

**Minutes of the June 20, 2018 Regular Meeting of the Hartford City
Public Library Board of Trustees**

President Michael Tabor called the meeting to order.

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

President Michael Tabor called the meeting to order.

Minutes of the Last Regular Meeting: After review, Max made the motion to accept the minutes from meeting May 16, 2018 Executive Session and the May 16, 2018 regular meeting as presented. Pat made the second and all voted in favor.

Financial Report: The Ball Brothers Fund is cleared out. The checking account balance is in good shape and tax draw money will come in on June 30th. The balance of the Print and Advertising account is low since there has been a lot of printed material to hand out to promote the Nature Playscape and the Children's Summer Reading Program in the schools. Amy and Michele will promote the park in the 4-H Fair merchants tent. Michele attended the Project SAFE event to promote the Summer Reading Program and the park.

We received \$660.00 from Washington Township but we still have not received a signed contract for this year.

There wasn't much Miscellaneous Revenue taken in during the month.

Circulation: DVD circulation continues going downhill. There was a jump in numbers of Resource Sharing materials from our library going out to other libraries. The door count was down. Hotspots continue to circulate well.

Programs Report: The turnout was good for children's programs, adult programs and tutoring during May. Amy went to Southside School as an outreach activity and handed out water bottles with the library logo on them and information on the summer reading program.

Director's Report

Departments: Bailey is now in charge of adult and teen programs. Amy had a t-shirt tie-dye activity for children as part of the Summer Reading Program. The Sign Language lessons have been popular with the children.

Building: Michele hasn't heard back from Troy Baker (the coat rack area), Acculevel (the floor in the Children's Department), or J R Flooring (the carpet in the Children's Department). Mike suggested pursuing Acculevel for a start date for their work. Michele said the previous carpet installed by J R Flooring lasted 20 years. Clemons replaced 3 downspouts because they had burst at the seams. Two of them were copper pieces which accounts for the expense (nearly \$900).

Technology: The security cameras have been put on hold until work has progressed on the park. After that, Michele will meet with Russ and get a quote. Michele reported that Mobile Beacon has been incommunicado about the Hot Spots since the

notification of the batteries heating up during use. We are now checking them out to patrons we know will handle them responsibly. There are four active ones and three of them have the battery issue.

Directors's News/Requests: Michele will be on vacation and out of state from July 3rd – 10th. The staff will call Michael in the case of an emergency. Michele will be in Ft. Wayne from August 22nd – 25th to attend a conference.

Park Report: The Shed Committee received two bids: one from Troy Baker and one from Jerry Banter. The cost will be \$6,308.98. **A motion was made by Judy and seconded by Max to approve the recommendation to accept the shed bid from Jerry Banter. All voted in favor.** Other groups in the community may implement programs, however, the library has the final say on all aspects of the park.

Action Items

2018 FGS Conference – August 22-25 Fort Wayne, IN

Judy made the motion and April seconded it to pay the \$210.00 registration fee, mileage reimbursement and daily meal stipend of \$20.00 per day for Michele to attend the FGS (Federation of Genealogical Societies) Conference from August 22-25 in Ft. Wayne. All voted in favor.

**Indiana Historical Society Webinars (\$20 each, 2 webinars:
“Historic Structure Reports” and Developing a Building
Maintenance Plan**

Ann moved to pay \$20.00 each for two webinars for which Michele will register. One is on “Historic Structure Reports” and one on “Developing a Building Maintenance Plan.” Judy made the second and all voted in favor.

Investment Policy

The board agreed there was nothing alarming in the policy. Even though there’s no money to invest, currently, there should be one in place for the future. Pat moved to adopt the policy with a second from Max and all voted in favor.

Capital Asset Policy Revision

Michele said that the computers will be inventoried separately from Capital Assets. Buckland recommended listing items that have a life use for at least one year and are worth more than \$1,000.00. Pat moved to approve the Capital Asset Policy Revision with a second from April and all voted in favor.

**Resolution to Transfer Funds within the Library Operating Fund
Major Category**

Judy moved to transfer funds in the amount of \$1,000.00 from Transportation into Printing and Advertising. Max made the second and all voted in favor.

Discussion Items

Township Contracts

Jim Forcum will add an acceptance deadline to next year's township contracts, otherwise, a penalty will be assessed. There is still the issue of not having a signed contract from Washington Township. If a signed contract hasn't been received there's always the option to deny the patron a card and tell them to call his or her trustee requesting payment of the card fee.

Patronicity/CreatINg Places Grant

Michele said that the crowd funding has stalled. The previous resolution that passed may just sit there until used. The money collected from it, eventually, could be used to finish the entrance to the park. There has to be a minimum of \$5,000 pledged and the project must be completed and the grant must be used to finish a project.

Michael informed the board that he met with Dustin George to describe the building situation. Four City Council members came for a tour of the library. Dustin said that he talked with Bill Hess and the Department Heads of the city and the city would lose \$40,000.00 on a \$100,000 request from the library and they agreed they could still survive and could handle it when spread out among the departments. Everything is still in discussion. Michael also might want to meet with the county commissioners. Brick and mortar grants are highly competitive. There might be a possibility of a National Register Grant. We have some quotes pertaining to repairs but no contracts/scheduling since no

decisions have been made on them. Umbaugh did advise us to get an architect who has experience with libraries.

Gateway requirements were brought up and Jen explained that it would be more on her and it's not a big deal yet. It will be a matter of inserting monthly input and uploading it to Gateway.

The mural at the Arts Center for temporary placement in the park is composed of six 4 x 8 panels. It was offered to place them in front until the park is finished since they are free-standing, unattached and can be moved. Michele directed the Park Committee to contact Kim Anderson with any questions or suggestions.

Michele said that she was not invited to two meetings held recently concerning the park but became aware of them so she was able to be present.

An endowment through the Community Foundation next year will amount to \$21,000.00.

There was a short discussion about the water bill increase when the splash pad is in place. It will cost approximately \$20.00/hr. to run the splash pad. Even though it will not be on in the winter, there could still be a minimum charge for it.

Claims & Checks: After reviewing claims in the amount of \$31,308.23 Judy moved to approve them with a second from April and all voted in favor.

The meeting was then adjourned.

The next meeting will be a special meeting on June 27, 2018 at 5 PM in the Director's Office.

The next regular Board Meeting will be July 18, 2018 at 5 PM in the Becky Musser Meeting Room.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

M. Mos

Max Bennett

Pat (Anne)

[Signature]

Judith Sadders

Apul Bartlett

James Weis

Hartford City Public Library Board of Trustees

Special Meeting

June 27, 2018 5:00p

ATTENDANCE: Members - Max Bennett, Pat Clamme, Judy Sodders, Michael Tabor, Jim Weiseman; also Library Director Michele Risinger, Recording Secretary Jen Holst

PUBLIC HEARING: President Tabor opened the meeting at 5:00p for a public hearing regarding additional appropriations to replace the elevator (everything but the carriage); there were no public attendees. After the required amount of time, the hearing closed and business proceeded.

NEW BUSINESS: Regarding the elevator, there are problems with the doors not closing properly, etc. It has been nursed along with several repairs in the last year and now the hydraulics, control panels, etc. need replaced. Two bids have been received; a third is required before final decision on a vendor is made. Director Risinger will solicit the third bid.

Bennett asked about closed vs. open bids, and also suggested asking vendor if an arrangement of paying half now, balance in six months interest free might be considered, so as to avoid completely draining resources in the event of an emergency between now and end of the year.

After discussion, Weiseman moved that a resolution be adopted for additional appropriations of \$17,600 from Rainy Day Fund and \$44,800 from LIRF be transferred to the Operating Fund for the elevator replacement. Bennett seconded; all agreed; motion carried. Resolution 2018-6 was signed for review and approval by City Council.

Meeting was adjourned.

The next regular Board Meeting will be Wednesday, July 18, 2018 at 5:00p.














