.

DIRECTOR'S REPORT

DEPARTMENTS: Signage will be needed to address wet and barefoot children wanting to enter the library after playing in the splashpad once it opens.

- Summer reading programs will end next week. Attendance hasn't been quite as high as in the past, but Amy and Bailey have done a good job with programs and prizes.

BUILDING: Michele will do a moisture check in the coat rack area; she plans to get quotes from other builders to address this area.

- Floor settling issue in Children's Dept: JR Flooring checked in while Michele was on vacation, but they have not connected since she's been back. Still has not heard from Acculevel, so she plans to contact them both.

- The board praised Kim Waddell's beautiful work on the corner flower bed and the bird house she designed, built, and installed.

- Elevator: The door stopped working, so a new door opener was installed to repair it. The technician who worked on it said that Oracle is backlogged until next year for new installations. Cheri Brown of Purdue Extension mentioned the possibility of USDA funds being available to assist with elevator repairs, and will get in touch with Michele.

- Legal notices for additional appropriations have been resubmitted to the newspapers, since by the time the last ones ran, only 8 days rather than the required 10 had passed due to the weekly publication of both papers. This gives plenty of time before the vote next month.

TECHNOLOGY: Security cameras are still on hold. Michele will sit down with Russ to get a quote and details for installing them once we have a date for the shed installation.

- Michele learned from the Morrisson Reeves Library (Richmond) director, Paris Pegg, that Mobile Beacon is not replacing any hotspots unless ZTE, the manufacturer, issues an official recall. Ours are circulating with a disclaimer attached to the case and a "spiel from staff" to responsible patrons.

FRIENDS REPORT: The next book sale is scheduled for 7/28 during the city's Summerfest; it will be held outside at the southeast corner again.

PARK: Jerry Banter has been reimbursed for the materials he pre-ordered, which would take up to 3 weeks to arrive. Hope to see him start work in the next week or two.

- Work on the paths should begin soon.

- The bubbler rocks that were installed were too small, so on July 10th when it rained the plastic platform popped up.

Michele told David Heilman that the rocks need to be teen proof, i.e., too heavy to lift.

- Jim mentioned that Rotary's grant request was approved.

ACTION ITEMS

EBSCO PROFESSIONAL PARTNERSHIP GROUP: EBSCO Industries has offered two free devices to the library, a courtesy cellphone charging system and/or a hand sanitizing station, if a business in the community is found to sponsor one or both. The sponsor's cost for the 2-year term is \$1500 for a charging station, and \$1399 for a hand sanitizing station, which would include refills throughout the term. Jim moved to request both, pending sponsorship; Pat seconded, and motion carried. If only one sponsor is found, Michele recommends requesting the charging station, as there are already hand sanitizer bottles available to the public at the desks.

BED BUG POLICY was presented. Judy moved to accept it, April seconded; motion carried. In further discussion, Michele stated that cloth-covered chairs will be removed and replaced with easily-cleanable chairs.

DISCUSSION ITEMS

OPEN POSITION: Debbie Ehrhart is retiring July 31. Roxanne McCaffery has been promoted to her position and will start July 30. The part-time position opening up is being advertised for two weeks, with hopes of starting a new hiree by August 6. Hours will be Monday-Thursday 2-7 and every other Saturday, for a total of 20-25 hours.

MILEAGE RATE: After noting the City Council's recent decision to reimburse city employees at the federal rate (54.5 cents/mile) rather than the state rate (38 cents/mile), due to the high cost of gas and wear and tear on personal vehicles, Michele asked the board to consider a similar change. In 5-12 of the Employee Handbook, it is stated that: "We will generally reimburse you for the following expenses:...mileage costs for use of personal cars...The Library uses the rate set by the State of Indiana for its employees." Pat suggested changing it to "the higher of the federal or state rates." Michele will prepare the document for the board's consideration next month.

CLAIMS & CHECKS

Claims were presented in the amount of \$29,681.70. After review by the board, Max moved to approve the payment of claims, Judy seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next *special* meeting will be August 15, 2018 at 5:00 pm in the meeting room, and the next *regular* meeting will be August 15, 2018 at 5:15 pm.

