

** See also SBOA's response regarding LIRF Fund, attached.*

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

13 March 2024 minutes - Regular Meeting

Musser Meeting Room

Meeting was called to order by President Michael Tabor.

ROLL CALL:

PRESENT IN PERSON: Members April Bartlett, Karen Bergdoll, Dave Bowman, Taylre Floyd, Camille Mealy, Judy Soddors, Michael Tabor; Director Michele Risinger

ELECTRONIC ATTENDANCE (ZOOM): 0

ABSENT: Admin Jen Holst

MINUTES were approved as moved by Judy and seconded by Karen, which carried 7-0.

FINANCIAL REPORTS:

1. The library has sufficient funds on hand for repairs and improvements.
2. Any reason to keep LIRF in addition to Rainy Day? Pendleton has both and is getting rid of their LIRF and just using Rainy Day... Ask state if LIRF necessary; if ok to consolidate into just Rainy Day, MR to create resolution to transfer LIRF balance to Rainy Day and close fund account.
3. Flatter Endowment annual distribution received, which will cover microfilm machine and, if the board wills, also the security cameras system to be installed.
4. Furniture and equipment category spending is for
 - a. DVD spinner to gain more shelf space and
 - b. Double-sided cart for science fiction and fantasy section in adult.
5. Revenue: Jackson Township is still in arrears from last year. If payment is not received before July 1, we will have to cease renewing and issuing cards for patrons who reside there and alert them to contact their trustee to make amends. The township does have a line item in its budget for the library, but the trustee has not returned a signed 2024 contract. Michael wants contact info and amount in arrears to get in touch with the trustee.
6. We are now "the community's printer;" faxing is still increasing as well.

CIRCULATION REPORT: E-audiobooks are taking off, comprising half of OverDrive and Hoopla's checkouts. (Hoopla – we buy access to whatever people want to read, and OverDrive – Michele makes those selections, based on the items our patrons are putting on hold.)

PROGRAMS: Story time is well-attended, and several youths are participating in the Page Turners Book Club. The private AV meeting room usage has increased to 16 times in February – one of the best changes made during the renovation. Benches on main floor-east are also used daily, another good addition to the space for the community. Open Door came to give free vaccinations; Michele continues to partner with local organizations like Open Door and Healthy Community Alliance (HCA) to foster both good community relationships as well as public health. [HCA helped us install the StoryWalk out on the trail, but as it seems the city parks department is in the process of taking over maintenance, we may not be able to continue to rely on the trail's board for volunteers to install the books. Michele is looking into it.

DIRECTOR'S REPORT: See attached. Of special note:

FACILITIES:

1. Tom has been doing miscellaneous maintenance projects. In addition,
 - a. He will contact Dean Wilson to work on some outlets and a lighting issue, and
 - b. Coordinate with JR Flooring for labor to replace carpet tiles in Public PC area, which won't stay clean with best efforts. Will plan to replace those with spare darker ones we already have or, if those are not a good fit, purchase others. Also planning to replace elevator carpet at the same time or use leftover vinyl flooring there.
 - i. Judy requested costing out wood-looking vinyl flooring for the PC area.

TECH:

1. The new microfilm machine is with the local customer service rep who will prepare and deliver it personally, as well as provide training on it. A new monitor with 4k high-resolution has been ordered. Once it is installed, Michele will determine best method for disposing of current model.
2. Outside Wi-Fi has been broken since 2/19. Michele is working with ENA to get it fixed.

OTHER: Public libraries are unaffected by 2024 state legislation; it seems likely that our tax funding will be examined and taken under consideration in the next session, 2025.

PARK:

1. Cheri Brown is planning to plant flax in the garden boxes along Jefferson to prepare for programming later in the year, and will contact the city about removing and storing the Christmas ornaments still in the yard.
2. It is possible we will need to hire someone new to mow and maintain the park this year.
3. Michele usually has water for the park turned on in April, and splash pad will likely start operating in May, pending weather.

CONSTRUCTION: Our expansion project won the "2024 Excellence in Construction Awards in the Under \$1 Million" category from the BCA (Building Contractors Association of Northeast Indiana), and the library is invited to send (a) representative(s) for the awards ceremony April 25 in Fort Wayne, along with MKM architecture + design and CME Construction.

ACTION/ DISCUSSION ITEMS

1. Roof Quotes for both flat roof over stair/elevator shaft (currently rubber) and main 1903 section (currently shingle):
 - a. One quote came in so low it seems unreasonable. Kingdom submitted a flat-PVC and 1903-shingle quote, but still working on a metal roof quote – they hope to have it by end of the week. AM Roofing and Coatings quoted flat-TPO and both metal and shingle for the 1903 section. McGuff sent a man who decided he needed a coworker to come back with him to do the quote but haven't heard from them since.
 - b. Kingdom asked what gauge metal was already quoted for best comparison.
 - c. Question asked if cost of shingle removal was included in AM quote, since it was denoted as optional. Removal and disposal is included in the specifications, so yes.
 - d. **Judy moved to have the city create a resolution for an Additional Appropriation in the amount of \$65,000.00; April seconded, motion carried 7-0.**

2. Non-Resident Fee Adjustment: The state requires our non-resident patron fees to meet or beat \$70.34 for 2024 based on the recently-completed State Library Annual Report, so Michele has updated the 2024 Fee Schedule to \$71.00/year for Non-Resident Cards. (Townships are already locked in to 2024 fees with their annual contract, so this mainly affects the few families in the Eaton area.) **Karen moved to approve the updated fee schedule; Camille seconded; motion carried 7-0.**
3. Security Camera Installation: quote from Hoosier Security to replace entire system (to include 12 cameras, including two for the park) which needs updated after construction. Lines were built in when new ethernet was run through the building. Need to determine length of storage to be referenced. Tabled until 1) storage time is ascertained and 2) second quote is attained.
4. April is bonded, and Karen has signed paperwork, but we haven't received it yet.

CLAIMS & CHECKS

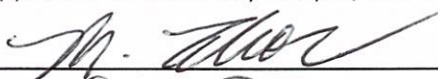
Claims were presented in the amount of Citizens – \$47,787.62 and Via – 0. After review by the board, Camille moved to approve the payment of claims; Dave seconded (according to recording); motion carried 7-0.

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

The next regular board meeting will be April 17, 2024 in the Musser Meeting Room at 5 p.m.

Transcription of recorded meeting respectfully submitted by Jen Holst, recording secretary.

Approved this 17th day of April, 2024:



David A. Bowen

Karen Bergdoll

April Bartlett

