

January 16, 2019 minutes of the Hartford City Public Library *special* meeting, submitted by Jen Holst, recording secretary:

ANNUAL FINANCIAL COMMITTEE Meeting was called to order by President Michael Tabor.

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

Max moved to accept the following appointments as committee officers:

President - Michael Tabor

Secretary - April Bartlett

Ann seconded; motion carried.

The Board of Finance held its annual review of finances and depositories.

- Members agreed to continue using Citizens State Bank.
- It was noted that last year's discussion of investments would be tabled until further notice, as those monies are now earmarked for the elevator replacement.
- Revenue and disbursements for the year were reviewed.

Meeting was adjourned.

Approved this 20th day of February, 2019:



President



Secretary

January 16, 2019 minutes of the Hartford City Public Library Board of Directors 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, Michael Tabor; also Director Michele Risinger and Admin Jen Holst

MINUTES were approved as presented at Max' motion and Kelli's second.

FINANCIAL REPORTS:

- Having received the December distribution, the library starts the year with a healthy balance.
- \$55,000 not spent of 2018 appropriations serves as a buffer until July distribution.
- Michele reported that generating auto-renewals and waiving juvenile fines is creating goodwill in the community.

CIRCULATION is up. There was discussion about the merits of pre-paid plans vs. contracts when it comes time to replace Wi-Fi devices.

2018 ANNUAL STATISTICS: Attic authors are getting weeded, but Michele reassured Michael that local authors will remain.

DIRECTOR'S REPORT:

BUILDING:

- Shelf builder has not returned call regarding floor settling issue.
- Carpet has been replaced in basement hallway; has rubber backing for if children wet from playing in the splash pad would move through the area.
- Drywall in atrium slowly deteriorating in some new spots.
- Elevator: carpet was replaced and rubber ramps added to aid people with walkers/strollers.
- Broken pipe on exterior of southwest side of elevator shaft appears to be sump pump in elevator well; Michele emailed Clemens asking if they can tie it into downspout extension and cap underground pipe.
- Michele also emailed Zach Benedict about the addition/renovation, asking him to help us come up with numbers for public accountant Umbaugh so we can start the process.

TECHNOLOGY

- Front security camera is still not installed, due to weather and Russ' illness.
- 3/6 hotspots have not been returned, but remaining three are circulating well.

NEWS/REQUESTS

- January staff training was Bloodborne Pathogens: library needs to provide Hepatitis B vaccine to any staff who want one if they run a chance of encountering exposure (which is all staff in a public building). Public health department can do shots for us. Board is to read draft of control plan for discussion and approval next month.
- Main Street group wants to provide Friday night movies from Memorial Day to Labor Day. Discussion followed about pros and cons of library being involved with this project.

- County Councilors would like recommendations for the open board position; some informal suggestions were presented and will be contacted to ascertain their willingness to be considered by County Council.

FRIENDS

- No volunteers were submitted to run the magazine sale January 25-26, so Michele will run it.
- This means that the Friends will receive no funds for programming.

PARK

- Jerry Banter is drawing up a sketch for the park entrance.
- Michele signed a contract with Flatlands Resources to help with plantings, and will apply for a grant to help pay for that, along with extra funds for more dirt and to fix the swale.
- David Heilman would like to meet with committee week of 28 Jan.
- In further park news, Ann noted that she had found an example of a bench at largeart.com that she would like to see installed in the park because of its reading theme. The bronze benches include a statue of reading children right on the bench. At Christmas time, some people donated to the pass-through fund at BCCF (\$670 so far); others can donate as well and notate "Nature Park Bench" on memo line.

ACTION ITEMS

- The 4th Quarter 2018 PLAC Report was signed to be submitted to the state.
- TELEPHONE UPGRADE IN JULY: Monthly service through our state internet provider was quoted at \$94 for a 3-year contract, down from approximately \$300 with AT&T. Michele will ask if the rate would change after three years. This was tabled until deadline approaches more closely.

DISCUSSION ITEMS

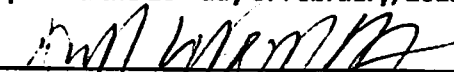


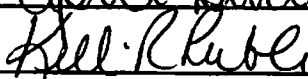
Max was bonded as Treasurer this month. April will stop by insurance office to get bonded as Deputy Treasurer.

CLAIMS & CHECKS

Claims were presented in the amount of \$40, 282.70. After review by the board, Max moved to approve the payment of claims, April seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be held February 20, 2019 at 5 pm in the Musser Meeting Room, HCPL.

Approved the 20th day of February, 2019:

February 20, 2019 minutes of the Hartford City Public Library Board of Trustees meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order at 5:00 by President Michael Tabor.

ROLL CALL Members April Bartlett, Ann Ludwig, Kelli Ruble, and Michael Tabor were present; also Director Michele Risinger and Admin Jen Holst.

MINUTES were approved as presented upon a motion by Kelli, seconded by April.

FINANCIAL REPORTS:

- With a budget over \$300,000, the library is required to publish a Combined Statement of financial activities for 2018, which was printed today in the Hartford City News Times.
- Oracle has not responded to Michele's voicemail or email about replacing the elevator, so Mike wants to contact them to find out why there is no response so as to determine our path forward.
- Large Print Memorial Fund has been spent; books have arrived and are being prepared for shelving.
- Question about if any benefits had been seen from LED lighting installed last year: Michele affirmed that while it didn't seem to be saving the library much money, it is brighter. She also stated that Energy Harness will be doing an audit of savings in March.
- LIT has increased this year.
- Washington Township and Jackson Townships have both paid 4th Quarter 2018 charges for services.
- Michele has been asked to attend the ILF and Evergreen conferences coming up in March and April. Mike called for a motion to allow registration and mileage coverage for these events. April moved, Kelli seconded, and motion carried.

CIRCULATION: Good month overall! Most categories were up this month, including fairly large increases in adult fiction, film, and OverDrive.

PROGRAMS: New report format due to the way the state library wants statistics reported.

DIRECTOR'S REPORT:

BUILDING:

- Clemens waiting for better weather to work on downspout changes.
- Dean Wilson has tweaked the admin office and furnace room; still needs to replace two wall heaters.
- The drywall in the atrium continues to degrade. Once the weather warms up, Michele may call Mays in to add a metal sheet over the top on the outside, as well as to take a look at the crack in the limestone on the south side.
- There are now some cracks in the hallway ceiling outside the children's department and new water damage in the meeting room corner by the kitchenette door.

TECHNOLOGY:

- Michele's computer needs replaced, and is due for an upgrade this year, according to the technology plan.
- A handheld scanner was purchased for library and historical society use, as there are some large unique materials that should be preserved and documented digitally.

DIRECTOR'S NOTES:

- For in-house staff training this month, officers First Sergeant Mike Nichols and Sergeant Trent Smith of the Indiana State Police came in, toured the building, and gave us advice on how to handle an armed patron (Active Shooter training) and made recommendations on how to make the building safer. Some of the suggestions included:
 - o Make the front stairwell an emergency exit only; Michele plans to address this with the architect when next in contact about building upgrade plans.
 - o Lock the back door, installing a buzzer and intercom to open it remotely; Michele feels this is not really acceptable for the handicap door, as Montpelier does this and patrons do not care for it.
 - o Make sure we know what our panic buttons do
 - o Create procedures for what to do: how to notify other staff, how to exit building with patrons, where to meet outside the building, etc.
 - o Get a fire escape installed for the admin office.
- Book sale made just over \$100.

FRIENDS:

- Lisa and Ruth asked to meet with Michele and Judy to discuss the future plans of the group.
- The group is planning a program at Arts Place, possibly to do with the Civil War.

PARK:

- Jerry Banter has submitted an initial draft of the park entrance and would like feedback; Mike will get back to him about that.
- The park committee will be meeting with Flatlands in March.
- Michele has submitted a grant to BCCF.

ACTION ITEMS

- Mike signed the 2018 Indiana Public Library Report Submission sheet to be mailed in, as Michele has submitted the report online.
- Ann moved to renew the technology contract with M&R Technology for 2019; Kelli seconded, and motion carried.

DISCUSSION ITEMS

- Two names (Kay Waters and Bob Sine) have been submitted to the county council as candidates for the open Board position.
- Database content has been challenged in other states, and since it could affect one of our databases, OverDrive, information regarding the background of that issue was given to Board members to keep them up to date.
- Legislation (HB1343) regarding who has control of the library budget was also passed out for the Board's awareness.

CLAIMS AND CHECKS

CLAIMS were presented in the amount of \$29,617.58. After review by the board, Ann moved to approve the payment of claims, Kelli seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be held March 20, 2019 at 5 pm in the Musser Meeting Room, HCPL.

Approved the 20th day of March, 2019:

April Bartlett
Ann Alvar
Robert G. Sims
Ann Alvar

March 20, 2019 minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order at 5:00 by President Michael Tabor.

ROLL CALL Members April Bartlett, Ann Ludwig, and Michael Tabor, along with Director Michele Risinger and Admin Jen Holst, welcomed Bob Sine to the board.

MINUTES were approved as presented upon a motion by Ann, seconded by April.

FINANCIAL REPORTS:

- The general operating fund is now balanced, after several months of payroll issues.
- The rest of the Frankenstein grant money was spent this month.

CIRCULATION:

- All areas are holding steady or rising.
- Michele will start tracking usage of the Friends' Kindle, used for the book club.

PROGRAMS: Winter reading program enrollment reached 48. The Amazing Literary Society Book club has had 20 participants over the course of the month, and 54 children along with 27 adults were counted in the morning and afternoon Story and Craft times.

DIRECTOR'S REPORT:

BUILDING:

- Zach Benedict of MKM Architecture is helping us find a structural engineer to assess the various settling issues in the basement.
- There has been significant water leakage during heavy rains in the atrium; Michele is waiting to talk to Benedict and Umbaugh about a timeline for renovation: if longer than two years, Clemens will be contacted for a quote to add metal sheathing along top of atrium to divert rain.
- Waiting on Clemens to tie sump pump line into downspout and rebury downspout.
- Benedict asked Umbaugh to get in touch about the addition/renovation, but will follow up with them since they have not yet contacted us.

TECHNOLOGY:

- Hoping to get Russ in soon to install front security camera, now that it is warming up outside.

NEWS & REQUESTS:

- Staff training: Bailey, Roxanne, and Jen went across to the Historical Society for a museum tour, and then started into the basics of genealogy with Sinuard Castelo.

- Townships: Washington Township sent in 2018 contract, so library is now issuing cards to those patrons again. 2019 contract received from Jackson Township; Licking and Washington Townships will receive reminders with 1Q19 bill in April.

FRIENDS:

- Michele met with Lisa Weeks, Ruth Jennerjahn, and Judy Soddors on Feb 26 and worked out some issues ("largely communication errors") and came to a compromise for the next book sale:
 - o Outdoor book sale planned on April 27
 - o Staff will accept small donations of a dozen or less books; larger donations must be routed to Friends of the Library: telephone numbers are provided at the main desk, and were listed in last month's newsletter.
 - o Friends are allowed to temporarily store donations in the shed until items are inspected for infestation of bedbugs or other critters; once that is done, items can be moved to the Friends' closet. Items in the shed will be stored on pallets and allow access to splash pad panel and the conduit for electricity installation.
 - o Friends will need to come up with an alternate storage location once the library needs the shed for storage of park items.
 - o The Friends' main financial goal is to be able to provide adult programming, and they have enough for this year.

PARK:

- Michele met with Flatlands on March 8 to discuss a planting plan. They are focusing on natives and creating a living hedge to border the alley, Jefferson, and Franklin. They are working to get us cost sheet; Michele is hoping to offset the cost a bit with local gardeners' donations.
- Dustin George of the Arbor Day committee will be providing sidewalk-friendly trees along Jefferson in strip between sidewalk and the road, as well as two tulip trees for the interior of the park. The maple along Jefferson and the walnut are to be removed and the wood reused in the park.
- Dean Wilson still wants to do electrical work on the park: he dropped off a quote this afternoon. (Approval added to action items.)

ACTION ITEMS

- Ruth Flatter kindly left a generous endowment to the library, along with three other community organizations. Because there was originally a fifth organization listed in the estate that has since gone defunct, the Blackford County Community Foundation has requested that, rather than dividing that remainder among the four remaining organization, it be funneled into the unrestricted fund of the Foundation in order to receive a 2 to 1 match from the Lilly Endowment, thus tripling the impact of the estate on the Blackford County Community. April moved to relinquish the remainder that would come to the library back to the Foundation in order for the Lilly Endowment match grant to take effect, pending approval of the other organizations. Bob seconded, and motion carried.

- Jerry Banter submitted a proposal with drawings for an entrance to the park from the southeast measuring 8'x12' and including benches down the length of the covered bridge-type concept. The sides would be open, flanking the paver path, and covered by a metal roof. Bob moved to accept the proposal as presented, with the option of amending the length at a future date if necessary; April seconded, and the motion carried.
- Oracle proposal for elevator replacement: Mike was finally able to get through with corporate to get the ball rolling on this project. Oracle sent a checklist of items the library needs to take care of in order to proceed. Michele is working to complete the checklist. Bob moved to accept the proposal and sign/return the contracts to get on the waiting list, as Oracle's crews are already booked six months out. April seconded the motion, which carried.
- Ann moved to accept Dean Wilson's quote for electrical work on the park; Bob seconded, and motion carried.

DISCUSSION ITEMS:

Ann asked about the Rotary Club's grant for a climbing structure, since it will expire in June. Michele said the Boy Scout working on it has had his project, a suspension bridge, approved, and expects the work to take place this spring. The park committee will meet after the first of April to revisit climbing structure ideas for a second design, thinking it would be nice to find a larger configuration to add to the park. The climbing structure at Minnetrista was mentioned as a model to be emulated.

CLAIMS & CHECKS:

Claims were presented in the amount of \$33,454.13. After review by the board, April moved to approved the payment of claims; Bob seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be held April 17, 2019 at 5:00 in the Musser Meeting Room, HCPL.

Approved this 17th day of April, 2019:

M. Elmer
Kellie Kabb
Ann Harrison
April Baithell

Joshua Sanders
Robert G. Sims

April 17, 2019 minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order at 5:00 pm by President Michael Tabor.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger; Admin Jen Holst

MINUTES were approved as presented upon a motion by Bob, seconded by April.

FINANCIAL REPORTS:

- All funds looking fine at the halfway mark to the next major distribution.
- Fines/fees down slightly with auto-renewals; not losing materials.

CIRCULATION REPORT:

- Film up by close to 200
- New cards are down; Michele will check to see if that includes the township card renewals. (Door count was also down quite a bit.)

PROGRAMS REPORT:

- Makerspace had no attendees, but will try again; general feeling is that it is a worthwhile program.

DIRECTOR'S REPORT:

BUILDING

- Good report from structural engineer with recommendations on how to mitigate water damage affecting the foundation; copies of report provided.
- Clemens finished downspout work with sump pump outlet.
- Elevator: According to SBOA, we cannot prepay 1/3 of cost of materials to Oracle before invoice received or materials delivered as requested, so waiting to hear back from rep on how to proceed.

TECHNOLOGY

- Michele met with Russ today regarding front security camera. They decided to wire through the wood frame of front window opposite where flag was so that it would be difficult to reach; Russ will be sure it is waterproofed.

NEWS/REQUESTS

- Staff training involved a self-assessment of technology competencies, followed by a discussion with Michele over areas with which they requested help.
- Public PCs reduced from eight to six; the other two are being repurposed. The space vacated by the two computers is being outfitted with outlets for personal laptops, and the tables reserved for use by tutors.
- First quarter payments received from all three townships; Jackson's 2019 contract was also received, and reminders sent to Licking and Washington with their 2Q19 invoice; verbal affirmation that contracts will be sent soon.

FRIENDS

- Outdoor book sale is planned for Saturday, April 27. Meeting room is reserved in case of inclement weather.