Approved this 15th day of August, 2018:

Michael O. Thor

Max K. Bennett

Judith Sanders

Donna H. Hedges

August 15, 2018 minutes of the Hartford City Public Library SPECIAL Meeting, submitted by Jen Holst by notation of recording.

Meeting was called to order by President Michael Tabor at 5:00 pm in the Musser Meeting Room at the library.

ROLL CALL: Members present included Ann Ludwig, Judy Soddors, Max Bennett, and Mike Tabor. Library Director Michele Risinger was also in attendance.

This special meeting was convened to allow a public hearing for additional appropriations to replace the elevator in the amounts of

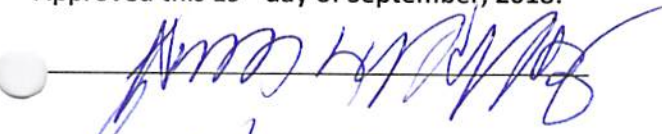

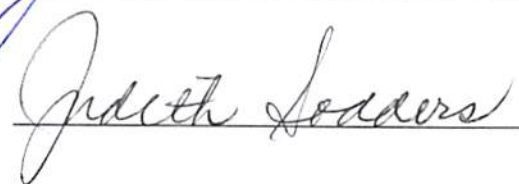
- \$17,600 from Rainy Day Fund
- \$44,800 from LIRF




At the conclusion of 10 minutes, no one had appeared for the hearing, and so the hearing closed.

The board continued the meeting to vote on these two additional appropriations. Max moved to allow the appropriations, Ann seconded; motion carried. The resolution was signed to be sent to City Council for review and approval.

Meeting adjourned.

Approved this 19th day of September, 2018:

August 15, 2018 minutes of the Hartford City Public Library REGULAR Meeting, submitted by Jen Holst by notation of recording.

Meeting was called to order by President Michael Tabor in the Musser Meeting Room at the library.

ROLL CALL: Members present included Ann Ludwig, Judy Sodders, Max Bennett, Mike Tabor. Also present was Library Director Michele Risinger.

MINUTES were voted approved upon a motion by Max, seconded by Ann.

FINANCIAL REPORTS: Difference in reconciliation; update will be emailed when Jen returns. Overall balance good, and Jen and Michele are monitoring appropriations.

Jackson and Licking townships paid 2nd quarter; Washington has not yet sent payment or signed contract.

CIRCULATION: Magazines are down; Jolene is reviewing to see what is not circulating to be weeded out. Judy noted that the USA Today is missed after trial finished. Michele mentioned that Muncie Star Press had increased by \$200/yr, but we will renew as many patrons are unable to afford that. Max said as food for thought that he calls to negotiate price, both personally to keep current rate vs. giving up subscription, and as a business/government entity, that if price increase is over 1% that he looks for other bids; might be something for library to consider. Discussion about digital subscriptions - newspapers online are password-protected, and, according to Michele, a library cannot get a digital subscription to offer to patrons.

Video circ is up. Bailey and Michele are working to figure out how to reasonably offer TV series recordings in a way that would minimize loss, etc.

PROGRAMS: Summer reading had steady attendance, and the programs were well-attended and enjoyed by patrons.

Teen Art Club attendance is low.

Director's and Friends Reports: none

PARK REPORT: Work is getting done, accompanied by hefty bills. Current projects include shed, paths, and splashpad.

A boy scout will be building a climbing structure with materials provided by Rotary.

John Creek has offered to purchase a spider metal sculpture for library landscaping, pending decision on how to secure it.

Shed is nearing completion. Jerry Banter has done good work. Wood from several barns was used, with a multi-color look for the siding. Some board members noted that while they liked the idea of a rustic look, they didn't like it as is, with different colors wood rather than different shades of the same color. Michele will create a community poll asking if it should be simply sealed, stained, or painted.

ACTION ITEMS

S.A. BOYCE QUOTE FOR REPLACEMENT BACK DOOR: Same company that replaced fire door has submitted a quote for \$2875. Judy moved to accept the quote; Max seconded, and motion carried.

