

HARTFORD CITY PUBLIC LIBRARY
Board of Trustees
September 18, 2024 Minutes - Regular Meeting
Musser Meeting Room

Meeting was called to order by President Michael Tabor.

ROLL CALL:

PRESENT IN PERSON: Members April Bartlett, Karen Bergdoll, Dave Bowman, Taylre Floyd, Camille Mealy, Judy Soddors, Michael Tabor; Director Michele Risinger; Admin Jen Holst

ELECTRONIC ATTENDANCE (ZOOM): 0

ABSENT: 0

2025 BUDGET ADOPTION Judy moved to adopt the proposed budget for 2025; April seconded, and motion carried 6-0. **RESOLUTION 2024-7**

MINUTES were approved (Dave, April; carried 6-0).

FINANCIAL REPORTS:

1. For future consideration: move Flatter fund to TrustIndiana?
2. ESHI fund was corrected.
3. Question about health insurance for next year: Michele reported that the library is grandfathered into an old ILF consortium through UHC; no one else will quote us since there are fewer than five people on our plan. Though it is wished the plan were better, we have the best possible plan at this point in time; Michele continues to monitor the situation. (Have checked in the past to join city's plan, but disallowed.)
4. Judy saw one of the brass benches at another location (Ossian) and commented how small it actually is.
5. August is the first time we have exceeded 1000 circs in e-materials, so be looking for increase in future appropriations.

CIRCULATION REPORT:

1. Overdrive and Hoopla hit 1037, a new high!
2. Ancestry is again seeing significant usage, so we will continue to offer this service.
3. SRCS service is ending at the end of September. See Director's Report #4 below for alternative.

PROGRAMS: Amy reported having 45 children and 29 adults in August.

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

1. Bailey has left for another job, and Heather has given notice that she is unable to work further Saturdays and so has also left.
2. Discussion on service call by ADT for employee stuck in elevator led to decision to have system call the fire department (FD) rather than ADT in an emergency, since the FD, being local, would be both quicker to respond and cheaper, since they only charge if the call is not an emergency.

3. E.Wilson will be installing a KnoxBox on the front of the building when he is here for other scheduled work. This will allow local responders access to the building in an emergency.
4. Michele shared an alternative to SRCS, WorldCat via Indiana State Library (ISL). This is a two-part subscription, first to upload our catalog (\$806.90), then to allow the access to patrons (\$873.01). Quoted costs are on an annual basis. Judy moved to try it for one year; Taylre seconded; motion carried 7-0.

ACTION/ DISCUSSION ITEMS

1. April moved to approve transfer resolution from Op to ESHI; Camille seconded, and motion carried 7-0. **RESOLUTION 2024-8**
2. Snow Removal: No other quotes have been received besides Apple. A quote for their flat rate is included. April vouched for their work, and the courthouse has secured a contract with them, as well. The board wanted to ensure they would be available on call in the months before and after the contract is valid (Dec-Feb), and if so, if they could get a better rate for those months as a contracted customer. Taylre moved to approve the Apple contract, Judy seconded, and the motion carried 7-0.
3. Michele brought before the board the Internet Policy for annual review, with updated language regarding print costs being the only change. Dave moved to approve, Camille seconded, and the motion carried 7-0.
4. A sample policy for compensatory time was submitted to the board which includes a form indicating understanding for the employees to sign. Comp time is included in our handbook, and we have had no trouble with the policy, but with the expectation of new employees being hired in the next few years, the board decided to make this update for the handbook. Michele will draw up for next meeting.

CLAIMS & CHECKS

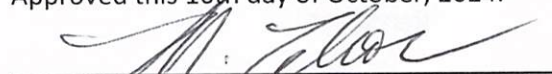

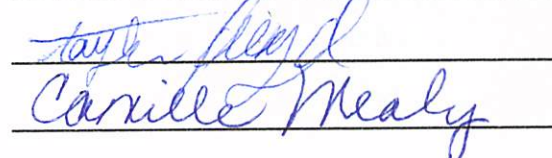
Claims were presented in the amount of Citizens – \$33,028.83 and Via – 0. After review by the board, Judy moved to approve the payment of claims; Taylre seconded; motion carried 7-0.

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

The next regular board meeting will be October 16, 2024 in the Musser Meeting Room at 5 p.m.

Respectfully submitted by Jen Holst, recording secretary.

Approved this 16th day of October, 2024:

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