PARK

- Park committee met with Paul Raymond of Rotary to decide on a second climbing structure to be funded/built with Rotary grant money.
- Arbor Day Committee will be providing redbuds and serviceberries along Jefferson and Franklin streets, in strip between sidewalk and street. Their money can only be spent on public land, so they cannot help furnish tulip trees on library property.
- The Boy Scout building the suspension bridge for his Eagle project has been asked to provide his cost sheet by May 1 in order to access the Rotary grant helping fund it.
- Park committee decided to keep the black walnut tree for now, so space to plant only one tulip tree, which limits what flowers and vegetables can be planted in area.
- Board authorized removing maple tree along Jefferson Street and grounding out stump to make way for Arbor Day's fall tree planting.
- Electrical work done in shed; ready for contractors to return to wrap up splash pad installation. Michele hopes to see this up and running by June.
- Michele referenced outlets protruding from ground near bubblers; Mike will inspect.

ACTION ITEMS

- Mike signed PLAC quarterly report (zero sold).
- Public Service Loan Forgiveness form for director was approved and signed by Mike.

DISCUSSION ITEMS

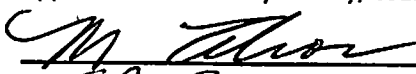

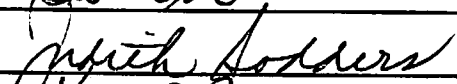

Background Check Policy - Michele handed out a draft for board members to review this month and discuss at next meeting.


CLAIMS & CHECKS

Claims were presented in the amount of \$27,948.44. After review by the board, Judy moved to approve the payment of claims; Bob seconded, motion carried.

Being no further business to come before the board, meeting adjourned. The next board meeting will be Wednesday, May 15th, with EXECUTIVE session at 4:30 pm and REGULAR meeting at 5:00 pm in the Musser Meeting Room, HCPL.

Approved this 15th day of May, 2019:



May 15, 2019 minutes of the HCPL Board of Trustees EXECUTIVE meeting, submitted by Jen Holst, recording secretary, based on recording of meeting:

Cancelled due to lack of quorum; rescheduled to 4:30 PM on June 19, 2019.

May 15, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary, based on recording of meeting:

Meeting was called to order by President Michael Tabor.

ROLL CALL: Members April Bartlett, Max Bennett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger

MINUTES were approved as presented upon a motion by Bob, seconded by Judy.

FINANCIAL REPORTS:

- We have received a new grant from BCCF for landscaping, paid directly rather than administered as a pass-through account.
- Appropriations: Michele receives a monthly report from Jen showing percentage used in each category to monitor rate of spending. Insurance is well over the 50% mark because most of these accounts are paid annually in a lump sum early in the year.
- Revenue: All three townships have paid their first quarter charges. Jackson has returned its 2019 contract; Licking and Washington have not yet met this year.

CIRCULATION REPORT:

- All stats positive. Magazines are up ~100 after having dropped last several months. Some magazines are going out of print, and others must be ordered direct from publisher rather than through our mass supplier, but Jolene has been reviewing subscriptions quarterly and seeing what is available in other outlets to better serve our patrons.
- Children's fiction is up significantly, as is OverDrive. Resource sharing is also climbing.
- Staff is now tracking the three Kindle e-readers, which are loaded with the monthly book club titles.
- Michele checked into what is considered "new cards," confirming that this number does not include renewals, but those either brand new to the system or for patrons whose cards had lapsed over the years.
- Door count strong this month.

PROGRAMS REPORT:

- Friends Book Club somewhat smaller this month, but good discussion with Michele on *Paper Towns*.
- Teen Art Club: no attendance this month; Amy brainstorming ideas, and considering whether to open to adults.
- In other children's programming, the homemade kites and the craft offered on Community Cleanup Day were both hits with the children.
- The Amazing Literary Book Club continues to have steady attendance.
- Friends Historical Program, in conjunction with Arts Place, enjoyed a good attendance for the "Lincoln's Funeral Train" presentation.

DIRECTOR'S REPORT:

BUILDING

- Atrium is still leaking.
- Clemens has finished downspout work with sump pump outlet. Michele working on a small detention rain garden to accommodate heavy rains.
- Mike and Michele spoke with Umbaugh and MKM Architecture regarding the addition/reno, which has referred the library to bond counsel Ice Miller to determine what the library can borrow and what the county/city can afford for us to borrow.
- Fortunately, Oracle found a work-around to avoid the invoicing issue we were facing: they will issue a materials invoice that will serve as a payment application to be able to begin work, allowing them to book the job, order the materials, and send an invoice upon their delivery to our facility. Labor will be billed separately as work is completed. No start date given yet.

TECHNOLOGY

- Two public PCs have been removed, which will be used for the OPAC and microfilm updates; that space will be offered to those using personal laptops.
- Need to do major updates due to Windows 7 machines losing support January 2020, on which is what half our machines are currently running.
- Russ has started installation on the front security camera. Signs have been installed alerting public to 24/7 video monitoring.
- Bob recommended adding a second hard drive to preserve 60 days' worth of video recording rather than the single drive holding 30 days' worth.

DIRECTOR'S NEWS/REQUEST - Training: With Jolene out of town, Bailey and Roxanne met with Sinuaird Castelo at the Historical Society while Amy worked on painting the closet doors in the children's department, creating a chalkboard surface behind the work desk.

FRIENDS UPDATE - Michele met with Lisa Weeks, Ruth Jennerjahn, and Sinuaird Castelo May 13 to discuss future programming. She isn't sure about next book sale, since someone came in at the end of the last sale and bought the items that remained.

PARK UPDATE

- Electrical work done in shed; Dean Wilson came in to check on it today, and everything is fine.
- Michele called city to have water turned on for splash pad. They require a one-time \$200 deposit, which is included in claims. As soon as a loose wire is fixed, it will be activated.
- Need contractors to come back in to wrap up splash pad installation.
- Sod needed; will check with Nathan Klink (My Outside Guys) and other sources.

ACTION ITEMS

BACKGROUND CHECK POLICY - tabled, as the law which would have required this did not pass.

PARK COMMITTEE has approval to make all decisions for the park henceforth. Max made the motion, Kelli seconded, and motion carried.

DISCUSSION ITEMS

COMMUNITY SURVEY was reviewed and approved by board. Copies will be available at the front desk, as well as online at the website and Facebook pages; local public officials will also receive one via mail.

CLAIMS & CHECKS

Claims were presented in the amount of \$36,433.85. After review by the board, Ann moved to approve the payment of claims; Judy seconded, motion carried.

Being no further business to come before the board, meeting adjourned. The next board meeting will be June 19, 2019 in the Musser Meeting Room:

4:30 p.m. EXECUTIVE SESSION

5:00 p.m. REGULAR SESSION

Approved this 19th day of June, 2019:

M. Thor
Max Bennett
Judith Loders
Bob Sine

EXECUTIVE SESSION

Board of Trustees of the Hartford City Public Library

Wednesday, June 19, 2019 @ 4:30 PM

Becky Musser Meeting Room

Hartford City Public Library


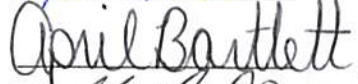
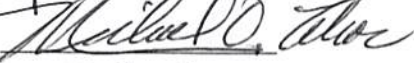

314 N High St, Hartford City IN

Roll Call: Mike Tabor, Judy Soddors, Max Bennett, Ann Ludwig, 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 17th day of July, 2019.




June 19, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:

Board met in executive session to evaluate the director as required by the Board of Trustees by law - for annual review.
Meeting was called to order by President Mike Tabor.

ROLL CALL: Members Max Bennett, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger; Admin Jen Holst

MINUTES were approved as presented upon a motion by Bob, seconded by Judy.

FINANCIAL REPORTS:

- First property tax distribution due at end of June.
- Appropriations right on target. June numbers will be used to create next budget.
- Board would like to see a report next month on the six-month trial period of juvenile fines waived.

CIRCULATION REPORT:

- Good month: all strong, with only large print diminishing, probably due to decline in the population demographic.
- Michele is considering ordering another hotspot: waitlist oscillates between 1-9 people. Current equipment is already a couple years old. We have unlimited service through Sprint for \$120/year.
- Resource sharing is still climbing. Bailey is finding a rhythm to her day to have pickups and processing ready, as the courier stops are inconsistent.

