

# HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

May 17, 2023 minutes - Regular Meeting

Musser Meeting Room

Meeting was called to order by President Michael Tabor.

## **ROLL CALL:**

**PRESENT IN PERSON:** Members, Dave Bowman, Camille Mealy, Kelli Ruble, Judy Soddors, Michael Tabor; Director Michele Risinger; Admin Jen Holst (7 total, 5 voting members)

**ELECTRONIC ATTENDANCE (ZOOM):** (0)

**ABSENT:** April Bartlett, Kay Waters (2)

**MINUTES** were approved as moved by Dave and seconded by Camille, which carried 5-0.

## **FINANCIAL REPORTS:**

1. Operating disbursements high due to insurance annual payments. Coverage and costs were compared to previous years with no discrepancies discovered.
2. SBOA confirmed that resolutions be passed for all transfers; last year's will be presented in a batch next month.
3. A batch report showing the nine adjustments made to Banyon software (formatted as e-checks) for end of year 2022 was attached to the Financial Review report (signed by the treasurer each month).

## **CIRCULATION REPORT:**

1. Adult audiobooks and film experienced drops from previous month and year. Young Adult and children's print fiction have both increased, while children's non-fiction and film dropped. Overall physical circulations are holding fairly steady.
2. Digital (Overdrive/Libby and Hoopla) continue to do well at 715 checkouts in April.

**PROGRAMS:** Amy had a good crowd for the "Clued In" event, which is a cross between the Clue board game and a library scavenger hunt; it's always a popular program!

## **DIRECTOR'S REPORT:** Of special note:

1. Clemens has not yet come (employee tasked with our job left company and manager will be following up).
2. A leak in the main floor ceiling was discovered, likely due to HVAC on flat roof. Dean Wilson is scheduled to come in and see if the problem is related to new HVAC system.

## **ACTION/ DISCUSSION ITEMS**

1. The 2023 Fee Schedule was approved with the following changes (motion-Kelli, second-Dave, carried 5-0).
  - a. Non-resident card is now \$65/year.
  - b. Color printing, when made available, will be \$0.25/single or \$0.50/double sided.

- c. The Meeting Room clean up fee was removed.
- 2. Split "Materials Selection Policy" to create new "Material Reconsideration Policy" – in conjunction with the new laws in place for school libraries and in anticipation of those laws affecting public libraries soon, Michele proactively removed the language regarding "reconsideration of library materials" to a separate policy and slightly updated language in each separate policy. Camille moved to adopt the two new separate policies, Kelli seconded, and motion carried 5-0.
- 3. Ingram Website Update and Cell Phones for Employment Purposes: Michele drafted a policy to provide reimbursement for employees in certain positions based on phone usage for work. Tabled for reconsideration next month.
- 4. Judy requested that the board consider moving subsequent month-of-May meetings to earlier in the afternoon or a different week due to school and Heritage Days obligations for several of the members. Michele said she would make a note of that for next year.

**CLAIMS & CHECKS**


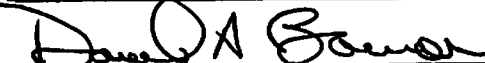

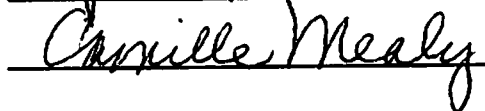
Claims were presented in the amount of Citizens – \$30,736.88 and Via – 0. After review by the board, Judy moved to approve the payment of claims; Kelli seconded; motion carried 5-0.

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

The next REGULAR board meeting will be June 21, 2023 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 21st day of June, 2023:

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