

**HARTFORD CITY PUBLIC LIBRARY**  
**Board of Trustees**

**July 21, 2021 minutes of the regular meeting, submitted by Jen Holst, recording secretary:**

Meeting was called to order by President Michael Tabor.

**ROLL CALL:** Members ~~April Bartlett~~, Dave Bowman, Camille Mealy, Kelli Ruble, Judy Soddors, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst

**MINUTES** were approved as presented upon a motion by Dave, seconded by Camille; motion carried unanimously.

**FINANCIAL REPORTS:** Construction fund had first main payout in July. Appropriations are mostly underspent, as caution was taken while awaiting the June settlement, and so the general fund is in a very strong position. (*Keep "Percentage Used" column.*) Miscellaneous revenue continues to be low due to the fine-free policy, but copies revenue is holding steady.

**CIRCULATION REPORT:** Not quite back to pre-pandemic levels, but not bad, considering construction.

**PROGRAMS:** Amy's virtual programs ended as of June, but many in-person events are taking place outdoors, from story and craft times in the boat and covered park entrance to several fun special events for Summer Reading program, including Leonardo's music show, Professor Steve's science/magic show, and the Zoomobile bringing a variety of animals for the kids to see and touch.

**DIRECTOR'S REPORT:**

1. Construction meeting this morning: main floor tile has been cleaned up; there are a few chips and holes the crew will try to patch. They plan to take the tile back to the columns for the visual effect, which will cost an estimated \$2,000 beyond budget. Question about how tiles were cleaned, and concern to make sure they all match. Michele will inquire of the Indiana Historical Society about whether to seal them.
2. "Bad news" – lots of drywall and plaster patching. Two walls were taken down in the bathroom at the end of the hallway and will be dry-walled. Potential extra cost of up to \$10,000.
3. The ARPA grant to be discussed later in meeting may help provide funding for furniture.
4. Michael questioned the downspouts remaining where the new addition block is going up and how they plan to divert rainwater; Michele will email the project manager.
5. Michele and the board were happy to see the progress made in waterproofing the foundation on the front side of the library, with the membranes, boards, and insulation installed and sand aggregate put down.
6. The sidewalk near handicap parking had been cut out; who is responsible for replacing? Michele will email project manager.
7. Approval to proceed on the park project (outdoor classroom) should be in hand next week. Jerry is currently working on the porch of the Blackford County Historical Society, then will resume work here.
8. Short walls are up on main floor which will send all traffic through the middle.
9. Next year's budget is nearly complete and will be submitted for board review in next month's meeting, with the public hearing to follow in September.
10. There was some discussion regarding maintenance duties.

### **ACTION ITEMS**

1. Cybersecurity Policy – The state passed a law July 1 requiring a policy be put in place. The text is taken verbatim from the state’s website. Dave moved to approve, Judy seconded, and the motion carried unanimously.
2. Resolution to create “Refund & Reimbursement Pass Through Fund” – Judy moved to approve establishing this fund and Kay seconded; in discussion, it was confirmed that this would be a single catch-all fund. Motion carried unanimously. **RESOLUTION 2021-5**
3. Niche Academy for Staff and Patron Training – This training site offers video tutorials on many different topics which would be embedded on our website. Cost is \$1,100/year, based on county population. Michele has a regular meeting with other small librarians coming up and will ask if their libraries are using the service and see if it seems worthwhile. Cost would be prorated this year, then a regular annual subscription would start in January. Board members are interested in trying it for a year and look forward to statistics proving whether or not it earns its keep. Dave moved to approve a trial period for the next year, Judy seconded, and the motion carried unanimously.
4. DGLF recommended passing a resolution to retroactively encumber funds from 2020 received from levy receipts too late to pay January 2021 bond repayment to Zions Bank before the end of 2020. Judy moved, Camille seconded, and motion carried 5-0. **RESOLUTION 2021-6**

### **DISCUSSION ITEMS**

1. ARPA Grant – This grant offers resources in many areas of use. Some that would benefit our library include furniture, for which Ben from MKM Architectural firm is pulling together a quote; a larger camera system, which could be installed by Edge IT; Plexiglass dividers at the circ desks. Michele is collating a list and costs.
2. Daily Gazette newspaper at the Historical Society – as this paper is of higher quality than other papers of the times, and there are 40 years not digitized in any way, Michele would like the library to help manage having this process done. She provided a list of various weeklies and dailies through the years, and Michael suggested checking the Hoosier Chronicles project with the Library of Congress to help with the cost of microfilming.
3. Construction and short staff leads to excess PTO – Due to the extenuating stacked circumstances that Covid-19 and our construction process have imposed, this has led to some staff not being able to take off the personal time that would normally have been taken to ensure the library is properly staffed at all times. This has resulted in excess PTO accumulating, particularly for one employee. Dave suggested having a personal time column allowing a roll-over of excess time to be used within the next year for that employee. Michele will bring supporting documents for the board to review more in depth next month.

CLAIMS & CHECKS

Claims were presented in the amount of \$31,038.93 – Citizens + \$52,392.60 – Via for a total of \$83,431.53. After review by the board, Camille moved to approve the payment of claims Kay seconded, and the motion carried unanimously.

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

The next REGULAR board meeting will be August 18, 2021 at 5 p.m., location to be determined.

Approved this 18 day of August, 2021:

*Michael O'Neil*  
*Camille Mealy*  
*David A. Bowen*  
*Jane Ladders*

*Kell R. Ryle*  
*April Bantlett*  
*Kay & Waters*