

HARTFORD CITY PUBLIC LIBRARY

BOARD OF TRUSTEES

April 9, 2020 minutes of the special meeting, held online via Zoom, submitted by Jen Holst, recording secretary. This meeting is in lieu of March 18 & April 15, 2020 meetings, per the Indiana Governor's Executive Order 20-09, and the link was made available to the public via our website and FaceBook pages.

Meeting was called to order at 2:03 by President Mike Tabor.

ROLL CALL: Members present - April Bartlett, Dave Bowman, Camille Mealy, Kelli Ruble, Judy Soddors, Michael Tabor; Director Michele Risinger; Admin Jen Holst (Kay Waters absent)

NEW BUSINESS:

1. Resolution to Continue Employment during COVID-19 Pandemic
 - a. Dave Bowman moved to adopt this resolution, seconded by Camille Mealy; carried 6-0.
RESOLUTION 2020-2
2. COVID-19 Emergency Policy & Continuity Plan
 - a. April Bartlett moved to adopt this policy and plan, seconded by Judy Soddors; carried 6-0.
POLICY 2020-2
3. 2020 Fine Free Policy
 - a. Judy Soddors moved to adopt this policy, seconded by Kelli Ruble; carried 6-0.
POLICY 2020-3
4. Emergency Procedures Update (Revised from January 2020)
 - a. Judy Soddors moved to approve this revision, seconded by Camille Mealy; carried 6-0.
POLICY 2020-4

OTHER DISCUSSION:

1. Michele working with the state regarding guidance for handling materials: 24-48 hours quarantine recommended; we are doing 72 hours, due to different materials.
2. Service to community: spare hotspot moved to shed to accommodate more users while facility is closed. Access information to this service is posted on website, Facebook page, and entrances to building and shed.
3. There are links to many services posted on the website's front page, and Michele posts regularly on Facebook with updates to available services. Other suggestions for reaching more people included contacting the mayor to include information on TV station, county website, and city's Facebook page; newspapers, and the radio.
4. Michele is attending director meetings online hosted by Indiana Library Federation (ILF) several times a week, which is helping directors to stay informed and on the same page. The message going out to the communities is that the local facility may be closed, but the library is still open to serve in various ways.
5. Michele would like to get the staff back in to work as soon as safe to do so, as some positions are less conducive to remote work than others. Staff have received links for online training and other resources to carry them through. Also in the works include projects like having Amy offer online storytimes; perhaps having Bri connect with the Awesome Literary Society bookclub online; and Caleb building boards for signs at the entrances as well as look into creating some Little Free Libraries to put around

the community. OverDrive stats have doubled this month, so readers are accessing materials online, but we need to help the readers who prefer physical books.

6. Amy has the next book ready to swap out at the StoryWalk on the north-side trail.
7. Mike shared concern for making the required bond payment this year, but Michele is confident we will be fine for this year, and she reported that we have sufficient cash on hand for the next five months. Next year may be different, pending the length of the public health emergency due to COVID-19 and its impact on county finances, as Dave mentioned there is no penalty for property tax paid late, which may impact how much property tax revenue (75% of yearly revenue) we get in July vs December (may be lower in July and higher in December, which is opposite of normal). A recession or depression would severely impact our LIT revenue (25% of yearly revenue). Michele affirmed a hiring freeze for the time being, and other measures to save money if need be, such as hold off on some non-critical maintenance issues, etc. Staff will be cross-training to be sure all stations are covered. Physical materials purchases will be held to a minimum this year, and there will be no patron access to the stacks for several months (See the Emergency Policy and Continuity Plan approved earlier for details). Jolene and Amy will be ordering more through OverDrive to balance materials available.
8. Michele is trying to reach Zach Benedict, the architect, to touch base regarding construction plans. Dave suggested it would be easier to start construction while there are less people in the building and on the grounds.
9. Park projects will take a back seat until the current crisis is past. A grant report is due soon as part of this project, and Michele may return balance with report and apply for funds again later.
10. April is willing to come in to sign checks, and these will be ready at the normal time, third Wednesday of the month.

Being no further business to come before the board, meeting adjourned.

The board meeting is scheduled for May 20, 2020 in the Musser Meeting Room at 5 p.m.

Approved this ¹⁹ ~~20~~ day of ^{June} ~~May~~, 2020:

Melanie O. Thor
Kay E. Waters
Julie Soder
April Bartlett

Camille Mealy
David A. Bowen