

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

June 21, 2023 minutes - regular meeting

Musser Meeting Room

Meeting was called to order by President Michael Tabor.

ROLL CALL:

PRESENT IN PERSON: Members April Bartlett, Dave Bowman, Camille Mealy, Michael Tabor;
Director Michele Risinger; Admin Jen Holst

ELECTRONIC ATTENDANCE (ZOOM):

ABSENT: Kelli Ruble, Judy Sodders, Kay Waters

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

FINANCIAL REPORTS: Op fund a little low, but due for June settlement any day. Overall, balances are healthy.

CIRCULATION REPORT:

1. Numbers are rebounding from C19 lower levels. Michele predicts that film levels will not reach former highs, but circ has pivoted toward TV series and blockbuster hits. Digital checkouts in these categories have increased greatly.
2. Non-fiction is being heavily weeded.
3. 3rd & 4th floor materials have been marked to help with retrieval.

PROGRAMS:

1. April held steady, and May attendance "exploded" for story time and the book club to 174 attendees.
2. Ivy Tech will be using the meeting room for recruitment, and the Health Dept for Covid booster shots.

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

1. Michele is working to get a quote from Clemens to replace the flat roof, as there are gaps and shoddy work around the HVAC unit.
2. Park cameras will be enhanced with motion detection and lights, and possible upgrade to solar units to preserve battery life.
3. Splash pad shower will be removed eventually due to being broken.
4. Treehouse is to be stained soon; will be darker color.
5. Discussion as to whether to post park hours, and how it would be enforced.
6. Roxanne is scheduled to be trained on microfiche machine this week.
7. State audit is scheduled to start in the next few days and conclude July 10.

ACTION/ DISCUSSION ITEMS

1. The state requested that the board approve resolutions for transfers made, so
RESOLUTIONS 2023-1 Temporary Transfer of Funds in the amounts of
a) \$14,721.25 from Flatter to Bond, borrowed 6/15/22 and repaid 8/29/22 and
b) \$14,265.00 from Bond (Interest Repayment) to Construction, borrowed 12/14/22 and repaid 4/19/23 (from Flatter); also,
RESOLUTION 2023-3 Temporary Transfer of \$37,502.88 from Flatter to Bond were both approved upon a motion by April, seconded by Dave, and vote 4-0.
2. **RESOLUTION 2023-2** Permanent Transfer from Flatter to Construction for \$7,218.48 approved upon a motion by Camille, seconded by Dave, and vote 4-0.
3. Camille moved to adopt the proposed changes to the Employee Manual; April seconded, and all in favor 4-0.
4. Michele proposed an addition to the manual in the form of a Staff Cell Phone Policy. Discussion included questions about why to have it (two-factor authentication, etc.), cost, proof of cost; will be non-taxable. April moved to approve, Dave seconded, and all voted in favor, 4-0.
5. Michele distributed copies of the updated Long Range Plan Draft to review for next month. A section on disaster planning was added per state requirement, and the official filing will also include community feedback.

CLAIMS & CHECKS

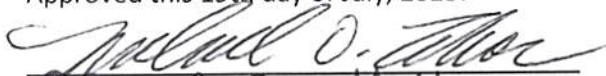
Claims were presented in the amount of Citizens – \$34,369.43 and Via - \$53,731.25 for a total of \$88,100.68. After review by the board, Camille moved to approve the payment of claims; Dave seconded; motion carried 4-0.

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

The next REGULAR board meeting will be July 19th, 2023 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 19th day of July, 2023:



April Bartlett

Camille Mealy

Jen Holst

