

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees
January 18, 2023 minutes - regular meeting

Meeting was called to order by President Michael Tabor.

ROLL CALL:

PRESENT IN PERSON: Members April Bartlett, Dave Bowman, Camille Mealy, Kelli Ruble, Judy Soddors, Michael Tabor, Kay Waters; Director Michele Risinger; Admin Jen Holst

~~ELECTRONIC ATTENDANCE (ZOOM):~~

~~ABSENT:~~

ANNUAL FINANCE BOARD MEETING

1. Michael Tabor was elected president of the Finance Board.
2. Judy requested research into whether CDs would be a good financial vehicle for some amount of savings that could be set aside for earnings rather than keeping entirety in non-interest bearing checking account.
3. Michele said that, once we have closed the construction account and have the end-of-year financials complete, that Jen and she would look into both investments and benefits of moving all accounts to VIA instead of having them split between CSB and VIA.

MINUTES of the December 14th, 2022 meeting were approved as moved by Dave and seconded by Kelli, which carried 7-0.

FINANCIAL REPORTS:

1. There is still a slight discrepancy between funds and Citizens balance to be worked out on reconciliation and funds summary reports; corrected reports will be sent out. Balances, however, are quite healthy after December disbursement.
2. Michele provided an annual summary of receipts from the county auditor.
3. Townships are all paid up. Washington will get contract signed and returned as soon as board seats are filled.

CIRCULATION REPORT:

1. Numbers are a bit lower but not too bad. More patrons and community members are coming in to use the various spaces.
2. Judy asked which museum passes are available. Michele listed the following:
 - a. Minnetrista
 - b. Muncie Children's Museum
 - c. Indiana State Museum and various historical sites around the state
3. Regarding the annual materials report, digital materials are circulating quite well, and other materials seem to be picking up post-phases of Covid and construction.

PROGRAMS:

1. Cider was offered to patrons on main floor on Thursdays throughout December.
2. Amy had several in attendance for the weekly Explorer's Story Time and Page Turners Book Club, and is gearing up to offer winter reading in January-February.

DIRECTOR'S REPORT: None this month.

ACTION/ DISCUSSION ITEMS

1. MAINSTREAM: haven't heard from anyone. Michele will contact Forcum again to follow up.
2. 2023 OFFICERS ELECTION:
 - a. Kelli moved to waive the term limits for another year; Camille seconded; motion carried 7-0.
 - b. Camille moved to retain the same officers; Kelli seconded; motion carried 7-0.
 - c. Officers for 2023:
 - i. PRESIDENT: Michael Tabor
 - ii. VICE-PRESIDENT: Dave Bowman
 - iii. SECRETARY: Judy Sadders
 - iv. VICE-SECRETARY: Camille Mealy
 - v. TREASURER: April Bartlett
 - vi. VICE-TRESURER: Kay Waters
3. PLAC report: this quarterly report was signed for submission to the state.
4. EMPLOYEE HANDBOOK: the regular review with some suggested edits from the director will be up for discussion during next month's meeting.

CLAIMS & CHECKS

Claims were presented in the amount of Citizens – \$37,113.36 and Vla – 0. After review by the board, Dave moved to approve the payment of claims; Judy seconded; motion carried 7-0.

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

The next REGULAR board meeting will be February 15, 2023 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 15th day of February, 2023:













