

Minutes of the April 18, 2018 Regular Meeting of the  
Hartford City Public Library Board of Trustees

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

**Minutes of the Last Regular Meeting:** After review, Jim made the motion and Ann made a second to accept the minutes from the March 21, 2018 meeting as presented. All voted in favor.

**Minutes of the Special Meeting:** After review, Jim made the motion and Pat seconded it to accept the minutes from the April 11, 2018 special meeting. All voted in favor.

**Financial Reports:** Michele said the Operating Fund is slowly dwindling but tax money will be deposited in June. Revenue has been up to standard. Licking and Jackson townships have paid their 1<sup>st</sup> Quarter installment. Appropriations are looking well but eventually we will have to shift funds. Pat inquired about the balance left in the insurance account. Michele explained that insurance bills standardly come in clumps for the year, therefore, they are paid in clumps for the entire year. It was a good month for overdue payment collections from patrons. We

are still waiting for a signed contract for 2018 from Washington Township.

**Circulation Report:** Overall, circulation was good for the month. There continues to be a drop in film circulation. Michele suggested it might be due to more Red Box locations around town. Michele has placed an ad in the latest Blackford County Fact Book and included DVD's as one of the items we offer. The door count was up.

**Programs Report:** The adult programs have experienced a good turnout. The Friends and Historical Society series of speakers has been successful. Our Book Club will drop to 13 and under; the library will look at starting a separate teens' group.

**Director's Report:**

**Building** – We are on Earl Clark's schedule for the Bi-fold doors in the coat rack area. Michael asked Michele to post a sign explaining the condition of the former men's restroom while we monitor the leak. Removal of the last flower bulbs is progressing so we can then remove the shrubs. There appear to be foundation issues all around the building.

**Technology** – Michele will meet with Russ Jones to see about updating the indoor security cameras and installing outdoor ones to monitor the park.

**Friends** – An introduction for the public to learn about the park will be Saturday from 9:30 – 1:30. The Friends will

serve orange juice and donuts for refreshments. Lisa Weeks invited board members to participate. There will be a craft activity for children and the Arts Center will provide a different craft and introduce the public art mural to take place this summer. In case of rain, activities will move inside to the community room. Michele said that Bernie Sones announced, at Triad, the date and time of this event.

The final program of the speakers series, about the Gas Boom, will be on May 15th.

Park Update: Partially due to weather conditions, the work on the park is behind a little. The Park Committee comprised of Michael, Ann and Judy is working on the shed design. Michele spoke to David Heilman of FlatLand Resources and he's been on the phone with the state. We need a shower for the Splash Pad. There's no need to worry about tanks and chlorination because we're using city water. David will talk to the zoning commission about the placement of the shed. It must be 10 feet away from the road but what about the alley? Michele will have more information tomorrow. The alley is vacated behind the Children's Department but not leading up to it to maintain for the beauty shop.

The tiny hill will be taken out and replaced with mounding to control water. The alley way pavement will not be removed because we don't want to dig where there are gas lines.

Judy viewed a splash pad in Yorktown which has 24 jets, of course, ours will not be that big. The amount of concrete poured in the park will give musicians space to set up for programs, space for benches and space for the splash pad. It will be multiple plans merged together, plus the park must meet ADA requirements. Michele will have a list of questions to ask David. The library will pay for the water used on the splash pad. The plan is to have it operating Memorial Day through Labor Day. It will be available all day unless the water bill becomes too high. Hopefully, it will have a button on it to start the spray of water. At the end of the season, the pipes will be winterized.

### **Action Items**

**Sign PLAC Quarterly Report:** Michael signed the prepared Quarterly PLAC Report. There were no PLAC cards sold during the 1<sup>st</sup> Quarter.

**Approval for Educational Assistance:** Bailey Ellison is a copy cataloger which means she can attach items from our collections to ones already established in the Evergreen catalog by other libraries. She wants the ability to do original cataloging – starting from scratch. The University of Wisconsin offers online training listed as Basics of Cataloging for a course fee of \$250.00. It's from June 11<sup>th</sup> through August 5<sup>th</sup>. She will pay the fee up front and depending on whether she receives a grade of "B" or

higher or passes on a Pass/Fail scale, Michele asked that the library reimburse her for the amount of the fee. A motion was made by April and Max made the second to reimburse Bailey contingent on her grade in the course. All voted in favor.

**Approval for township contract change:** Michele informed the board that there will be a tweak to the annual township contracts. She wants to send a letter stating what will be the new fees. As it is, the townships are paying for one Evergreen Indiana card per address. She wants to change it to one per person at the address. After some research, she determined that Licking and Jackson townships could definitely afford an extra \$60.00 per address. Michele sent the projected increase in fees to them. It would make it easier for couples to utilize the library if they each had a card to use on their own. Jackson and Licking have funds that have never been budgeted for Library Services. The price of a card is \$60.00. It was \$50.00 in the past but the State Library said that was too low. There is a law covering this matter and it was asked that Michele include a copy of the law in the letter. Jim made the motion to take out “per household” and replace it with “per person” in the contracts. Max made a second and all voted in favor.

**Park change approval (minor tweak to special meeting approvals)** : Pat moved that the board approve the changes to the Nature Playscape in Change Order

Request #3 at a cost of \$3,960.00 with a second from Judy and all voted in favor.

Michele presented a copy of the Volunteer application. When asked if a background check is necessary for volunteers it was determined that we need one. The only volunteer we currently have is retired employee Cathy Evens who has an outreach program delivering books to a few of our elderly patrons who aren't able to come in and then returning them. Sharon Hendricks carries all necessary paperwork with her whenever she brings her therapy dog in for programs. Tutors do not apply since they are in no way connected to the library.

### **Discussion Items**

**Building Repairs:** S.A. Boyce has looked at the windows and will work up an estimate both to replace them and rehab them which would be ½ the price of new ones while keeping the original look of the windows. The windows are still in good shape, however, we definitely need to replace the one on the landing of the stairs inside the front entrance. Someone could fall down the stairs and go straight out the window. There is a newer one along the north wall in the AV Department that could be rebuilt to match the others to retain the historic appearance. Rehab would cost \$75,000 - \$125,000. It would take a lot of labor. If we go with the rehab, we could register as a historic building. Umbarger & Associates finance for bond money.

As it turns out, the schools have plans for the remainder of their debt money. We can borrow up to \$940,000 with general obligation bonds. We can borrow up to \$2.6 million without a remonstrance. If we pursue either of these avenues, property owners will not be affected, but, other government units would lose income because of it. Michael has spoken to the mayor and will speak to the School Superintendent tomorrow to discuss the effect on schools. He invited the mayor and city councilmen to come into the library and see it for themselves. We can't raise taxes. Michael may, also, invite the school board members to come in and look around. We can't continue with band aids. The longer we wait the more expensive it will be and the worse it will get.

**Investment Policy:** We are obligated by law to seek the highest interest rate we can get from investments. When asked who does the investing Michele said she, as the director, cannot do it. The bookkeeper could if she was bonded. The treasurer could establish a policy of procedure. Right now, we have nothing in place as far as an investment policy. The State Library provides other libraries' policies as a model. By state law the treasurer is ultimately responsible for all money. Michele said that VIA Credit Union is on the list of approved banks and offers the highest rate on investments.

**Claims and Check:** After reviewing claims in the amount of \$23,401.41 Max made the motion to approve all claims with a second from Jim and all voted in favor.

Michael then adjourned the meeting

The next regular board meeting will be on May 16, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart  
Recording Secretary

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