

**December 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.

**ROLL CALL:** Members April Bartlett, Max Bennett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, and Jim Weiseman; also Director Michele Risinger and Admin Assistant Jen Holst

**MINUTES** were approved as presented at Jim's motion and Judy's second.

**FINANCIAL REPORTS:**

- Funds Summary now included with reports, as it is a monthly Gateway upload requirement; reflects beginning and ending balances, along with receipts and disbursements for the month, of each fund.
- Appropriations showing negative balance in 23 (Print/Ad) and 32 (Operating Supplies); balance should be zero after transfers, so Jen will check that.
- Mike requested the annual revenue chart for 2018 at next month's meeting.
- Misc. revenue may reflect a small decrease from now on, as the auto-renewal option has been switched on for books (not equipment), which will probably result in fewer fines.

**CIRCULATION:**

- Remains stable; Overdrive is up, Children's fiction is down slightly again.
- Need for public PC's has decreased, since more patrons have personal devices for Wi-Fi and printing; will eventually go down to six public computers.

**PARK REPORT:**

- Dean Wilson unavailable due to health issues until first of next year.

**ACTION ITEMS**

**2019 BOARD OFFICERS:** Elections were held for next year's officers of the board, and the results are as follows:

- PRESIDENT: Mike Tabor
- VICE-PRESIDENT: Ann Ludwig
- SECRETARY: Judy Soddors
- DEPUTY SECRETARY: Kelli Ruble
- TREASURER: Max Bennett
- DEPUTY TREASURER: April Bartlett

**FLATLANDS RESOURCES CONTRACT SUPPLEMENTAL AGREEMENT (LANDSCAPING):** Ann moved to contract with Flatlands for a nature park landscaping design plan, pending Michele's applying for and receiving a grant which would cover fees; Judy seconded, and motion carried. In further discussion, Judy recommended larger stones around bubbler. Also, Michele said Dustin George will add trees which will not tear up sidewalk to the green easement along Jefferson Street.

**EMERGENCY PROCEDURES:** Required to review this policy annually, Max moved to adopt our standing policy for next year; Kelli seconded, and motion carried.

**TOWNSHIP CONTRACTS:** The contracts were amended to include overdue payment penalties (5% penalty incurred for more than 30 days overdue, and 10% penalty for more than 60 days overdue). Judy moved to adopt the new policy, April seconded, and motion carried. Contract did NOT include penalty for late contract, however.

**ENCUMBER ELEVATOR FUNDS:** Funds having been set aside for replacement of the elevator, but work not yet done, Max moved to encumber \$17,600 from Rainy Day fund and \$44,800 from LIRF; Kelli seconded, and motion carried.

**RESOLUTION 2018-13**

**FINE-FREE CHILDREN'S BOOKS:** Michele requested removing fines for juvenile books and audiobooks belonging to our library. This would be internal policy only, as Evergreen circulation and fines are set by the state. Auto-renewal will help to mitigate these fines anyway. Judy moved to adopt this policy for a six-month trial period, April seconded, and motion carried. In further discussion, Ann requested a report on how many children would otherwise be unable to check out materials due to fines during this trial period.

**DISCUSSION ITEMS**

MKM Architecture + Design submitted an exterior design and floor plans of the main floor and basement for the board's review in considering how to better serve our community. The reaction was favorable. Michele and Michael will proceed to work with MKM Architecture to get some rough figures so that they can get back in contact with Umbaugh (public accountant) and speak with the city.

**CLAIMS & CHECKS**

Claims were presented in the amount of \$27,271.07. After review by the board, Judy moved to approve the payment of claims, Ann seconded, and motion carried.

Those present enjoyed a delicious Christmas dinner arranged by Judy and catered by Fran Eikenbary.

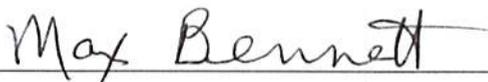
Being no further business to come before the board, meeting adjourned. The next regular board meeting will be January 16, 2019 in the Musser Meeting Room at 5:00 pm.

Approved this 16<sup>th</sup> day of January, 2019:

  
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