SECURITY CAMERAS: Remove current old cameras (Michele has no idea how to access video data from them), to be replaced with all indoor cameras and add two outdoor cameras, which will have wide view and night vision capabilities. One outdoor camera will cover front door and out toward corner flower bed, and the other will be in the back to cover

the shed and park. They will be mounted on the building. Judy would like samples to show how clear the video would be. Judy moved to purchase replacement cameras, Ann seconded, and motion carried.

DISCUSSION ITEMS

ELEVATOR: Three quotes have been provided, but two of them also require other work to be done to bring the furnace room to be brought up to code. Thyssenkrup and Oracle quotes came in fairly close, with Schindler's being quite a bit higher. An upgrade will hopefully lead to a better service plan. Max would like to see Oracle match Thyssenkrup's bid; nobody wants to have one company install and a different company doing maintenance. Michele will chart out what each company recommends for "extras." Max gave permission to "lean on him" for consultation as this project progresses.

Next steps on park include running electricity and installing a pump for the splashpad. Quite a few other things hinge on completion of steps in the park, which is going well.

OTHER: Judy requested nice nametags for staff.

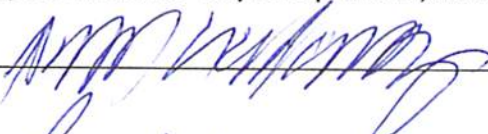
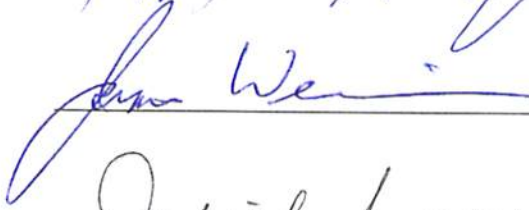
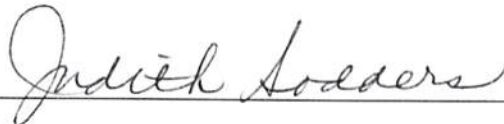
Mike and Michele shared what they had been discussing regarding budget, and Michele gave a great lesson on how crafting the budget works. This led to the members agreeing to submit a regular budget as is, even though LIRF and Rainy Day have been drained due to elevator replacement, and make adjustments as needed later in the year.

CLAIMS & CHECKS

Claims were presented in the amount of \$70,677.42. After review by the board, Judy moved to approve the payment of claims, Max seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next *special* meeting, the public hearing for 2019 budget, will be September 19, 2018 at 5:00 pm in the Musser Meeting room, and the next *regular* meeting will immediately follow on September 19, 2018 @5:15 pm.

Approved this 19th day of September, 2018:







September 19, 2018 minutes of the Hartford City Public Library REGULAR Meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor in the Musser Meeting Room at the library.

ROLL CALL: Members present included April Bartlett, Max Bennett, Ann Ludwig, Judy Soddors, Michael Tabor, and Jim Weiseman. Also in attendance were Library Director Michele Risinger and Admin Assistant Jen Holst.

MINUTES were adopted as presented upon a motion by Ann, seconded by Judy.

FINANCIAL REPORTS: Discussion ensued regarding Washington Township's contract, which has not yet been received for this year. There is plenty of documentation both between library and township (specifically the trustee) as well as between the library and legal counsel about this matter in the case of an audit. Michele will have the 2019 contracts ready for discussion in November. A Jackson Township patron has inquired as to the current structure, and would like to meet with Michele in the interest of discussing the possibility of including the township in the district rather than working through a contract, an eventuality that Michele would like to see take place long term for all the townships, effectively making it a county library.

Income was up from last month. Tri Kappa makes an annual donation which used to go directly to the Summer Reading Program, and is now used for children's program supplies.

CIRCULATION: Good! Michele mentioned that the US is reading less in general, and our numbers reflect that. Bailey and Michele have implemented some changes in Young Adult, which have resulted in higher circulation. Bailey is also very busy with Resource Sharing, and the courier is now coming five days a week. She is doing very well in her role. Finally, OverDrive numbers are up.

