

# HARTFORD CITY PUBLIC LIBRARY

## Board of Trustees

April 17, 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, Michael Tabor; Director Michele Risinger; Admin Jen Holst

ELECTRONIC ATTENDANCE (ZOOM):

ABSENT (Excused): Camille Mealy, Judy Sodders

MINUTES were approved as presented, moved by Dave and seconded by April, which carried 4-0.

### FINANCIAL REPORTS:

1. There has been a slight deviation in investing plans, as it was determined, based on SBOA direction, that LIRF monies cannot be transferred out to close the fund, but must be approved direct expenditures (appropriated); that fund will now be invested.
2. We are requesting approval from city council for an additional appropriation in the Rainy Day fund for the roof replacement; this will be considered early May.
3. Jackson Township payments and contract have not yet been received. Michael will pursue further action if this is not rectified by the May meeting.

### CIRCULATION REPORT:

1. Adult film is up significantly; we just received a sizable donation of good DVDs, but may devote a bit more money in this area.
2. Hotspots and e-materials are going like hotcakes.
3. Resource sharing is back on schedule.

PROGRAMS: No report.

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

1. Had hail this week, but new roofing held up well.
2. Michele will be going to city council on May 6 to get approval for additional appropriation.
3. McGuff is expected to provide the third roof quote Friday or Monday.
4. Maintenance:
  - a. Tom passed away this past weekend; Jolene provided a book spine vase for a flower donation. His passing leaves the Maintenance Technician position open. Michele is considering how to proceed (keep the job the same or contract parts out), but in the meantime she has already received an application for the position. She will talk with Kathy to reconsider division of duties, and Dustin can mow until a replacement is hired as he is already mowing the park for the library.
  - b. Michele requested the board pay out Tom's remaining PTO, less the usual withholding, and the board agreed by consensus. *Director's note:* I am including Tom's Reserve PTO

with this payout, as he is one of the employees who had Personal Time rolled into the Reserve PTO account when we switched from Vacation/Personal Time to PTO in 2016.

5. Park:
  - a. Dustin will have flowers planted on the hill for this year, and fenced in.
  - b. The outdoor water will be turned on this month and the splash pad started up next month.

**ACTION/ DISCUSSION ITEMS –**

1. Director forgot to print the PLAC Form and will contact Michael Tabor when it is ready for signing.
2. The other two agenda items (Roof quotes and Maintenance tech needed) were discussed during Director's Report.

**CLAIMS & CHECKS**



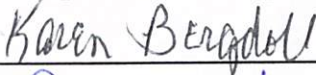
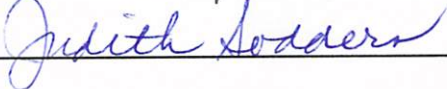
Claims were presented in the amount of Citizens – 38,294.60 and Via – 8,690.00 for a total of \$46,984.60. After review by the board, Karen moved to approve the payment of claims; Taylre seconded; motion carried 5-0.

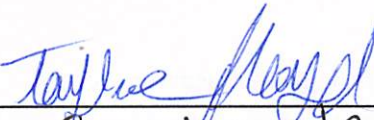
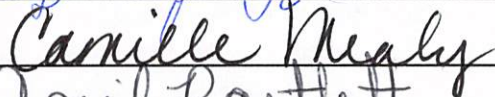
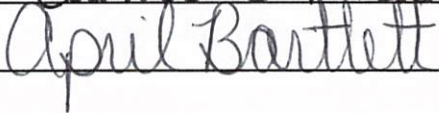
Being no further business to come before the board, meeting adjourned.

The next regular board meeting will be May 22, 2024 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 22nd day of May, 2024:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_