PROGRAMS: Amy is dropping Teen Art Club for a time, due to no attendance these last few months.

DIRECTOR'S REPORT

BUILDING:

- ADDITION/RENO: Mike and Michele spoke with Ice Miller and have a timeline, but have not yet been given figures to work with for getting local support.
- ELEVATOR: emailed 6/18/19 for schedule information.

TECHNOLOGY:

- Russ installed front security camera this week.
- Russ replaced the damaged cat cable (internet line) for part of the main floor.
- Director's PC hard drive died and was out of commission for about two weeks. New hard drive and extra fans installed, and upgraded to WIN 10.
- There are half a dozen PCs to upgrade to WIN 10 by Jan 2020.

NEWS/REQUESTS:

- TRAINING: We watched Evansville PL's training video on Bystander Intervention. Everyone was assigned to watch the Internal Controls video on the own time that afternoon or on another day.
- TOWNSHIPS: Licking Twp is meeting in July and should be able to get contract signed then. Washington's contract has been received.

- We are under our quadrennial audit by the State Board of Accounts; Michele and Jen have been gathering materials and submitting them online for two weeks now. At this time, we are reviewing the ledger with a fine-tooth comb as we iron out some discrepancies within the general fund.

FRIENDS: no update.

PARK:

- Splash pad ran for one day, but a leak in the drain was discovered between the cement pad and the paved pathway. Plant Studios came back and worked on several leaks; splash pad will be open for program on 6/19/19 and we'll see how it does then. Other than the scheduled program, the splash pad is on-demand only until the issues are resolved.
- Tim Cain donated his seeding services around the splash pad.
- Jerry Banter is waiting for the weather to cooperate.
- Planting has been bumped due to weather and Michele being busy with audit, though some petunias were moved over to the stump planters.
- The park committee met with Tom Glidden regarding the climbing structure to be built the first week of July. The Rotary is providing the materials, and Ivy Tech is giving Tom the time to work on the project.

ACTION ITEMS

BACKGROUND CHECK POLICY: Judy moved to accept policy as amended; Max seconded; motion carried. Most volunteers are members of community groups, such as the Friends, and as such, are considered to be vetted by the groups of which they are members. Child Safety laws will, of course, be followed with regard to the park.

The amendment is in the first section regarding staff; it strikes the first sentence of proposed policy and moves the second line to the second paragraph. It will read as follows:

The library will conduct a criminal background check of any final candidate who is being considered for employment. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.

FULL-TIME HOURS IN HANDBOOK: The number of hours for part-time and regular part-time employees is spelled out in Handbook 2-01 Employment Categories, but regular full-time does not specify a number of hours. The Affordable Care Act requires insurance to be offered if working over 30 hours. Other libraries consider 35-40 hours to be full-time. HCPL's current schedule considers 40 hours to be full-time. Judy moved that Handbook 2-01 Employment Categories be amended to say that 35 hours is the minimum that an employee can be considered a regular full-time employee to gain benefits. Bob seconded, and motion carried.

BY-LAWS: Mike forewarned the members that a committee would be selected at the next meeting to examine the by-laws, which the state stipulates must be reviewed every three years, last review having been in 2016.

CLAIMS & CHECKS

Claims were presented in the amount of \$36,433.85. After review by the board, Bob moved to approve the payment of claims; Max seconded, motion carried.

Being no further business to come before the board, meeting adjourned. The next board meeting will be July 17th, 2019 in the Musser Meeting Room at 5:00 PM.

Approved this 17th day of July, 2019:

Kell R. Rable
April Bartlett
Michael Zloc
Bob Sime

W. M. King
Erith Looper

July 17, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Mike Tabor.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger; Admin Jen Holst

MINUTES were approved as amended upon a motion by Ann, seconded by April.

FINANCIAL REPORTS:

- Actual revenue all on track. Any townships not paid by first of next month will be billed again with an additional 5% late fee charged.
- June settlement quite good, higher than normal. Last year's AVGQ was 3.5; this year's is 3.4, so next year's should be good as well.
- The board reviewed the six-month trial of children's fines forgiveness, and agreed to continue permanently.

CIRCULATION REPORT: Door count lower, but circulations steady.

PROGRAMS: First month of summer reading program revealed good numbers of children attending and a nice mix of events. The stomp rockets were so popular that program was repeated.

DIRECTOR'S REPORT

BUILDING:

- No change in atrium.
- Parking lot drainage: sump pump is barely running, so there has been little flooding from the outside drain. Planning to move forward in the fall.
- Addition Reno: We are waiting on more detailed figures that will show the impact of the tax cap to local government units, which will be a determining factor on whether we take full amount or pare back.
- Elevator: Michele emailed June 18th and July 17th asking for schedule information; no response. Mike asked to be informed if no response is received within two weeks so he can follow up. The replacement is scheduled for the end of the year, just don't know when exactly.

TECHNOLOGY: Still have a half dozen PCs to upgrade to WIN 10 by Jan 2020.

NEWS/REQUESTS:

- **TRAINING:** We had an internal meeting.
 - o Every library card renewal will require a new written application to be kept per state retention schedule.
 - o Regarding children and teens under 18 who are having difficulties getting a card: Staff are instructed to refer any special situation to the director, who will ensure that a way is found for the child/ren to check out books if at all possible.
 - o Michele is adding a link on each staff computer to an online wiki for easy access to policies, procedures, and training for the staff.
- **TOWNSHIPS:** No contract from Licking yet.

- We are still under our quadrennial audit by the State Board of Accounts. Jen and Michele have been gathering materials and submitting them online for over a month, with a gap due to the auditor being out of the office.

FRIENDS:

- The Friends are paying for new flowers by the front steps of the library; the library will pitch in for mulch. Kim Waddell said she was unable to find yellow flowers, so we have been blessed with ornamental peppers, which are perfectly safe, should someone decide to eat them.
- The Friends are working on the fall speaker series, but no details are available yet.
- There are probably not enough books to offer a book sale during SummerFest.

PARK:

- **GENERAL:** Tom Glidden accidentally ran over our water meter when leaving the climbing area with his truck and snapped off a valve used for blowing out the lines. Plant Studios, the original installer, has replaced the valve, and Tom has agreed to pay the bill.
- **SPLASH PAD:**
 - o Leaks have been located and cement broken up for repair.
 - o With regard to the leaks, Josh at Plant Studios affirmed that while this company is well-versed installing in-ground pools with similar set-ups, this was their first splash pad, and they take full responsibility for the repairs. He did winterize the system last fall, but neglected to cap the jets, and it is likely that snowmelt seeped into the pipes, then froze and burst over the winter. Michele plans to hire them to do the annual winterization, confident they have learned from the mistake.
- **CLIMBING AREA:**
 - o Rotary had some extra funds from the initial wood purchase due to design changes, which were given to the library to finish the climbing area (see resolution to create fund).
 - o Lisa Weeks arranged for the city to excavate the area 6" deep, and for pea gravel to fill the area from Himelick's in Upland.
 - o Tom Glidden built the structure in a week: each post goes down 3' and is set into concrete; climbing handholds and netting were added to structure, and Tom will help install final climbing rope (or whatever is decided...bucket and pulley system also suggested) for the extended arm.
 - o Log planters were temporarily removed so that truck could reach the climbing area with the dump truck.
 - o There is extra pea gravel from the 13 cubic yards order, which will be moved to a tarp in the closed alley area for future use in the park.
- **ENTRANCE:** Jerry is waiting on beams from Hoddup to start, but the cement for the posts has been poured and goes down 4', so should be very resistant to heaving in winter.
- **MURAL:** Arts Council plans to have the mural installed by the 7/27 SummerFest celebration; David Hahn will be doing the installation, and it is intended that it will be cemented in.
- **BENCH:** Ann will check with Psi Iotes to see if they plan to help with the bronze reading bench, or intend to purchase a regular bench; several will be needed throughout the park.
- **SHED:** The siding on the shed was questioned, and it was affirmed that the community preferred it to be left as is, weathering naturally.

ACTION ITEMS

- Quarterly PLAC report was signed to be sent to state.
- April was elected Treasurer and Bob as Deputy Treasurer (moved by Judy, seconded by Kelli). A letter was signed to take to Citizens State Bank to update the account.
- A resolution to create a fund with the monies remaining from the Rotary Climbing Structure grant passed, moved by April and seconded by Bob.
- Michele requested replacing the main copy machine and shared a quote of \$1875 from Weber on a model which had been repossessed from a previous lease agreement. Bob moved to accept this quote and purchase the copier, and the board approved the purchase after Kelli seconded.
- The board approved the director's attendance at two regional events (ILF Annual Conference and NICCL Roundtable - this one is mileage only, free to attend): Kelli moved, Judy seconded.
- ENA TELEPHONE UPGRADE QUOTE:
 - o \$1355 one-time up-front for equipment and its configuration
 - o Approximately \$79.28 monthly for service with 3-year contract
 - o 1 year manufacturer's warranty on phones
 - o We may renew at one-year intervals after 3-year contract expires; as of late, historical figures reveal that service package prices have been decreasing rather than increasing. Will evaluate at that time.
 - o Monthly savings will be at least \$100 over current AT&T account, which has to be renegotiated annually.
 - o We must keep two landlines, but the rest can be replaced with this quote, and includes adding a couple extensions.
 - o Ann moved to accept quote and upgrade with the ENA system; April seconded, motion carried.
- BY-LAWS TRIENNIAL REVIEW: Judy and Bob will join Mike in going over the by-laws.
- The updated policies for Background Checks and Employee Hours were given to members.
- Mike will speak with the superintendent and principals about recommendations to fill the empty board member seat.
- Board reviewed the survey results. Michele will be posting Part II soon covering programs and materials.

CLAIMS & CHECKS

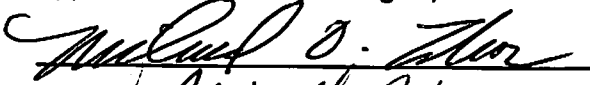
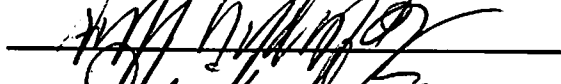
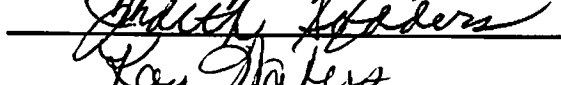
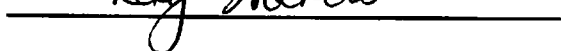
Claims were presented in the amount of \$30,610.30. After review by the board, Judy moved to approve the payment of claims; April seconded, motion carried.


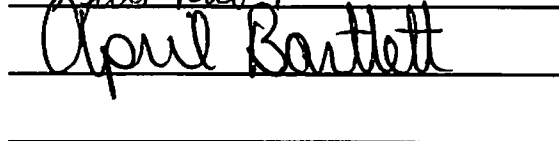
Being no further business to come before the board, meeting adjourned.

The next SPECIAL board meeting will be August 14, 2019 in the Musser Meeting Room at 5:00 PM.

The next REGULAR board meeting will be August 21, 2019 in the Musser Meeting Room at 5:00 PM.

Approved this 21st day of August, 2019:

August 14, 2019 minutes of the HCPL board of Trustees SPECIAL meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Bob Sine, Judy Soddors, Michael Tabor; Director Michele Risinger; Admin Jen Holst

NEW BUSINESS: This special meeting was called to adopt a Preliminary Bond Resolution and a Bond Reimbursement Resolution.



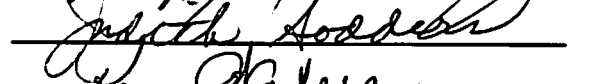
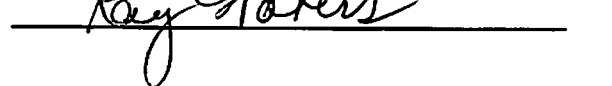
Because the board finds that the present facilities are inadequate to provide proper library services to our patrons, a project is proposed to include replacing the atrium with a small two-story addition, upgrading windows throughout the building, and other small but much-needed improvements.

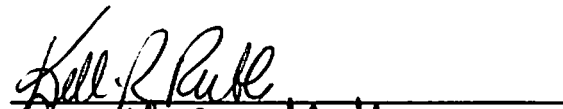
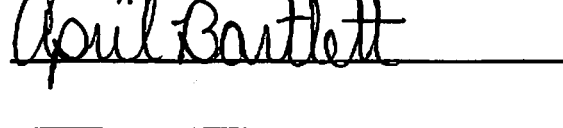
A discussion ensued regarding the impact on the budget of the library and other municipal units in the county. After talking with officials of other local units and evaluating potential scenarios due to property tax caps and the effect on the different units, the library plans to ask for \$970,000, which would cost the library approximately \$40,000/year with a 10-year term (a number of preliminary options were presented, and the city council will have final say on whether to proceed and what the term will be). The library is adamant about staying within what the community can afford and having the minimum impact on the overall economics of the county, all while continuing to provide excellent service to the community through this renovation. Michael and Michele found positive reception by the city council when meeting with them in early August, and so are optimistic that this is very doable.

Bob moved to adopt the Preliminary Bond Resolution (**RESOLUTION 2019-2**) and Declaration of Official Intent to Reimburse Expenditures (**RESOLUTION 2019-3**). Ann seconded. Motion carried.

Being no further business to come before the board, meeting adjourned. The next board meeting will be August 21, 2019 at 5:00 PM in the Musser Meeting Room.

Approved this 21st day of August, 2019:

August 21, 2019 meeting of the HCPL Board of Trustees regular meeting, submitted by Jen Holst, recording secretary:

As there was no quorum, the meeting was rescheduled for August 28. A guest speaker having already been arranged, Dustin George attended on Chris Holtzleiter's behalf as the Licking Township Trustee regarding the IOOF Cemetery and Ruth Flatter's endowment.

August 28, 2019 meeting of the HCPL Board of Trustees rescheduled regular monthly meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order when quorum was complete at 5:05 by President Mike Tabor.

ROLL CALL: Members April Bartlett, Ann Ludwig, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger; Admin Jen Holst; new member (though not yet certified) Kay Waters

MINUTES: Members had not received a copy of the minutes by email, so approval was tabled until next meeting.

FINANCIAL REPORTS: Numbers are strong.

- Michele has not heard back from Rotary Club regarding grant for climbing structure, so the -\$31 will be transferred to another line item to zero out that fund.
- Grant #116 will cover mulch, flower beds, and other such landscaping for the Nature Play park. Michele has purchased a shrub, and is working on other plantings.
- Restricted funds for the elevator will cover replacement of all but the carriage, as the manufacturer no longer supports the electronics system currently in place; work is scheduled to take place in October.
- There is a budget line item to transfer \$19,000 to the LIRF account this year, but there will be no transfer next year.
- Michele noted that when transferring money in appropriated funds, a resolution is only required when transferring between major categories, not every line item.
- All townships are paid up and annual contracts have been received. Great news!
- Misc revenue doesn't seem to have been too affected by waiving juvenile fines; a report will be available at the end of the year.

CIRCULATION REPORT: Good month; several categories higher.

- Children's print fiction jumped significantly, as did OverDrive numbers.
- Michele has received responses for Part II of the survey, and noted that more ebooks was a frequent request.
- Resource sharing almost hit 500; we have reduced courier deliveries to four times a week due to higher deliver costs, which is working well, and Bailey is handling the workload well.

PROGRAMS REPORT: Amy has recently been seeing new faces during Story and Craft time.

- Adult Summer reading had about 30 participate, and teen summer reading saw a few more readers this year. Children's had over 100 children enroll in Summer Reading.
- We have had one new signup for 1000 Books Before Kindergarten; Amy plans to reach out to the local preschools to see if we can boost that.

DIRECTOR'S REPORT: None

ACTION ITEMS

- Judy moved to adopt a resolution allowing HCPL to renew its membership in the Indiana State Library Internet Consortium; Bob seconded. Discussion: no fee; motion carried unanimously. **RESOLUTION 2019-4**
- Bob moved to adopt a resolution allowing HCPL to join Northern Indiana Computer Consortium of Libraries (NICCL); April seconded. Discussion: Michele confirmed \$50 annual fee. This would allow us discounted IT support services, and is an excellent forum for technology questions specific to libraries. Michele does most of the tech support here, pulling Russ in for specific jobs like networking. We currently contract with Russ on a monthly basis, but Michele posited that it would make more sense to eventually move away from the contract and simply hire him for jobs on an as-needed basis. Motion carried unanimously. **RESOLUTION 2019-5**
- Judy moved to approve mileage for Michele (Director) to attend the NICCL Roundtable on August 30 in Decatur; Bob seconded, and motion carried unanimously.
- Bob moved to approve the Materials Selection Policy presented by Michele; April seconded, and motion carried unanimously.
- April moved to approve mileage and \$35 fee for Michele to attend ILF Fall Legislative Forum at Anderson PL on October 3; Bob seconded, and motion carried unanimously.
- Claims and checks were presented in the amount of \$48,880.46. After review by the board, Ann moved to approve the payment of claims; April seconded, and motion carried unanimously.

DISCUSSION ITEMS

- The By-Laws Committee presented their triennial review of the by-laws. The main changes included the addition of a Deputy Secretary post, as well as a line allowing an officer's annual term limit to be waived if the board deems it desirable. (The board agrees that the current president has the experience and rapport needed with the Director, local leaders, and contractors to warrant retaining his further services as the

library moves potentially into construction phase.) Vote on the by-laws will take place next month.

- The board was presented with information from Dustin George's visit last week regarding the IOOF Cemetery and Ruth Flatter's endowment. In Flatter's will, the library and the cemetery were two of five organizations designated to receive funds. The cemetery's board having been dissolved due to lack of funds after years of cost-cutting resulted in the business of the cemetery being given to the local trustee, in this case, Chris Holtzleiter of Licking Township. However, the endowment was made known to only four of the organizations, excluding the cemetery which disbanded after Flatter's death. Holtzleiter and George, a former cemetery board member, are advocating that the other organization involved sign a contract to have all five groups recognized in the endowment to prevent going into litigation. The board will take this into consideration and await documentation to pursue its wishes.

Being no further business to come before the board, meeting adjourned. The next board meeting will be September 18th, 2019, in the Musser Meeting Room at 5:00 PM.

Approved this 18th day of September, 2019:

Michael O'Leary

Kelly R. Kube

MM/WW/WW

April Bartlett

Judith Ladders

Kay Waters

September 18, 2019 minutes of the HCPL regular board meeting, submitted by Jen Holst, recording secretary:

President Michael Tabor called the meeting to order.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, and Kay Waters; Director Michele Risinger, Admin Jen Holst

MINUTES from meetings held July 17, August 14, and August 28 were approved as presented upon a motion by Judy, seconded by April; motion carried.

FINANCIAL REPORTS: Most grants are now closed. Operating fund is in good shape. Michele noted that BCCF is taking 2% APR in management fees and not adding interest to pass-through funds, so with the park bench fund currently holding at about \$600, it was recommended that those monies be moved to a fund at the library. There will be a resolution next month to that effect.

CIRCULATION REPORT: Everything has increased or remained steady this month.

PROGRAMS REPORT: Storytime attendance is up, with some families new to town. A question about what constitutes programming *outside* the library: anytime we present a program ourselves or in conjunction with the Friends, Arts Place, etc. makes up outside programming. Since we don't present anything at TRIAD and other such events, that is considered marketing.

DIRECTOR'S REPORT:

BUILDING

- Atrium has remained dry this summer, with no change in glass.
- Michele intends to create a retention drainage area this fall near parking lot
- City approval for bond and budget are expected at the meeting on 23 September.
- Elevator is to be replaced mid-October; the door control board had to be replaced when it got fried in a power outage.

TECHNOLOGY

- Michele upgraded public PC software and is now able to update them remotely. (Cost: \$60/year or \$10/machine)
- Working to lock down the two OPAC machines to ensure that the only site accessible is the library catalog.

DIRECTOR NEWS/REQUESTS

- Staff meeting:
 - o Michele is working with Cathy Leas, the Montpelier PL Director, to issue library cards cooperatively, sending some of our library cards and corresponding

applications to Montpelier, and having some of Montpelier's cards here, in order to serve those patrons who live close to the line or don't realize the difference in where to get a card. The board was happy to hear of this collaboration.

- The performance of the new employee was discussed.
- The staff practiced using the new phone system. Michele has voicemail now!
- Townships: all contracts and payments are in.
- We are still under our quadrennial audit by the State Board of Accounts; no further contact has been made for a month, but we have not been notified of its conclusion.
- WorkOne: Jim Koger was advised to hold two days at our library rather than three, but Michele is working with him and Cathy to see if his third day could include meeting citizens in Montpelier.
- The new employee was here about three weeks, but dismissed today. Michele plans to have a new employee well-situated by February.
- Tom Glidden will add handles to the climbing area when he has time. He also recommended adding a higher arm to accommodate a climbing rope, using the lower arm for hand over hand bars.
- Mike invited Ann to consider remaining on the park committee after her board term expires.

FRIENDS

- Planning to get together with Sinuard (Historical Society) and Lisa (Friends) to plan speakers.
- No word on book sales.

PARK

GENERAL:

- Tim Cain installed our first flower bed: 3" of sod were removed and mulch added. A shrub will be planted this fall behind the shed. Cost will be approximately \$1200 of our landscape grant.
- Michele ordered some miscellaneous bags of mulch for trees and compost/mulch mix for planting, plus some wooden barrels for planting (probably to block alley). Cost will be approximately \$500 of our landscape grant.

SPLASH PAD: Fully functioning and no leaks detected despite over a week's worth of use.

CLIMBING AREA:

- Tom Glidden has installed handles and a new ladder.

- Extension arm for climbing rope turned out to be short, so Tom suggested adding a second, taller extension arm next to repurposing the first one. This will require moving the pulley system, which should not be a problem.

ENTRANCE: Completed except for landscaping, which includes moving two trees away from the structure.

ACTION ITEMS

BOARD BY-LAWS REVISION, which added deputy secretary role and the option to suspend/extend officer terms on a year by year basis: Judy moved to approve, April seconded; motion carried.

ANNUAL INTERNET POLICY REVIEW, which has been the same since 2015, but must be revisited annually: Kelli moved to approve, Judy seconded; motion carried.

INTERNAL CONTROLS POLICY, required by the state, was reviewed by the board. Judy moved to approve, Ann seconded; motion carried.

DISCUSSION ITEMS

IAP GOVERNMENT SERVICES GROUP, a company based out of Ohio that exists as project managers to make government building projects more efficient, sent an introductory letter and a list of libraries with whom they have past work experience. The Richmond library passed on the information about the group to Michele at the last East Central Indiana public library directors' meeting. She met with a representative from IAP earlier this month, and included an outline of the meeting in notes to the board members. Here is a synopsis of that info:

IAP is a state contracted, third party administrator for facility maintenance, repair, and minor construction. They report to the State of Indiana, so if they do not do their job properly we can report them. Of approximately 550 projects completed through this program, they have a change order rate of only 2%. IAP would manage architects on our behalf, create a scope of work once a design is finalized, create and issue bid documents, find contractors to bid, prequalify subcontractors, analyze submitted bids, and present them to library board for approval. This would all be done at no cost.

Once a contractor's bid is selected, IAP becomes the manager for that contractor, getting 8.5% cut of project cost: 8.5% of 500,000 for expansion = \$42,500, or 8.5% of 870,000 for full bond = \$73,950.

The rep is willing to attend our next board meeting. Ann suggested contacting three of the libraries on the list to confirm references. It was also recommended that we check with Zach Benedict, the architect with whom the board has worked so far, to ascertain that a good working relationship could commence. Other questions raised that the board would like answered by IAP include:

1. Will they have someone onsite for supervision?
2. As they are just moving into Indiana, how do they plan to find reputable contractors in the area?

