

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

September 21, 2022 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, Kay Waters; Director Michele Risinger; Admin Jen Holst. All in person. Several members of the Friends of the Library also attended.

ADOPTION MEETING FOR 2023 BUDGET – Hearing no public comment, Dave moved to adopt the proposed budget for 2023, which Camille seconded, and all present (five at the time) voted in favor.

RESOLUTION 2022-4

FRIENDS OF THE LIBRARY – Friends members are still interested in holding book sales for funding, but are not willing to apply for 501c3, and did not check with the Community Foundation to see if they could use 501c3 status under the umbrella of the foundation, as suggested last month. Michele reiterated that, according to the state library manual, the Friends group must have 501c3 status to receive the library's weeded books [all the libraries that responded to inquiry replied that their Friends groups have 501c3 status], but that they are free (with or without non-profit status) to sell the community's donated books, provided they receive the larger donations and curate the collection regularly. If they choose not to have a book sale, Michele would simply budget an amount annually in the library's programming line for the Friends to schedule speakers throughout the year, and take over the budget for any gardening improvements. A Friends member suggested they may also be interested in helping with the children's department... Judy suggested continuing donated book sales, maybe even adding a rummage sale component, to help fund their interests. Michele provided a form to schedule speakers for them to consider, which they will take back to their board and discuss the options.

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

FINANCIAL REPORTS:

1. Question raised about last ARPA submission – Michele and Jen will look into it.
2. The Flatter fund has had many disbursements this year, being the backup fund for furniture and equipment once that appropriation was exhausted.
3. Licking Township's contract and payment are still outstanding, quite unusual for this particular township. Mike will call trustee to get rectified.

CIRCULATION REPORT: Michele will send out (sent to printer but no output). E-books numbers are particularly good, especially in Hoopla.

PROGRAMS: Amy has had great attendance at her Wednesday story times. One of the local preschools brings its children to the program, and Amy has issued the school itself a card to check out books.

DIRECTOR'S REPORT:

1. **Park:** "desperately" trying to wrap it up; some of the structures are being power-washed to be treated. The treehouse is finished, but must have an occupancy sign posted before allowing public access. The art and info boards are up and ready for use, and Amy has kits assembled that patrons can check out to use on the boards. The music instruments have arrived and await installation.
2. **Mainstream:** Jerry Banter received a letter requesting damages be paid for cut fiber, with an itemized list totaling \$24,291.25. Michele forwarded the letter to our attorney, Jim Forcum, but received no response; Mike will follow up with him. Question asked if 811 was called; Michele stated that there was communication between her and Dustin George about digging, but doesn't know whether it was for this particular incident. Mainstream eventually installed a patch in a sizable box by the new sidewalk without discussing the solution or its location with library personnel, but rather the construction contractor. The buried line runs through the alley recently vacated, which was allowed so the utility pole could come down to build the treehouse ramp. Jerry will be asked to inquire with his insurance while the board ponders the ramifications of whether or not to directly intervene.
3. **Technology:** One self-check unit is in place in the Children's Department. On main floor, two of the four newer computers are duds; Michele has to replace hard drives in those. ADT has the new alarms in place, and Michele will activate once staff is retrained on its usage.
4. **Construction:** contractors have not yet completed final checklist, so architect has not yet released the invoice for final payment.
5. **Personnel:** Kathy, the new maintenance assistant, is doing well. Tom is getting extra jobs to keep his hours up. A new clerk was hired, but accepted another position by the time she was notified, so the next in line, a Taylor student, was hired to work 10-15 hours/week. Michele is finding it is hard to find applicants with a customer service background.

ACTION/ DISCUSSION ITEMS

1. **Appointment of Compensation Committee:** Judy and Dave will join Mike to review and recommend next year's payroll. Michele will send the recommendations created for the budget to the committee.
2. **Resolution for Transfer Within & Between a Major Category (Park Funds):** Grant funds have been fully expended, so this is a stop-gap measure to prevent negative appropriations balances. Michele and Jen will need to meet to look at funds for the remainder of the year. Judy moved to accept this resolution to transfer funds, April seconded, and vote carried 6-0.

RESOLUTION 2022-5

3. **Appointment Renewal for Judy Soddors, Dave Bowman:** both are eligible to run again, and did not decline.
4. **Officer Terms Expiring – Judy Soddors, April Bartlett:** both are willing to stay on. Mike tabled until next time for further discussion, particularly with regard to term limits. Michele will send out appointments and terms.

CLAIMS & CHECKS

Claims were presented in the amount of \$54,882.38. After review by the board, Camille moved to approve the payment of claims; Kay seconded, motion carried 6-0.

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

The next REGULAR board meeting will be October 19, 2022 in the Musser Meeting Room at 5 p.m.

Approved this 19 day of October, 2022:











