

June 19, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary:

*Board met in executive session to evaluate the director as required by the Board of Trustees by law - for annual review.*  
Meeting was called to order by President Mike Tabor.

**ROLL CALL:** Members Max Bennett, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger; Admin Jen Holst

**MINUTES** were approved as presented upon a motion by Bob, seconded by Judy.

**FINANCIAL REPORTS:**

- First property tax distribution due at end of June.
- Appropriations right on target. June numbers will be used to create next budget.
- Board would like to see a report next month on the six-month trial period of juvenile fines waived.

**CIRCULATION REPORT:**

- Good month: all strong, with only large print diminishing, probably due to decline in the population demographic.
- Michele is considering ordering another hotspot: waitlist oscillates between 1-9 people. Current equipment is already a couple years old. We have unlimited service through Sprint for \$120/year.
- Resource sharing is still climbing. Bailey is finding a rhythm to her day to have pickups and processing ready, as the courier stops are inconsistent.

**PROGRAMS:** Amy is dropping Teen Art Club for a time, due to no attendance these last few months.

**DIRECTOR'S REPORT**

**BUILDING:**

- ADDITION/RENO: Mike and Michele spoke with Ice Miller and have a timeline, but have not yet been given figures to work with for getting local support.
- ELEVATOR: emailed 6/18/19 for schedule information.

**TECHNOLOGY:**

- Russ installed front security camera this week.
- Russ replaced the damaged cat cable (internet line) for part of the main floor.
- Director's PC hard drive died and was out of commission for about two weeks. New hard drive and extra fans installed, and upgraded to WIN 10.
- There are half a dozen PCs to upgrade to WIN 10 by Jan 2020.

**NEWS/REQUESTS:**

- TRAINING: We watched Evansville PL's training video on Bystander Intervention. Everyone was assigned to watch the Internal Controls video on the own time that afternoon or on another day.
- TOWNSHIPS: Licking Twp is meeting in July and should be able to get contract signed then. Washington's contract has been received.

- We are under our quadrennial audit by the State Board of Accounts; Michele and Jen have been gathering materials and submitting them online for two weeks now. At this time, we are reviewing the ledger with a fine-tooth comb as we iron out some discrepancies within the general fund.

**FRIENDS:** no update.

**PARK:**

- Splash pad ran for one day, but a leak in the drain was discovered between the cement pad and the paved pathway. Plant Studios came back and worked on several leaks; splash pad will be open for program on 6/19/19 and we'll see how it does then. Other than the scheduled program, the splash pad is on-demand only until the issues are resolved.
- Tim Cain donated his seeding services around the splash pad.
- Jerry Banter is waiting for the weather to cooperate.
- Planting has been bumped due to weather and Michele being busy with audit, though some petunias were moved over to the stump planters.
- The park committee met with Tom Glidden regarding the climbing structure to be built the first week of July. The Rotary is providing the materials, and Ivy Tech is giving Tom the time to work on the project.

### **ACTION ITEMS**

**BACKGROUND CHECK POLICY:** Judy moved to accept policy as amended; Max seconded; motion carried. Most volunteers are members of community groups, such as the Friends, and as such, are considered to be vetted by the groups of which they are members. Child Safety laws will, of course, be followed with regard to the park.

The amendment is in the first section regarding staff; it strikes the first sentence of proposed policy and moves the second line to the second paragraph. It will read as follows:

*The library will conduct a criminal background check of any final candidate who is being considered for employment. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.*

**FULL-TIME HOURS IN HANDBOOK:** The number of hours for part-time and regular part-time employees is spelled out in Handbook 2-01 Employment Categories, but regular full-time does not specify a number of hours. The Affordable Care Act requires insurance to be offered if working over 30 hours. Other libraries consider 35-40 hours to be full-time. HCPL's current schedule considers 40 hours to be full-time. Judy moved that Handbook 2-01 Employment Categories be amended to say that 35 hours is the minimum that an employee can be considered a regular full-time employee to gain benefits. Bob seconded, and motion carried.

**BY-LAWS:** Mike forewarned the members that a committee would be selected at the next meeting to examine the by-laws, which the state stipulates must be reviewed every three years, last review having been in 2016.

### **CLAIMS & CHECKS**

Claims were presented in the amount of \$36,433.85. After review by the board, Bob moved to approve the payment of claims; Max seconded, motion carried.

Being no further business to come before the board, meeting adjourned. The next board meeting will be July 17<sup>th</sup>, 2019 in the Musser Meeting Room at 5:00 PM.

Approved this 17<sup>th</sup> day of July, 2019:

Kellie R. Rable  
April Bartlett  
Michael Alon  
Bob Sim

W. M. King  
Judith Rodgers