

February 20, 2019 minutes of the Hartford City Public Library Board of Trustees meeting, submitted by Jen Holst, recording secretary:

Meeting was called to order at 5:00 by President Michael Tabor.

ROLL CALL Members April Bartlett, Ann Ludwig, Kelli Ruble, and Michael Tabor were present; also Director Michele Risinger and Admin Jen Holst.

MINUTES were approved as presented upon a motion by Kelli, seconded by April.

FINANCIAL REPORTS:

- With a budget over \$300,000, the library is required to publish a Combined Statement of financial activities for 2018, which was printed today in the Hartford City News Times.
- Oracle has not responded to Michele's voicemail or email about replacing the elevator, so Mike wants to contact them to find out why there is no response so as to determine our path forward.
- Large Print Memorial Fund has been spent; books have arrived and are being prepared for shelving.
- Question about if any benefits had been seen from LED lighting installed last year: Michele affirmed that while it didn't seem to be saving the library much money, it is brighter. She also stated that Energy Harness will be doing an audit of savings in March.
- LIT has increased this year.
- Washington Township and Jackson Townships have both paid 4th Quarter 2018 charges for services.
- Michele has been asked to attend the ILF and Evergreen conferences coming up in March and April. Mike called for a motion to allow registration and mileage coverage for these events. April moved, Kelli seconded, and motion carried.

CIRCULATION: Good month overall! Most categories were up this month, including fairly large increases in adult fiction, film, and OverDrive.

PROGRAMS: New report format due to the way the state library wants statistics reported.

DIRECTOR'S REPORT:

BUILDING:

- Clemens waiting for better weather to work on downspout changes.
- Dean Wilson has tweaked the admin office and furnace room; still needs to replace two wall heaters.
- The drywall in the atrium continues to degrade. Once the weather warms up, Michele may call Mays in to add a metal sheet over the top on the outside, as well as to take a look at the crack in the limestone on the south side.
- There are now some cracks in the hallway ceiling outside the children's department and new water damage in the meeting room corner by the kitchenette door.

TECHNOLOGY:

- Michele's computer needs replaced, and is due for an upgrade this year, according to the technology plan.
- A handheld scanner was purchased for library and historical society use, as there are some large unique materials that should be preserved and documented digitally.

DIRECTOR'S NOTES:

- For in-house staff training this month, officers First Sergeant Mike Nichols and Sergeant Trent Smith of the Indiana State Police came in, toured the building, and gave us advice on how to handle an armed patron (Active Shooter training) and made recommendations on how to make the building safer. Some of the suggestions included:
 - o Make the front stairwell an emergency exit only; Michele plans to address this with the architect when next in contact about building upgrade plans.
 - o Lock the back door, installing a buzzer and intercom to open it remotely; Michele feels this is not really acceptable for the handicap door, as Montpelier does this and patrons do not care for it.
 - o Make sure we know what our panic buttons do
 - o Create procedures for what to do: how to notify other staff, how to exit building with patrons, where to meet outside the building, etc.
 - o Get a fire escape installed for the admin office.
- Book sale made just over \$100.

FRIENDS:

- Lisa and Ruth asked to meet with Michele and Judy to discuss the future plans of the group.
- The group is planning a program at Arts Place, possibly to do with the Civil War.

PARK:

- Jerry Banter has submitted an initial draft of the park entrance and would like feedback; Mike will get back to him about that.
- The park committee will be meeting with Flatlands in March.
- Michele has submitted a grant to BCCF.

ACTION ITEMS

- Mike signed the 2018 Indiana Public Library Report Submission sheet to be mailed in, as Michele has submitted the report online.
- Ann moved to renew the technology contract with M&R Technology for 2019; Kelli seconded, and motion carried.

DISCUSSION ITEMS

- Two names (Kay Waters and Bob Sine) have been submitted to the county council as candidates for the open Board position.
- Database content has been challenged in other states, and since it could affect one of our databases, OverDrive, information regarding the background of that issue was given to Board members to keep them up to date.
- Legislation (HB1343) regarding who has control of the library budget was also passed out for the Board's awareness.

CLAIMS AND CHECKS

CLAIMS were presented in the amount of \$29,617.58. After review by the board, Ann moved to approve the payment of claims, Kelli seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be held March 20, 2019 at 5 pm in the Musser Meeting Room, HCPL.

Approved the 20th day of March, 2019:

April Bartlett

Ann Alton

Robert G. Sims

Ann Alton
