

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees

March 30, 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 Sedders~~, Michael Tabor, and Kay Waters; Director Michele Risinger; Admin Jen Holst. All in person.

MINUTES were approved as presented upon a motion from Kelli, seconded by April; carried 5-0.

FINANCIAL REPORTS:

1. Annual distribution for Flatter endowment has been received.
2. Will need additional appropriation, but not imminent.
3. Michele will file interim report for ARPA grant, and will help Jen compile invoices to be submitted for reimbursement.
4. Architect said most of construction fund should have been paid out by now, but all invoices received have been paid; waiting for contractor to invoice work finished but yet unpaid.
5. Funds all looking great at this time.

CIRCULATION REPORT:

1. Numbers are increasing – good to see traffic increasing as patrons visit to see updates and resume browsing. They are also making suggestions for more furniture in certain places, so that will be taken into consideration as furniture orders are made.
2. Patron renewals in the townships have fallen over the past couple years, but hoping to see them returning now that we are fully open again. Contract reminders are being sent with this quarter's invoices.

PROGRAMS:

1. No active programming, just passive: Amy prepares crafts weekly that are placed where patrons can do them at their convenience as they visit and browse.
2. Side note: Amy has nearly completed painting the large wall mural on the north side of the children's department, and it's looking marvelous – so life-like. We are blessed to have a resident artist on staff!

DIRECTOR'S REPORT: (See attached, and below for notes.)

1. Michele would like to extend regular weekday hours to 6:00 p.m. as soon as practical. Several applications have been received for the open part-time position, and she and the staff will do interviews and hire soon. (She is currently working all Saturdays, and looks forward to having more staff to be able to rotate Saturday shifts. Mike replied that they intend to have her take a vacation soon, since construction will be done before much longer and things will be settling down.)

ACTION/ DISCUSSION ITEMS

1. The board reviewed three quotes to replace the MICROFILM READER. April moved to accept the Crowley quote, seconded by Kelli. The rest of the board agreed and the vote carried 5-0.
2. Kelli moved to put the E-MEETING ATTENDANCE POLICY (including digital signatures, according to state law) back on the table, seconded by April; carried 5-0. Dave moved to approve the policy with a second from Kelli, and all voted in favor. The ability to accommodate digital signatures will be researched.
3. The BYLAWS were due for a three- year review. Kay moved to approve them as they stand for the next triennium; Dave seconded, and the motion carried 5-0.

CLAIMS & CHECKS

Claims were presented in the amount of \$43,835.55 (all Citizens). After review by the board, Kelli moved to approve the payment of claims; Dave seconded, motion carried 5-0.

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

The next REGULAR board meeting will be 20 April 2022 in the Musser Meeting Room at 5 p.m.

Approved this 20th day of April, 2022:

Milad Q. Alwan
Dave A. Bowen
Camille Mealy
Judith Ladders

Kay E. Waters
April Bartlett