

HARTFORD CITY PUBLIC LIBRARY

Board of Trustees

August 30, 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

ELECTRONIC ATTENDANCE (ZOOM):

ABSENT: April Bartlett, Kay Waters

BUDGET PUBLIC HEARING – Though no members of the public attended, Michele explained the calculations. The estimated 2024 maximum levy is \$454,808, and the maximum budget to remain non-binding is \$601,637. The public budget adoption meeting will be next month, September 20.

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

FINANCIAL REPORTS: Doing an additional appropriation to replenish furniture/equipment fund, in order to replace shelves in YA section and two staff PCs. Query about Princh – the print app is popular and has good tech support, so Michele wants to keep access; just a trick to pay, due to international payment requirements. Question about Flatter distribution – market based, so will fluctuate year to year. Dave recommended moving as much as possible to the Rainy Day fund, which we do annually near end of the year.

CIRCULATION REPORT: Park is being used quite a bit, and the swinging benches hung in the last month are much appreciated (will be stored during the winter). Splash pad will remain open until a cold snap; will be winterized around the first of October. Resource sharing is down due to issues with the courier, but Michele learned today that the contract with the newly-hired service has been terminated, and the previous courier service rehired.

PROGRAMS: Summer reading had 91 participants, and the other programs were well-attended.

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

1. Clemens has not returned call about flat roof membrane pulling away from brick and showing micro tears near new HVAC unit. Michele will reach out again. Michael declared it to be an “emergency situation” due to the leaks on main floor.
2. Michele has purchased and received the parts to build new PCs for Amy and Jen.
3. Michele feels the search for grants for the park has been exhausted, and requested using Flatter funds to authorize prep for the hill project. The board agreed by consensus to move forward with the hill project once the plan amendment is approved by the state (rejected first time due to not being ADA accessible).
4. Blackford County Historical Society (BLHS) has a nice new sign out front by the street, and Michele asked about getting a matching sign (or two?) for the library. It looks classy and would identify the area as a historical neighborhood, stylistically matching the BLHS clock and downtown streetlights.

ACTION/ DISCUSSION ITEMS

1. Michael signed the quarterly PLAC report.
2. Michele requested verbal approval of the \$15,000 Additional Appropriation from Rainy Day for Capital Outlays – Furn/Eq (the resolution will be taken care of at the city council meeting in October). Camille moved to approve the appropriation, Kelli seconded, and the motion carried 5-0.
3. A quote from ADA (Automated Doors & Access, Inc) was presented for work to add a button to the hallway bathroom for electric access. Kelli moved to approve, Camille seconded, and the motion carried 5-0.
4. The audit has been completed, with Michele, Michael, and Jen attending the virtual exit interview with Sam Rust of Crowe, LLC Friday, August 25. The major results were to ensure that all transfers, even temporary ones, have a board resolution, and to complete a full physical inventory every two years. Michele has conferred with staff regarding inventory for the collection this year, and requested closing one day to achieve as much as possible without interruption, which was granted. (Last full physical inventory on collections took place in 2011.) A few other minor results were offered to tighten up procedures.
5. Michele and Michael shared concern about the city council pondering street parking changes on High St, potentially allowing parking on only one side of the street. Consultation with the lawyer on retainer revealed that the city would have to have very good reason to make such a change that could negatively impact our business. Michael and Michele plan to attend the council meeting to hear first-hand about the potential changes and lobby for our interests.
6. Michael would like to pursue right of first refusal/first offer agreement with our neighbor, Kathy Smith, regarding her beauty shop. Our lawyer suggested reaching out to request an exclusive option to purchase the property, offering to agree on an amount now and proffer a good faith deposit. Michael plans to talk to Kathy.

CLAIMS & CHECKS

Claims were presented for two runs, made respectively on 8/16 and 8/30, in the amount of Citizens – 8/16 - \$39,335.62 + 8/30 - \$11,044.26 (Via – 0) for total of \$50,379.88. After review by the board, Judy 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 Budget Adoption Meeting, followed by the next regular meeting of the board, will be September 20, 2023 at 5 p.m. in the HCPL Musser Meeting Room

Respectfully submitted by Jen Holst, recording secretary.

Approved this 20 day of September, 2023:









