

Minutes of the February 21, 2018 Regular Meeting of the  
Hartford City Public Library Board of Trustees

**Roll Call:** Members present were the following: Michael Tabor, Pat Clamme, April Bartlett, Ann Ludwig, Max Bennett and Judy Sodders. Also present were Library Director Michele Risinger and Recording Secretary Debbie Ehrhart.

**Minutes of the Last Regular Meeting:** After review, Pat moved to accept the minutes from the January 17, 2018 meeting as presented with a second from Max. All voted in favor.

**Financial Reports:** Michele reported that the library is financially sound with no major issues with finances. There is a steady flow of revenue. Licking, Jackson and Washington Townships have made their 2017 4<sup>th</sup> Quarter payments since Washington made a payment this month. We still haven't received a contract from Licking Township nor Washington Township for 2018.

**Circulation Report:** There was a significant slide in circulation with 600 fewer items taken out from this time last year. The primary dips were in Adult Non-fiction, Adult Film and Children's Fiction. The door count, also, was down. There was a major increase in Resource Sharing.

**Programs Report:** Program attendance was down probably because of the winter weather. There still isn't any tutoring taking place at the library. April said there might be a link on the local schools website listing the library as a site for tutors.

### **Director's Report**

**Departments:** At last count, there were 18 signed up for the Adult Winter Reading Program which is low from past years. The Children's Winter Reading Program is going well. This is the first time for it.

**Building:** The Fire Door has been replaced. Stage 1 is completed on the drywall under the atrium. An interior window has been installed in the roof

hatch. Michele said it's been warm upstairs with no drafts. The floor in the Children's Department is sinking as evidenced by the dip in the top of the bookshelves.

**Technology:** A new web filter was turned on and is much less expensive than the CIPA filter we previously had in use.

**Director's News/Requests:** We received \$800.00 from a \$1,000.00 grant for the Frankenstein program which is through Indiana Humanities. The first activity, of three scheduled, will be "Science of Frankenstein" in the Children's Department.

Michele attended an Evergreen Executive committee meeting in Plainfield. The committee sets Indiana Evergreen policies and prices. We have the second highest average transit time of the Evergreen libraries. Part of the problem is the courier. Anna Gobin, from the State Library, told Michele to report to Info Express if the courier refuses to take bins. We currently have four days of courier service and cannot easily add a fifth day due to routes. The state contracts with a private company, who then hires contractors for the deliveries.

**Friends Report:** The Friends of the library met on Monday. They have \$700.00 in their account. A professor from Ball State will facilitate the discussion on this month's book The Handmaid's Tale. The Friends are promoting a series of historical speakers coming in the next few months and are hoping for a good turnout.

**Park Report:** Some progress has been made despite the weather. Tree stumps have been ground down, waterlines installed with 3 faucets, tree roots protected by temporary fences and three grant applications turned in to BCCF. The cement has been poured for the shed. There is water standing on the sides from the recent rain. There is stone under it but Michele didn't know if there was metal. There is still electrical work to be done. The NaturEscape committee will meet on Friday at 9:00 AM.

## **Action Items**

### **Nature Explore Certification Training**

Amy needs to take the Nature Explore Certification Training be trained to be certified for an Outdoor Classroom. She would have to travel to Chicago or Nebraska for the training, unless, we offer it here in Hartford City at a cost of \$4,000.00. Each attendee would pay \$50.00. The certification is not required, it would just give legitimacy to our NaturEscape. Only one person needs to be certified. Judy asked if we should have more than one certified. This item was tabled until Michele can acquire a breakdown of the costs involved.

### **\$50.00 from Gift Fund of Librarian Certification Fee**

Judy moved that the board approve \$50.00 taken form the Gift Fund for Librarian Certification for Jolene. She was grandfathered in which expired in 2013. She will be re-certified and is willing to take the additional training through webinars and at regional sites within the next five years. Ann made a second and all voted in favor.

### **Approval for Plainfield Meeting Milegaga**

A motion was made by Judy to pay for mileage for Michele to attend the Evergreen Executive Committee Meeting. Max seconded the motion and all voted in favor.

### **Approval for Online Training for Director (\$59) for AACR2 RDA**

Evergreen Indiana is moving to RDA. Ann made the motion to approve to pay the \$59.00 fee for Michele to participate in a Webinar training on AACR2 RDA. A second to the motion was made by Judy and all voted in favor.

## Discussion Items

**Bond Issuance for Building repairs/expansion:** It was decided that the first step toward a bond issuance for building repairs/expansion would be to meet with Jim Forcum and Dave Bowman to have them explain the process and then sit down with the City Council for a discussion. The next step would be to reach out to a public accountant to see how much debt we can take on, feel out what's sensible and what's affordable, and after that, prioritize our projects. The priorities mentioned were the following: an elevator which would cost \$50,000 - \$65,000; an addition on the back of the library; replace carpet; replace windows.

**Internet Filtering and Firewall:** We now have an internet filter through ENA, who is our internet service provider, for \$1.00 per month per employee which would come to \$10.00 per month.

Michele brought to the board's attention that a registered sex offender was in the library for a session with someone from an agency. When she called the police for assistance, they informed her that they can do nothing about his presence in the library because he has an exemption from the city ordinance concerning sex offenders and where they are allowed to go. This exemption applies only to him, not every offender on the registry. He must still follow the patron conduct policy as set by the Board and Director when he is in the library. If he does not, and we need assistance from the police, we will call them.

**Claims & Checks:** After reviewing claims in the amount of \$33,659.91, Max made the motion to approve all claims with a second from Ann and all voted in favor.

Michael then adjourned the meeting.

The next regular board meeting will be on March 21, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart  
Recording Secretary

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