GIFT OR DONATION FORM - This will be used for any physical or material donations to the library so that the terms of such gifts are clearly understood by both sides, and any conditions or restrictions are described for the sake of clarity. Michele will edit document and re-present next month for approval.

SECURITY CAMERA POLICY - Having a policy in place was recommended by NICCL, the technology consortium Michele recently joined on behalf of the library, to outline expectations and use of recordings. This will be reviewed for the next meeting.

THE ANNUAL COMPENSATION COMMITTEE will be formed next month.

CLAIMS & CHECKS

Claims were presented in the amount of \$27,292.94. After review by the board, Judy moved to approve the payment of claims, Ann seconded; motion carried.

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

The next SPECIAL board meeting (bond) will be 9 October 2019 at 5:00 PM in Director's office.

The next REGULAR board meeting will be 16 October 2019 at 5:00 PM in the Director's office.

Approved this 16th day of October, 2019:

Michele O. Thomas

April Bartlett

Kay Stakers

Judith Laddera

W. M. [Signature]

Bob Vime

Bill R. [Signature]

October 9, 2019 minutes of the HCPL board of Trustees special meeting, submitted by Jen Holst, recording secretary:

ROLL CALL: Members April Bartlett, Bob Sine, Judy Soddors, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst (Absent: Ann Ludwig, Kelli Ruble)

President Michael Tabor called the meeting to order.

PUBLIC HEARING FOR ADDITIONAL APPROPRIATION: Taxpayers were notified that a hearing would be held at this meeting on the matter of the additional appropriation proposed to be made on account of the renovation of and improvements to the Hartford City Public Library, as published September 11, 2019 in the *Hartford City News-Times*. None attended.





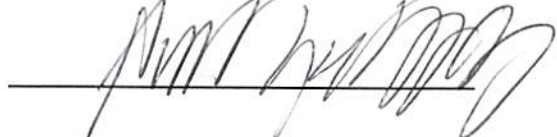
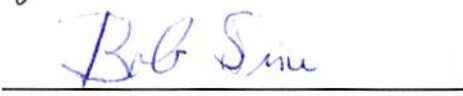

ACTION ITEMS: Judy moved to approve the Additional Appropriation Resolution, the Final Bond Resolution, the Post-Issuance Compliance Procedures Resolution, and the Certificate re: Additional Appropriation, as described below. April seconded; motion carried 5-0.

The firm of Ice Miller LLP, bond counsel of Indianapolis, Indiana, had been consulted regarding the proposed bond issue and the rendering of an opinion approving the legality of the bonds. The Board was presented with a form of resolution approved by Ice Miller LLP and recommended by them for adoption for the purpose of authorizing the issuance of bond, along with the post-issuance compliance procedures.

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

Next regular board meeting will be Wednesday, October 16, 2019, in the Director's Office, HCPL, at 5 PM.

Approved this 16th day of October, 2019:

October 16, 2019 minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by recording secretary, Jen Holst:

President Michael Tabor called the meeting to order.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Bob Sine, Judy Soddors, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst

MINUTES from 18 Sept regular meeting and 9 Oct special meeting were approved as presented upon a motion by Kay, seconded by April; motion carried 7-0.

FINANCIAL REPORTS: Hartford City Common Council approved our budget 7 Oct 19 (their Resolution 2019-10).

- Approved budget presented to board, with comment that there may be adjustment by DLGF with regard to the bond. Final numbers should be available by mid-November.
- Financial position strong.
- Townships billed for most recent quarter; Jackson has paid.

CIRCULATION: Juvenile Fiction and resource sharing both up; everything else steady.

PROGRAMS:

- Teen art club has resumed, and had several youth attend to work clay.
- Maker Space workshop was very well attended.
- Amy is going out to Headstart to read to the kids there.
- There were five new sign-ups for Silver Lining.

DIRECTOR'S REPORT:

- Elevator was to have been installed this month, but Michele has not heard from the company.
- ADT alarm system will be going in next week, adding fire alarms in the lobbies and upgrading lines for the elevator.

FRIENDS met to discuss future, and there was also a joint Friends-Historical Society meeting to discuss future programming. Brian Maddox will be speaking on local history yet this fall, and three events are in the works for next year.

PARK:

- Splash pad has had some water pooling around the jets; Michele was told that a valve needs tweaked and joints sealed to fix the issue.
- Jeff Thomas will be coming to fix seals on the shed gutters.
- Some trees have been moved; Urban Landscape planted three serviceberries, and some redbuds will be planted the first Saturday in November.
- Michele has gotten a different rope to replace the pulley.

ACTION ITEMS

Resolution to Establish Bronze Sculpture/Bench Fund: This would transfer funds currently residing with the Blackford County Community Foundation to a fund in our own account to avoid an annual 2% maintenance fee. Judy moved to approve this resolution; Ann seconded, and motion carried 7-0.

Non-Monetary Donations/Gifts Form: This form establishes ownership conditions or restrictions for physical items gifted to the library. Bob moved to approve the form; Kelli seconded, and motion carried 7-0.

Appointment of Compensation Committee: Bob and Kay agreed to join Mike on the annual compensation committee. A suggested schedule was given them for their consideration, and they will plan to have their recommendations ready, if not at the next meeting (due to possible changes in budget), by December meeting.

Long Range Plan: Michele presented the three-year plan drafted to fulfill the state requirement. Bob moved to approve the plan, seconded by April, which carried 7-0.

Health Plan: Currently three staff on the plan, which would drop to two in March, Michele shared the plan's updates for next year (increase \$100/month until March, and then drop \$500, with library paying 75% share). Michele looked at comparison plans, but most companies only want to add companies with 50+ employees. Ann suggested looking at a state insurance plan, but Michele said that is available only if the library offers no coverage. Judy proposed talking to the city about joining that employee pool's insurance plan. Michele will gather information by December, 2020, to see if our employees could join the city's insurance pool for 2021. For 2020, Judy moved to accept UMR's proposal, Ann seconded, and motion carried 7-0.

Claims and Checks: Claims were presented in the amount of \$35,199.23. In reviewing our water bills (one for the building, and one for the splash pad), Judy asked Michele to contact the city, as both bills include fire protection and stormwater. After review by the board, Bob moved to approve the payment of claims, April seconded, and motion carried 6-0 (Kelli had departed for another commitment).

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

The next regular board meeting will be 20 Nov 2019 at 5 PM in the Musser Meeting Room.

Approved this 20th day of November, 2019:

Michele Oster

Judith Sanders

Bob Spive

April Barthett

Kay Roberts

Ann [Signature]

November 20, 2019 minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by Jen Holst, recording secretary:

President Mike Tabor called the meeting to order at 5:00 PM in the Musser Meeting Room.

ROLL CALL: Members April Bartlett, Ann Ludwig, Bob Sine, Judy Soddors, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst (Absent: Kelli Ruble)

MINUTES from October 16, 2019 regular meeting were approved as presented upon a motion by April, seconded by Ann; motion carried 6-0.

FINANCIAL REPORTS:

- On track to spend restricted funding for elevator. Work is now underway; the big equipment has been installed, and Thanksgiving is the anticipated completion goal.
- Michele has not heard from BCCF about releasing the funds for the Park Bench account; she will contact them again.
- All township payments were collected on time. Michele will have 2020 contracts ready for the next meeting.
- Miscellaneous Revenue was excellent last month.

CIRCULATION: October was a good month. Each automatic renewal counts toward circulation, which both improves our numbers and helps out our parent patrons.

PROGRAMS:

- Children's department saw good numbers for fall programs, especially the annual pumpkin decorating event.
- Two more 3D pens are coming, as that is a very accessible tool with which kids can work.
- Teen Art Club seems to trend lower in the winter. Michele and Amy are considering sending home art kits with kids. Amy is coordinating with the teacher at the high school to reach more kids.

DIRECTOR'S REPORT

BUILDING:

- Michele found water in a bucket today.
- Michele spoke to My Outside Guys over a month ago about the park lot drainage, but they have not returned to do the work.
- All paperwork needed to date for the addition/renovation has been submitted thus far. Bonds were sold at a lower rate than expected, so the payback will be somewhat lower. Need to find out if there is a time limit for expenditure, and contact the architect to finalize the drawings and get the project bid out so it's ready to start as soon as weather clears in the spring.
- ADT Security has installed a new system that includes fire alarms. It appears, however, that the ADT contact at the back door has been cut for an unknown length of time (since

the door was replaced, possibly) so that will be replaced. Michele asked for two additional wireless door alarms for both that door and the fire door.