PROGRAMS: Teen Art was well attended this month, and Amy regularly posts photos from these events to the Facebook page. She has also been promoting her Story & Craft times, and is seeing higher attendance with that, as well. The GED adult class has started up again for the fall, and has good numbers. The library has two laptops available for their use, which are stored here and can also be used for other purposes as needed.

DIRECTOR'S REPORT:

DEPARTMENTS: Trying to circulate more TV shows without sacrificing too much shelf or drawer space.
- Alexandra is settling into her job well.

BUILDING: Tom requested that Phil Klink examine the bookshelves in Children's Dept. where there is a problem with the floor settling, before proceeding with Acculevel, so that work request was cancelled.
- The appropriation request for elevator replacement was submitted to DLGF, but we have not yet received release of funds. Planning to go with Oracle, pending a more detailed estimate of base cost and extra work expected.

TECHNOLOGY: Interior cameras are updated. Exterior cameras will be installed soon; they will require trickier wiring.

NEWS/REQUESTS: Please contact Michele by cell phone if needed, as she manages current health issues.
- Staff badges have been ordered.

Michele would like to set up a regular meeting with the staff in order to disseminate important info simultaneously and offer training on an ongoing basis. The next Long Range Plan includes a section for a training plan, and certified staff are required to have a certain number of LEU's within a five-year time frame. With regular in-house training, the staff would

be able to earn a portion of those LEU's. She requested closing early (3:00-5:30) on a Friday every other month, that being a good time because of historically low library usage at that time, and all the full-time staff are here. Judy felt that it is important to be able to update all the staff together and offer trainings every month, though, which Michele said was preferable, but wasn't confident the Board would be comfortable with that frequency. Max commented that having a regular set time each month dedicated to a staff meeting would lend consistency and could be put in signage. Mike suggested looking at the 2019 calendar at the Fridays throughout the year to see which Friday each month has the least conflicts. There was Board consensus to have Michele proceed with this plan of action.

- Michele would like the library to go fine-free for juvenile cards starting in 2019. It was considered when Evergreen offered the pilot program, but it is now a regular feature, and she thinks it would be a good thing for our community. Will be decided later.

FRIENDS UPDATE: The committee has begun to plan a new historical series.

PARK REPORT: Two Eagle Scout candidates are planning to build and install climbing structures for the Nature Park.

- Waiting on electrical work.
- Path is flooding just north of the splash pad. This will be corrected when grading is done: a swale will be added connecting the rain garden and low spot to direct water away from the path.
- Need more dirt for hills. Judy has contact info for someone who has some we can use.

ACTION ITEMS

HEALTHCARE RENEWAL: Current library portion (75% of total) is \$1497.25/mo, but the current healthcare plan is being phased out due to changes in the law, and the replacement plan is quoted at \$1635/mo, for an increase of \$138 for three employees. *Jim moved that this plan be accepted for the coming year; April seconded, motion carried.*

INTERNET POLICY: Michele had our current internet policy available for review. Wording has not changed since 2015, but the policy must be reviewed and adopted annually. *Ann so moved, Judy seconded, and motion carried.*

CONSORTIUM INTERNET FOR July 1, 2019-June 30, 2020: Michele is happy with cost and customer service of ENA, and would like to renew, which also qualifies us for the state grant providing most of the funds for that cost. Bandwidth was upped this year, knowing that Evergreen will be fully online as of October, 2019, so we're set. *Judy moved to continue internet service with ENA for 2019-2020, April seconded, and motion carried.*

BUSINESS TRAVEL EXPENSES: Michele had updated the travel expense policy to reflect the Board's desire to reimburse mileage cost for use of personal cars using the higher rate of the State of Indiana or the United States Government for its employees. *Judy moved to accept the updated policy, Max seconded, and motion carried.*

DISCUSSION ITEMS

ELEVATOR REPLACEMENT: DLGF has not yet sent approval to release funds for additional appropriations, so we are in a holding pattern until that comes through. We are also waiting for a detailed estimate from Oracle (Schindler's quote was quite expensive).

