

**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.


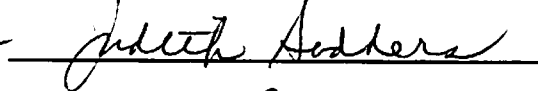
**CLAIMS AND CHECKS**

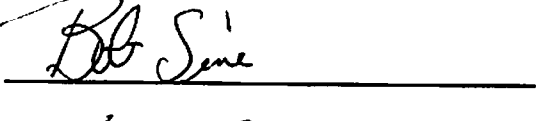

Claims were presented in the amount of \$32,903.46. After review by the board, Judy moved to approved the payment of claims, April seconded, and motion carried 6-0.


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 18<sup>th</sup> day of December, 2019:

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