TECHNOLOGY:

- Three PCs have been upgraded to WIN 10; one is in progress, and there are five to go.
- There are six hotspots circulating; one is reserved for library use.
- Michele upgraded public PC software so they can be updated remotely, which generally works (cost: \$10/machine = \$60/year). One complication is that the updates are working are not freezing properly.
- OPAC machines are now locked down so that only the library catalog is accessible.
- A new door counter was found on sale for the back door. The old model counted only door openings and closings, while the current one is better at counting bodies.

DIRECTOR'S NEWS/REQUESTS:

- Internal meeting: still need to work on sending cards to the Montpelier library (and get some from them) to be able to sign up new patrons who might be in the other's jurisdiction.
- Michele and Jolene are still discussing how best to staff the main floor over the next few months, and what kinds of job to advertise. In the meantime, Shelly is helping out in the evenings when she can.
- New phone system in and working, though it needs some tweaking, which Michele will address in due time.
- 2019 Audit is complete. There were no findings to correct.

FRIENDS:

- Bryon Maddox spoke at Arts Place November 6 to a good crowd of approximately 80 guests. There are three historical presentations lined up for spring.
- The state now allows passive book sales, so the Friends have been allotted space on the main floor in the periodicals area to sell books.

PARK:

- Michele will call for leaf removal once they are all down.
- Mike will call Hochadel to have the roof cleaned off.
- The splash pad has been winterized with antifreeze in pipes and silicone over the jet openings. Our budget model uses plastic jets, which do not have covers; pricier metal jets, used in places like Daleville, have self-sealing jets. Ours are embedded, and will not be replaced as long as there are no problems.
- Trying to decide how to winterize the climbing area.
- The entrance has been completed except for the landscaping, which includes moving two trees away from the structure. My Outside Guys company has been expected the last couple of months to return and move the trees by the covered bridge entrance; it was recommended to find someone else to take care of the job. Tim Cain will be called to mulch the area after the trees are moved. Urban Landscape has planted the remaining trees.

ACTION ITEMS

Discussion of the Salary Schedule Resolution was tabled until next month's meeting.

Bob moved to approve the Director's extended stay at the ILF annual conference for extra training, which amounted to a second night and meals. Judy seconded, and the motion carried 6-0. (One night had been previously approved.)

DISCUSSION ITEMS

An ADA maintenance agreement was presented to upgrade the bathroom at the end of the hallway. Michele was asked to get more information and a quote to see if this project could be included in the building project.

Mike asked Judy if she would be willing to arrange the Christmas dinner meeting for next month; she agreed to make the arrangements if someone else would collect the money, which was taken care of by Mike.

There will be two board vacancies at the end of this year. Ann Ludwig has served her four consecutive terms; Mike announced that the mayor has appointed Camille Mealy to be her replacement. Kelli Ruble has completed the partial term for which she was appointed, and has agreed to continue serving on the board.

CLAIMS AND CHECKS

Claims were presented in the amount of \$32,903.46. After review by the board, Judy moved to approved the payment of claims, April seconded, and motion carried 6-0.

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

The next regular board meeting will be December 18, 2019 at 5:00 PM in the Musser Meeting Room.

Approved this 18th day of December, 2019:

Michele O. Olson

Judy Anderson

Bob Sime

April Bartlett

Kelli Ruble

Ann Ludwig

December 18, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Mike Tabor.

ROLL CALL: Members April Bartlett, Ann Ludwig, Kelli Ruble, Bob Sine, Judy Sodders, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst

MINUTES were approved as presented upon a motion by Bob, seconded by April, 6-0.

Michele presented a lovely book spine-bound vase of red and white carnations and a plaque to Ann in appreciation of her 16 years of service on the library's Board of Trustees.

FINANCIAL REPORTS:

- Bond fund sale for construction were successfully sold at a good rate. Funds have been received and will be deposited in separate account once an institution is chosen by the board.
- In the community survey, patrons requested more e-books, and so Michele has been purchasing more this year, thus that annual appropriation was nearly depleted. Michele is considering subscribing to Hoopla next year in addition to the library's consortium membership, which will allow access to more titles in a cost-efficient manner.
- The state tech grant came out even this year.
- Revenue report shows receipts for retail sales tax, which we have filed due to tax being charged on several purchases, and which is refunded by the state.
- Juvenile experiment went well, so the library will extend this policy to include YA in 2020.

CIRCULATION REPORT: Physical materials were down by approximately 200 in November.

PROGRAMS: WorkOne will be coming two mornings a month in the spring (and spending two afternoons a month at the Montpelier library).

DIRECTOR'S REPORT

BUILDING: State has been notified that the elevator is ready for inspection; that may or may not occur before the end of the year. 90% of the wires were removed, and the remaining were put into conduit.

TECHNOLOGY: ADT alarm is now working in general and with the elevator.

FRIENDS: Haven't yet heard if there is a magazine sale planned for January.

PARK: Michele put the rakes away and put the shovels out. Judy reported that the Research Club had asked why the children's art works in the panel murals on the north side by the drive were pointing away from the park; unfortunately, we don't own the art and are unable to change it.

ACTION ITEMS

COMPENSATION COMMITTEE REPORT: Before presenting the results of the committee's meeting, Mike asked Bob to inform the board of a recent development: having been elected to the city council in November, Bob was advised to resign his library board post to avoid the potential appearance of any conflicts of interest, and so he will be submitting a formal letter of resignation. Ann suggested a candidate to serve as replacement. Mike then walked the board through the recommendations for 2020 staff compensation; documentation will accompany **RESOLUTION 2019-10**, in which Judy moved to accept the recommendations of the committee, seconded by

Kelli, and approved 6-0. This resolution includes the adoption of four schedules: Pay, Salary, Fee, and Holiday Closings.

SELECT FINANCIAL INSTITUTION FOR BOND MONIES: \$970,000 have been received as a result of the bond sale. This money is currently in the bank account, but best practices recommends that it be separated into a separate account. Three local institutions were considered, and after discussion regarding rates and features, including online access, First Financial was chosen. Judy moved to transfer the funds to First Financial; April seconded; motion carried 6-0. **RESOLUTION 2019-11**

ELECT 2020 OFFICERS: This was tabled due to the pending change of members, and will be addressed once board positions are filled.

2020 TOWNSHIP CONTRACTS FOR SERVICE: Terms will remain the same. Children will continue to receive a blue card unless a green card is preferred, which would be billed at the normal rate of \$60. Kelli moved to approve the 2020 contracts; Ann seconded, and motion carried 6-0.

CREATE BUILDING RENOVATION COMMITTEE: Max Bennett and Judy Soddors will join Michael Tabor on the committee, and will plan to meet with the architect January 8, 2020. Kelli moved to accept these committee members as well as for Ann Ludwig to remain on the Park Committee; Kay seconded, and motion carried 6-0.

ADA MAINTENANCE AGREEMENT: Tabled.

PARK CAMERA REPLACEMENT? The park camera bit the dust, and the warranty had already expired. Michele will research and bring information about replacement next month. She stated that cost is not necessarily an issue (projected \$600), but will check to see which cameras ADT recommends.

CLAIMS & CHECKS

Claims were presented in the amount of \$59,670.94. After review by the board, Ann moved to approve the payment of claims; Judy seconded, motion carried 6-0.

Being no further business to come before the board, meeting adjourned, and those still present (Bob and Judy had other business) enjoyed a dinner provided by Fran Eikenbary.

The next SPECIAL board meeting will be for the Board of Finance, which will meet at 5 p.m. on January 15, 2020, in the Musser Meeting Room.

The next REGULAR board meeting will follow immediately after the Board of Finance January 15, 2020 in the Musser Meeting Room.

Approved this 15th day of January, 2020:

Michele O. Tabor
Kay Stakers
Carille Neely
April Bartlett

David H. Berman