CLAIMS & CHECKS

Claims were presented in the amount of \$39,741.23. After review by the board, Judy moved to approve the payment of claims, Ann seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next *special* meeting, an adoption meeting for the 2019 budget will be October 17, 2018 at 5:00 pm in the Musser Meeting room, and the next *regular* meeting will immediately follow October 17, 2018 @~5:15 pm.

Approved this 17th day of October, 2018:

Paul O. Elton

Judy Adders

Max Bennett

Jim Wes

Ann H. H. H.

October 17, 2018 minutes of the Hartford City Public Library SPECIAL meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor at 5:00 pm in the Musser Meeting Room at the library.

ROLL CALL: Members Max Bennett, Ann Ludwig, Judy Soddors, Michael Tabor, and Jim Weiseman; Director Michele Risinger, Admin Assistant Jen Holst.

This special meeting was convened to adopt the 2019 library budget. Judy moved to adopt the budget, Max seconded, and motion carried. **RESOLUTION 2018-9** was signed to be submitted to the state.

Approved this 14th day of November, 2018:

Michael O. Tabor

April Bartlett

Judith Soddors

Kell R. Ruble

James Wei

Ann Ludwig

October 17, 2018 minutes of the Hartford City Public Library REGULAR meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor in the Musser Meeting Room at the library.

ROLL CALL: Members Max Bennett, Ann Ludwig, Judy Soddors, Michael Tabor, and Jim Weiseman; Director Michele Risinger, Admin Assistant Jen Holst. (Kelli Ruble was approved by the School Board to replace Pat Clamme on the Library Board of Trustees, and plans to join the board next month.)

MINUTES were adopted as presented upon a motion by Max, seconded by Jim.

FINANCIAL REPORTS: State tech grant has been nearly expended for the year; remaining charges will be paid out of communication appropriation once grant is cleared out. The operating supplies column has been overspent; an appropriation transfer for this and some other columns that are near budget will be presented to the board. Michele and Jen will analyze the operating supplies column to see how to better account for it next year. Washington Township contract has not yet been received for the *year*; board would like to see a penalty clause included in the next contract. Judy, having been appointed by the commissioners, will alert them to the problem and see what help they can give.

CIRCULATION REPORT: Overall rather good and holding steady, other than a drop in Children's Fiction and an increase in Overdrive.

PROGRAMS REPORT: High attendance in Children's for programs, boosted by visits from preschool classes, which children receive a goodie bag including a book, bookmark, and info on our various reading and literacy programs. Tutoring has been going strong, and several are attending the Work One classes held here.

DIRECTOR'S REPORT

DEPARTMENTS:

- Jolene and Michele attended Triad for senior citizens the morning of October 17th.
- Children's is hosting an annual pumpkin decorating contest, which has proved very popular in the past.

BUILDING:

- Michele will call Jerry Banter to get quotes to 1. fix the coat rack area and 2. design/build an entry to the park.
- Phil Klink has not responded about the shelves in Children's with regard to the floor settling issue.
- JR Flooring will work with us to patch and carpet hallway outside Children's.
- DLGF approved our appropriation transfers for the elevator in September, but didn't notify us.
- Oracle came Friday, October 12th to assess what "other work" may need to be done, but assessment was not yet sent to us by the time of the board meeting.

TECHNOLOGY:

- An Adobe Reader update error put the public PCs out of kilter, so Michele has been spending the past week updating them, with 2 PCs out of order in rotation for updates to run. Process is nearly complete.
- Russ ran wire for rear exterior camera, but encountered some issues with building wiring. In the process, Children's internet was down for a few days and as was the main floor public printer. Problem is corrected now. Some equipment and wires have had to be replaced in the process.
- New interior security cameras are working fine except for the main floor camera, which Russ attributes to a power issue, and he continues to work on it. Question arose as to if we are paying him extra for this work: his

contract includes a certain number of hours of work each month, so generally we are just paying for new equipment installed.

NEWS & REQUESTS:

- Having decided last month to resume regular monthly staff meetings, the first was held October 5th.
- A video on Active Shooter Training was presented, and staff discussed scenarios and issues regarding violent patrons in the building. Will concentrate first on internal communications for emergencies, including chat via Slack interface and air horns for notifying other floors of an emergency in lieu of an intercom system. Max also suggested having hornet spray available for personal safety.
- Michele went over Evergreen Indiana application forms, particularly which one to use when issuing a blue student card.
- Licking and Jackson Townships have paid 3rd quarter. Still waiting on Washington Township.
- Not planning to renew timeclock software, as it is persnickety; can't find an alternative that is cost-effective for such a small group. Ann mentioned that software had originally been installed to ensure that staff was taking appropriate breaks.
- Michele said she is leaning toward the first Friday afternoon of each month to hold regular staff meetings.

FRIENDS UPDATE:

- Chris Reidy will present a second WWI program November 14th at 6 p.m. at the Arts Place; it will be the last historical program of the year.
- Michele will lead the book club this month with *Frankenstein* by Mary Shelley to celebrate the 200th anniversary of the book's publication.

PARK UPDATE:

- Central Indiana Hydroseeding's contract is complete.
- Electrical work is all that is left for this fall, and it has been subcontracted out.
- Ran out of local dirt to a change in the sidewalk and depth of removed gravel parking lot, so no mounds/hills. Will need to do a separate, small contract if we want to add hills.
- Committee needs to discuss entrance ideas. Approximately \$10,000 available for this: need exact figures from Dave Bowman. Have Jerry Banter create something that goes with the shed?
- Red maple trees are planted and grass seed placed.
- Feedback on park progress was positive from folks at Triad.
- Would still like trees along Jefferson St. Judy will talk to Dustin George (?) about this.
- Ann said that Psi Iota, represented by Cara Bennett, would like to donate bench (-es?) for the park. Ann had examples of metal benches with figures on them (reading children, etc.); cost would be a factor. Michele said they would need to be made of some form of natural material (i.e., not plastic), as that is a focus of the park. Ann was given the green light to have them meet with the park committee or Michele to proceed.

ACTION ITEMS

COMPENSATION COMMITTEE: Mike, Max, and Judy volunteered to serve on the committee.

TREASURER ELECTIONS: Judy moved to elect Max Bennett as Treasurer and April Bartlett as Deputy Treasurer. Ann seconded and motion carried with Max abstaining.

THIRD QUARTER PLAC REPORT was signed to be sent to the state.

A RESOLUTION was brought before the board to transfer funds within the Library Operating Fund Major Category. Jim moved to do so, Judy seconded, and motion carried: **Resolution 2018-10.**

-\$100 from Communication/Transportation	+\$100 to Ebooks
-\$1,000 from Repair & Maintenance Supplies	+\$1,000 to Operating Supplies
-\$2,000 from Land, Building, & Improvements	
-\$1,000 from Non-print	
-\$3,000 Total	+\$3,000 to Books


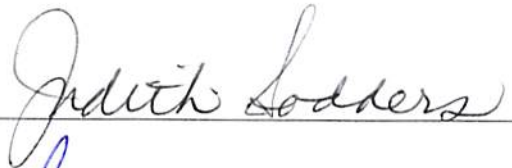
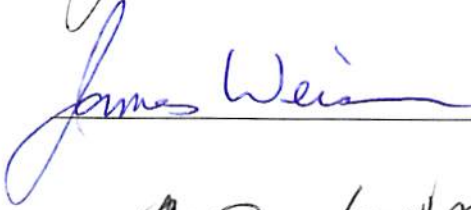

A RESOLUTION was brought before the board to establish a Large Print Memorial Gift Fund in memory of Earlene Lightle. Max moved to do so, Jim seconded, and motion carried: **RESOLUTION 2018-11.**

CLAIMS & CHECKS

Claims were presented in the amount of \$58,983.09. After review by the board, Ann moved to approve the payment of claims, Jim seconded, and motion carried.

Being no further business to come before the board, meeting adjourned at 5:53. The next regular board meeting will be November 14, 2018 at **4 p.m.** in the Musser Meeting Room.

Approved this 14th day of November, 2018:

NOVEMBER 14, 2018 minutes of the Hartford City Public Library regular meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor in the Director's office of the library.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Judy Sodders, Michael Tabor, and Jim Weiseman; also Director Michele Risinger and Admin Assistant Jen Holst.

MINUTES were approved as presented (Jim so moved, Judy seconded; all in favor.) Kelli was welcomed to the board.

FINANCIAL REPORTS:

- Second distribution from county is expected to arrive in December.
- Several grants will be closed out this year; Michele and Jen are checking to be sure the accounting for them is correct and up to date.
- As we near the end of the year, appropriations are getting low; one transfer is needed this month (see action item below).
- Refund for lights has been received; slightly lower than expected, but brought cost down to about \$10,000.
- Payments have been received from Licking and Jackson Townships (but not Washington Twp).
- Large Print Memorial Fund has been established.

CIRCULATION REPORT: Picture books down, even though afternoon story time attendance has been soaring. Amy will be weeding books that haven't circulated in a couple years.

PROGRAMS REPORT: Good turnout at the pumpkin decorating contest. There was a big surge in afternoon story time attendance.

DIRECTOR'S REPORT:

- Not yet heard from Oracle about elevator.
- November's staff training included training on "Going Dewey-less" - changing, in some cases, from an organization based on author's name to grouping by subject (e.g., tractors, princesses, etc.)
- Jerry Banter will be hired to put up a little wall with a door in the coat rack area so we can make the dehumidifier more effective; will cost less than \$600. Planning to work on it this winter.
- Atrium leaking again; not sure why, since several things (roof, parapet cap, etc.) have been fixed.
- Planning to meet again with Zach Benedict of MKM Architects to determine if library should plan an expansion or re-design interior to meet goals.

PARK REPORT:

- Pipes winterized. Splash pad was tested, and the start button isn't working, but issue will be addressed next spring when remaining work to open is done.
- The park committee will schedule a meeting for after the beginning of the year to meet with Flatlands to discuss planting shrubs and other work.

ACTION ITEMS

COMPENSATION COMMITTEE REPORT: Mike reviewed the various summary pages and recommendations of the committee, noting that the total is "well within the budgeted amount," which Michele said covers any extra hours that part-time staff may work. Jim offered thanks to the committee for their extensive work and report. Judy moved to accept the recommendations, April seconded, and motion carried.

RESOLUTION TO TRANSFER FUNDS: As print/ad appropriation was very low this month, Michele requested a \$100 transfer from communication/transportation to print/ad. Jim moved to transfer funds, Kelli, seconded, and motion carried. **RESOLUTION 2018-12**

PATRON CONDUCT POLICY: Michele simplified the previous policy into a single page, which still amply covers issues one might have while still giving staff the leeway to use their best judgment in questionable cases. April moved to adopt the new policy, Judy, seconded, and motion carried.

DANGEROUS FIREARMS POLICY: April moved to adopt the policy, Kelli seconded, and motion carried.

DISCUSSION ITEMS

Mike noted that Jim will be resigning his position on the board, effective end of his term (2018), and asked for suggestions to submit to County Council for his replacement.

Officer elections will be held next month for next year. The secretary position will be vacated, so nominations will be taken in December and voted upon.

The board agreed to continue their Christmas tradition of catering in dinner for the December meeting. Judy will make the arrangements, to be held December 19.

CLAIMS AND CHECKS

Claims were presented in the amount of \$34,477.48. After review by the board, Judy moved to approve the payment of claims, Ann seconded, and motion carried.

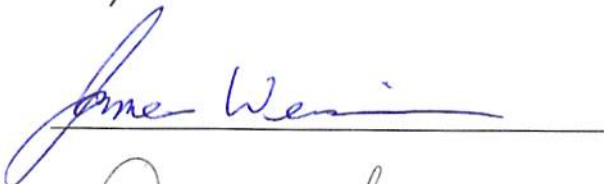
Being no further business to come before the board, meeting adjourned. The next regular board meeting will be December 19, 2018 in the Musser Meeting Room at 5:00 p.m.

Approved this 19th day of December, 2018:











December 19, 2018 minutes of the Hartford City Public Library regular meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor.

ROLL CALL: Members April Bartlett, Max Bennett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, and Jim Weiseman; also Director Michele Risinger and Admin Assistant Jen Holst

MINUTES were approved as presented at Jim's motion and Judy's second.

FINANCIAL REPORTS:

- Funds Summary now included with reports, as it is a monthly Gateway upload requirement; reflects beginning and ending balances, along with receipts and disbursements for the month, of each fund.
- Appropriations showing negative balance in 23 (Print/Ad) and 32 (Operating Supplies); balance should be zero after transfers, so Jen will check that.
- Mike requested the annual revenue chart for 2018 at next month's meeting.
- Misc. revenue may reflect a small decrease from now on, as the auto-renewal option has been switched on for books (not equipment), which will probably result in fewer fines.

CIRCULATION:

- Remains stable; Overdrive is up, Children's fiction is down slightly again.
- Need for public PC's has decreased, since more patrons have personal devices for Wi-Fi and printing; will eventually go down to six public computers.

PARK REPORT:

- Dean Wilson unavailable due to health issues until first of next year.

ACTION ITEMS

2019 BOARD OFFICERS: Elections were held for next year's officers of the board, and the results are as follows:

- PRESIDENT: Mike Tabor
- VICE-PRESIDENT: Ann Ludwig
- SECRETARY: Judy Soddors
- DEPUTY SECRETARY: Kelli Ruble
- TREASURER: Max Bennett
- DEPUTY TREASURER: April Bartlett

FLATLANDS RESOURCES CONTRACT SUPPLEMENTAL AGREEMENT (LANDSCAPING): Ann moved to contract with Flatlands for a nature park landscaping design plan, pending Michele's applying for and receiving a grant which would cover fees; Judy seconded, and motion carried. In further discussion, Judy recommended larger stones around bubbler. Also, Michele said Dustin George will add trees which will not tear up sidewalk to the green easement along Jefferson Street.

EMERGENCY PROCEDURES: Required to review this policy annually, Max moved to adopt our standing policy for next year; Kelli seconded, and motion carried.

TOWNSHIP CONTRACTS: The contracts were amended to include overdue payment penalties (5% penalty incurred for more than 30 days overdue, and 10% penalty for more than 60 days overdue). Judy moved to adopt the new policy, April seconded, and motion carried. Contract did NOT include penalty for late contract, however.

ENCUMBER ELEVATOR FUNDS: Funds having been set aside for replacement of the elevator, but work not yet done, Max moved to encumber \$17,600 from Rainy Day fund and \$44,800 from LIRF; Kelli seconded, and motion carried.

RESOLUTION 2018-13

FINE-FREE CHILDREN'S BOOKS: Michele requested removing fines for juvenile books and audiobooks belonging to our library. This would be internal policy only, as Evergreen circulation and fines are set by the state. Auto-renewal will help to mitigate these fines anyway. Judy moved to adopt this policy for a six-month trial period, April seconded, and motion carried. In further discussion, Ann requested a report on how many children would otherwise be unable to check out materials due to fines during this trial period.

DISCUSSION ITEMS

MKM Architecture + Design submitted an exterior design and floor plans of the main floor and basement for the board's review in considering how to better serve our community. The reaction was favorable. Michele and Michael will proceed to work with MKM Architecture to get some rough figures so that they can get back in contact with Umbaugh (public accountant) and speak with the city.

CLAIMS & CHECKS

Claims were presented in the amount of \$27,271.07. After review by the board, Judy moved to approve the payment of claims, Ann seconded, and motion carried.

Those present enjoyed a delicious Christmas dinner arranged by Judy and catered by Fran Eikenbary.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be January 16, 2019 in the Musser Meeting Room at 5:00 pm.

Approved this 16th day of January, 2019:







