

July 18, 2018 Minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by recording secretary Jen Holst.

Meeting was called to order by President Michael Tabor at 5:00pm in the Becky Musser Meeting Room of the library.

ROLL CALL: All members were present, including April Bartlett, Max Bennett, Pat Clamme, Ann Ludwig, Judy Soddors, Michael Tabor, and Jim Weiseman. Also in attendance were Director Michele Risinger and Admin Assistant Jen Holst.

MINUTES of the June 20, 2018 meeting were adopted as presented; Pat moved to accept the minutes, Ann seconded, and motion carried.

REPORTS for finance, circulation, and programs were reviewed by the board.

DIRECTOR'S REPORT

DEPARTMENTS: Signage will be needed to address wet and barefoot children wanting to enter the library after playing in the splashpad once it opens.

- Summer reading programs will end next week. Attendance hasn't been quite as high as in the past, but Amy and Bailey have done a good job with programs and prizes.

BUILDING: Michele will do a moisture check in the coat rack area; she plans to get quotes from other builders to address this area.

- Floor settling issue in Children's Dept: JR Flooring checked in while Michele was on vacation, but they have not connected since she's been back. Still has not heard from Acculevel, so she plans to contact them both.

- The board praised Kim Waddell's beautiful work on the corner flower bed and the bird house she designed, built, and installed.

- Elevator: The door stopped working, so a new door opener was installed to repair it. The technician who worked on it said that Oracle is backlogged until next year for new installations. Cheri Brown of Purdue Extension mentioned the possibility of USDA funds being available to assist with elevator repairs, and will get in touch with Michele.

- Legal notices for additional appropriations have been resubmitted to the newspapers, since by the time the last ones ran, only 8 days rather than the required 10 had passed due to the weekly publication of both papers. This gives plenty of time before the vote next month.

TECHNOLOGY: Security cameras are still on hold. Michele will sit down with Russ to get a quote and details for installing them once we have a date for the shed installation.

- Michele learned from the Morrisson Reeves Library (Richmond) director, Paris Pegg, that Mobile Beacon is not replacing any hotspots unless ZTE, the manufacturer, issues an official recall. Ours are circulating with a disclaimer attached to the case and a "spiel from staff" to responsible patrons.

FRIENDS REPORT: The next book sale is scheduled for 7/28 during the city's Summerfest; it will be held outside at the southeast corner again.

PARK: Jerry Banter has been reimbursed for the materials he pre-ordered, which would take up to 3 weeks to arrive. Hope to see him start work in the next week or two.

- Work on the paths should begin soon.

- The bubbler rocks that were installed were too small, so on July 10th when it rained the plastic platform popped up.

Michele told David Heilman that the rocks need to be teen proof, i.e., too heavy to lift.

- Jim mentioned that Rotary's grant request was approved.

ACTION ITEMS

EBSCO PROFESSIONAL PARTNERSHIP GROUP: EBSCO Industries has offered two free devices to the library, a courtesy cellphone charging system and/or a hand sanitizing station, if a business in the community is found to sponsor one or both. The sponsor's cost for the 2-year term is \$1500 for a charging station, and \$1399 for a hand sanitizing station, which would include refills throughout the term. Jim moved to request both, pending sponsorship; Pat seconded, and motion carried. If only one sponsor is found, Michele recommends requesting the charging station, as there are already hand sanitizer bottles available to the public at the desks.

BED BUG POLICY was presented. Judy moved to accept it, April seconded; motion carried. In further discussion, Michele stated that cloth-covered chairs will be removed and replaced with easily-cleanable chairs.

DISCUSSION ITEMS

OPEN POSITION: Debbie Ehrhart is retiring July 31. Roxanne McCaffery has been promoted to her position and will start July 30. The part-time position opening up is being advertised for two weeks, with hopes of starting a new hiree by August 6. Hours will be Monday-Thursday 2-7 and every other Saturday, for a total of 20-25 hours.

MILEAGE RATE: After noting the City Council's recent decision to reimburse city employees at the federal rate (54.5 cents/mile) rather than the state rate (38 cents/mile), due to the high cost of gas and wear and tear on personal vehicles, Michele asked the board to consider a similar change. In 5-12 of the Employee Handbook, it is stated that: "We will generally reimburse you for the following expenses:...mileage costs for use of personal cars...The Library uses the rate set by the State of Indiana for its employees." Pat suggested changing it to "the higher of the federal or state rates." Michele will prepare the document for the board's consideration next month.

CLAIMS & CHECKS

Claims were presented in the amount of \$29,681.70. After review by the board, Max moved to approve the payment of claims, Judy seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next *special* meeting will be August 15, 2018 at 5:00 pm in the meeting room, and the next *regular* meeting will be August 15, 2018 at 5:15 pm.

Approved this 15th day of August, 2018:

Michael O. Thomas

[Signature]

Max K. Bennett

Judith Sanders
