

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

July 19, 2023 minutes - regular meeting

Musser Meeting Room

Meeting was called to order by President Michael Tabor.

ROLL CALL:

PRESENT IN PERSON: Members April Bartlett, Camille Mealy, Judy Soddors, Michael Tabor;
Director Michele Risinger; Admin Jen Holst (4 members +2)

ELECTRONIC ATTENDANCE (ZOOM): 0

ABSENT: Dave Bowman, Kelli Ruble, Kay Waters (3)

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

FINANCIAL REPORTS:

1. June settlement was received, so funds look good for remainder of year, as the draw was much better than expected – almost back to 2019 level.
2. Flatter fund looks low, but the temporary loan for Bond Repayment has been repaid, so it's balance is near 45,000.
3. Spending on electronic materials is quite high (at 90% of budget), but this is what patrons are requesting, so Michele wants to continue investing in these, which will be considered as next year's budget is created.
4. Jackson Township is way overdue with contract and quarterly payments. Michele has sent numerous invoices and a statement for total due along with a reminder for the contract, but will try to contact the trustee directly.

CIRCULATION REPORT:

1. New patron registrations are increasing, with more younger families coming in.
2. The state has contracted with a new courier service, and the transition thus far has been terrible – books not being delivered (~50 of an expected 300), running out of packaging (Michele went out to buy enough to tide over), etc. Hoping the situation improves quickly!

PROGRAMS:

1. Summer Reading childrens' program has concluded, and there were 91 participants registered. An average of 15 came to on-site related programs (Splash Pad Party and Sign Language classes), and the off-site programs were well-attended (including Larry Wirtz, Magician, and Professor Steve's science program), with 96 enjoying Leonardo!
2. In other news, the A/V meeting room is getting a fair amount of usage, as are the booths on the east end of the addition on main floor.

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

1. A new door counter has been installed at the park door, similar to the one at the handicap entrance.

2. No word yet from the roofer.
3. The books left over from the book sale, held for several weeks in the meeting room, will be sent to the mission.
4. Michele is having pavers replaced in the park where there has been some damage to the paths; there is a quote provided for board review later in meeting.
5. We are in a lull of the four-year state audit, having submitted all requested documentation, but not having received word of review or exit interview.
6. There have been no issues with the gas line since Dean repaired it.

ACTION/ DISCUSSION ITEMS

1. Judy moved to approve the Long-Range Plan distributed last month for review; April seconded, and motion carried 4-0.
2. In an annual bid to join the state consortium for eRate internet, Camille moved to approve **RESOLUTION 2023-4**, Judy seconded, and the motion carried 4-0.
3. Michele obtained a quote from D&D Home & Lawn by Derek Waggoner and Diana Hoskins to remove the affected park pavers, correct the base, re-install pavers to level (or as level as needed, per area), and install retaining edge in missing areas. Estimate of work is \$1,350.00, to include polymeric sand, base sand, and pack gravel, and labor for up to 30sq' of paver edge and adjoining pavers, and up to 20 linear feet of paver edge. April moved to approve the work quoted, Judy seconded, and motion carried 4-0.
4. Michele requested the board consider 3% COLA increase for all staff, starting in August, and provided a list of salary suggestions. This would entail about \$3,000 extra actual cost for the remainder of the year (5/12), still well within budget. Judy moved to approve, Camille seconded, and the motion carried 4-0.

CLAIMS & CHECKS

Claims were presented in the amount of Citizens – \$33,808.12 and Via – 0. After review by the board, Camille moved to approve the payment of claims; April seconded; motion carried 4-0.

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

The next PUBLIC BUDGET HEARING, followed by the REGULAR board meeting will be August 30, 2023 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 30th day of August, 2023:

M. [Signature]
Donna Benson
Kelly Ruby
Julie Sadders

Camille Mealy

