

**HARTFORD CITY PUBLIC LIBRARY**  
**Board of Trustees**

**17 February, 2021 minutes of the regular meeting, submitted by Jen Holst, recording secretary:**

Meeting was called to order by President Michael Tabor on the Zoom platform.

**ROLL CALL:** Members April Bartlett, Dave Bowman, Camille Mealy, Kelli Ruble, Judy Soddors, Michael Tabor, and Kay Waters (technical trouble resulted in votes not tallied); Director Michele Risinger; Admin Jen Holst; Zach Benedict of MKM Architecture

*N.B. All votes were pulled individually, having met virtually.*

**SPECIAL GUEST:** Zach Benedict of MKM Architecture joined us to present a construction update. A large turnout at the pre-bid meeting resulted in four bids submitted, all higher than expected. CME was selected as the contractor, and Zach is meeting with them to get the bid down to \$808,000, the amount remaining after preliminary costs are paid. Several big-ticket savings have been identified and saved to the "wish list." The MKM team is confident they can make the cut without degrading the patron experience. Dave moved to accept the bid proposed by CME, contingent on reduction to \$808,000; April seconded, and all voted in favor, 6-0.

**MINUTES** were approved as presented upon a motion by Dave, seconded by Camille. 6-0

**FINANCIAL REPORTS:**

1. Michele completed and submitted the Annual Library report, and she and Jen are working on the Annual Financial Report (waiting to hear from Baker Tilly to proceed); have not yet moved funds from First Financial to Via.
2. Balances are healthy, and we should have no problem making it to our July distribution. (If the need arises to tap into LIRF or Rainy Day, we would need to file additional appropriations.)
3. Rising material costs for outdoor classroom is having an impact on the Boren and BCCF grant funds; will need to adapt the spring grant application.
4. Tree mid-park is coming down soon.
5. Bench fund is approximately halfway to the goal.
6. Appropriations: a new category was created for e-materials, to include e-books and all other virtual materials through OverDrive and Hoopla, to support higher patron usage.
7. Licking Township was billed for 4<sup>th</sup> Quarter of 2020, but the other two did not garner enough to warrant sending the bills until next quarter.
8. The grant previously known as State Tech is now referred to as Broadband. The entire amount last year was covered by the grant.
9. With the local print shop going out of business, we may need to add e-fax to our services offered, and get a color copier.

**CIRCULATION REPORT:**

1. 50% decrease in materials and foot traffic, unsurprising given the pandemic.
2. More surprising is that Adult Film came down to 200 from 800.
3. OverDrive and Hoopla have naturally increased, ~400 to ~500.
4. Michele checks OverDrive periodically to make sure patrons are not waiting too long on requested copies, and purchases more copies when necessary. (Hoopla allows for simultaneous usage, meaning no waiting list, and has a different selection available.)

5. Michele is doing all she can to support high school students with technology and study spaces.
6. Public PC and Wi-Fi are way down.
7. On the other hand, Princh, the remote print service, is getting good use.
8. Hotspot circulation remain steady, and we had to replace one. Blackford County Health Department has one on permanent loan.

**PROGRAMS:**

1. Virtual programming for children's story times and middle school book club is going well.
2. For summer reading, Michele and Amy have hired four to five groups to come for entertainment, and have procured the local community stage and shelters (rain backup) for hosting.

**ACTION ITEMS**

In lieu of programming we cannot currently offer here at the library, Michele proposed using Flatter funds to sponsor some locals to attend Arts Place events, given the "dearth of things to do" in the area, and the registration/materials costs being unreachable for some. The board had no objections to reaching out the Arts Place Executive Director to determine if this would be a good fit and how to go about it. A recommendation was also made to check with the local art teachers to evaluate the need and students who might potentially benefit.

**DISCUSSION ITEMS**

Judy suggested sending the newsletter to WPGW to have news updates shared on the radio station, as they do share Hartford City news on air. *(Jen emailed the newsletter to them and they graciously agreed to share updates.)*

**CLAIMS & CHECKS**

Having met virtually, checks were sent, and vouchers will be reviewed next time the board meets in person.

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

The next REGULAR board meeting will be March 17, 2021 in the Musser Meeting Room at 5 p.m.

Approved this 17<sup>th</sup> day of March, 2021:

*Michele O. Thor*  
*Carille Nealy*  
*David A. Bansen*  
*Kay & Waters*

*Joith Adders*  
 \_\_\_\_\_  
 \_\_\_\_\_