

September 19, 2018 minutes of the Hartford City Public Library REGULAR Meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order by President Michael Tabor in the Musser Meeting Room at the library.

ROLL CALL: Members present included April Bartlett, Max Bennett, Ann Ludwig, Judy Soddors, Michael Tabor, and Jim Weiseman. Also in attendance were Library Director Michele Risinger and Admin Assistant Jen Holst.

MINUTES were adopted as presented upon a motion by Ann, seconded by Judy.

FINANCIAL REPORTS: Discussion ensued regarding Washington Township's contract, which has not yet been received for this year. There is plenty of documentation both between library and township (specifically the trustee) as well as between the library and legal counsel about this matter in the case of an audit. Michele will have the 2019 contracts ready for discussion in November. A Jackson Township patron has inquired as to the current structure, and would like to meet with Michele in the interest of discussing the possibility of including the township in the district rather than working through a contract, an eventuality that Michele would like to see take place long term for all the townships, effectively making it a county library.

Income was up from last month. Tri Kappa makes an annual donation which used to go directly to the Summer Reading Program, and is now used for children's program supplies.

CIRCULATION: Good! Michele mentioned that the US is reading less in general, and our numbers reflect that. Bailey and Michele have implemented some changes in Young Adult, which have resulted in higher circulation. Bailey is also very busy with Resource Sharing, and the courier is now coming five days a week. She is doing very well in her role. Finally, OverDrive numbers are up.

PROGRAMS: Teen Art was well attended this month, and Amy regularly posts photos from these events to the Facebook page. She has also been promoting her Story & Craft times, and is seeing higher attendance with that, as well. The GED adult class has started up again for the fall, and has good numbers. The library has two laptops available for their use, which are stored here and can also be used for other purposes as needed.

DIRECTOR'S REPORT:

DEPARTMENTS: Trying to circulate more TV shows without sacrificing too much shelf or drawer space.

- Alexandra is settling into her job well.

BUILDING: Tom requested that Phil Klink examine the bookshelves in Children's Dept. where there is a problem with the floor settling, before proceeding with Acculevel, so that work request was cancelled.

- The appropriation request for elevator replacement was submitted to DLGF, but we have not yet received release of funds. Planning to go with Oracle, pending a more detailed estimate of base cost and extra work expected.

TECHNOLOGY: Interior cameras are updated. Exterior cameras will be installed soon; they will require trickier wiring.

NEWS/REQUESTS: Please contact Michele by cell phone if needed, as she manages current health issues.

- Staff badges have been ordered.

Michele would like to set up a regular meeting with the staff in order to disseminate important info simultaneously and offer training on an ongoing basis. The next Long Range Plan includes a section for a training plan, and certified staff are required to have a certain number of LEU's within a five-year time frame. With regular in-house training, the staff would

be able to earn a portion of those LEU's. She requested closing early (3:00-5:30) on a Friday every other month, that being a good time because of historically low library usage at that time, and all the full-time staff are here. Judy felt that it is important to be able to update all the staff together and offer trainings every month, though, which Michele said was preferable, but wasn't confident the Board would be comfortable with that frequency. Max commented that having a regular set time each month dedicated to a staff meeting would lend consistency and could be put in signage. Mike suggested looking at the 2019 calendar at the Fridays throughout the year to see which Friday each month has the least conflicts. There was Board consensus to have Michele proceed with this plan of action.

- Michele would like the library to go fine-free for juvenile cards starting in 2019. It was considered when Evergreen offered the pilot program, but it is now a regular feature, and she thinks it would be a good thing for our community. Will be decided later.

FRIENDS UPDATE: The committee has begun to plan a new historical series.

PARK REPORT: Two Eagle Scout candidates are planning to build and install climbing structures for the Nature Park.

- Waiting on electrical work.

- Path is flooding just north of the splash pad. This will be corrected when grading is done: a swale will be added connecting the rain garden and low spot to direct water away from the path.

- Need more dirt for hills. Judy has contact info for someone who has some we can use.

ACTION ITEMS

HEALTHCARE RENEWAL: Current library portion (75% of total) is \$1497.25/mo, but the current healthcare plan is being phased out due to changes in the law, and the replacement plan is quoted at \$1635/mo, for an increase of \$138 for three employees. *Jim moved that this plan be accepted for the coming year; April seconded, motion carried.*

INTERNET POLICY: Michele had our current internet policy available for review. Wording has not changed since 2015, but the policy must be reviewed and adopted annually. *Ann so moved, Judy seconded, and motion carried.*

CONSORTIUM INTERNET FOR July 1, 2019-June 30, 2020: Michele is happy with cost and customer service of ENA, and would like to renew, which also qualifies us for the state grant providing most of the funds for that cost. Bandwidth was upped this year, knowing that Evergreen will be fully online as of October, 2019, so we're set. *Judy moved to continue internet service with ENA for 2019-2020, April seconded, and motion carried.*

BUSINESS TRAVEL EXPENSES: Michele had updated the travel expense policy to reflect the Board's desire to reimburse mileage cost for use of personal cars using the higher rate of the State of Indiana or the United States Government for its employees. *Judy moved to accept the updated policy, Max seconded, and motion carried.*

DISCUSSION ITEMS

ELEVATOR REPLACEMENT: DLGF has not yet sent approval to release funds for additional appropriations, so we are in a holding pattern until that comes through. We are also waiting for a detailed estimate from Oracle (Schindler's quote was quite expensive).

CLAIMS & CHECKS

Claims were presented in the amount of \$39,741.23. After review by the board, Judy moved to approve the payment of claims, Ann seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next *special* meeting, an adoption meeting for the 2019 budget will be October 17, 2018 at 5:00 pm in the Musser Meeting room, and the next *regular* meeting will immediately follow October 17, 2018 @~5:15 pm.

Approved this 17th day of October, 2018:

Paul O. Elton

Judy Adders

Max Bennett

Jim Weis

Ann Knudsen