

**March 20, 2019 minutes of the Hartford City Public Library Board of Trustees regular meeting, submitted by Jen Holst, recording secretary:**

Meeting was called to order at 5:00 by President Michael Tabor.

**ROLL CALL** Members April Bartlett, Ann Ludwig, and Michael Tabor, along with Director Michele Risinger and Admin Jen Holst, welcomed Bob Sine to the board.

**MINUTES** were approved as presented upon a motion by Ann, seconded by April.

**FINANCIAL REPORTS:**

- The general operating fund is now balanced, after several months of payroll issues.
- The rest of the Frankenstein grant money was spent this month.

**CIRCULATION:**

- All areas are holding steady or rising.
- Michele will start tracking usage of the Friends' Kindle, used for the book club.

**PROGRAMS:** Winter reading program enrollment reached 48. The Amazing Literary Society Book club has had 20 participants over the course of the month, and 54 children along with 27 adults were counted in the morning and afternoon Story and Craft times.

**DIRECTOR'S REPORT:**

**BUILDING:**

- Zach Benedict of MKM Architecture is helping us find a structural engineer to assess the various settling issues in the basement.
- There has been significant water leakage during heavy rains in the atrium; Michele is waiting to talk to Benedict and Umbaugh about a timeline for renovation: if longer than two years, Clemens will be contacted for a quote to add metal sheathing along top of atrium to divert rain.
- Waiting on Clemens to tie sump pump line into downspout and rebury downspout.
- Benedict asked Umbaugh to get in touch about the addition/renovation, but will follow up with them since they have not yet contacted us.

**TECHNOLOGY:**

- Hoping to get Russ in soon to install front security camera, now that it is warming up outside.

**NEWS & REQUESTS:**

- Staff training: Bailey, Roxanne, and Jen went across to the Historical Society for a museum tour, and then started into the basics of genealogy with Sinuard Castelo.

- Townships: Washington Township sent in 2018 contract, so library is now issuing cards to those patrons again. 2019 contract received from Jackson Township; Licking and Washington Townships will receive reminders with 1Q19 bill in April.

#### **FRIENDS:**

- Michele met with Lisa Weeks, Ruth Jennerjahn, and Judy Soddors on Feb 26 and worked out some issues ("largely communication errors") and came to a compromise for the next book sale:
  - o Outdoor book sale planned on April 27
  - o Staff will accept small donations of a dozen or less books; larger donations must be routed to Friends of the Library: telephone numbers are provided at the main desk, and were listed in last month's newsletter.
  - o Friends are allowed to temporarily store donations in the shed until items are inspected for infestation of bedbugs or other critters; once that is done, items can be moved to the Friends' closet. Items in the shed will be stored on pallets and allow access to splash pad panel and the conduit for electricity installation.
  - o Friends will need to come up with an alternate storage location once the library needs the shed for storage of park items.
  - o The Friends' main financial goal is to be able to provide adult programming, and they have enough for this year.

#### **PARK:**

- Michele met with Flatlands on March 8 to discuss a planting plan. They are focusing on natives and creating a living hedge to border the alley, Jefferson, and Franklin. They are working to get us cost sheet; Michele is hoping to offset the cost a bit with local gardeners' donations.
- Dustin George of the Arbor Day committee will be providing sidewalk-friendly trees along Jefferson in strip between sidewalk and the road, as well as two tulip trees for the interior of the park. The maple along Jefferson and the walnut are to be removed and the wood reused in the park.
- Dean Wilson still wants to do electrical work on the park: he dropped off a quote this afternoon. (Approval added to action items.)

#### **ACTION ITEMS**

- Ruth Flatter kindly left a generous endowment to the library, along with three other community organizations. Because there was originally a fifth organization listed in the estate that has since gone defunct, the Blackford County Community Foundation has requested that, rather than dividing that remainder among the four remaining organization, it be funneled into the unrestricted fund of the Foundation in order to receive a 2 to 1 match from the Lilly Endowment, thus tripling the impact of the estate on the Blackford County Community. April moved to relinquish the remainder that would come to the library back to the Foundation in order for the Lilly Endowment match grant to take effect, pending approval of the other organizations. Bob seconded, and motion carried.

- Jerry Banter submitted a proposal with drawings for an entrance to the park from the southeast measuring 8'x12' and including benches down the length of the covered bridge-type concept. The sides would be open, flanking the paver path, and covered by a metal roof. Bob moved to accept the proposal as presented, with the option of amending the length at a future date if necessary; April seconded, and the motion carried.
- Oracle proposal for elevator replacement: Mike was finally able to get through with corporate to get the ball rolling on this project. Oracle sent a checklist of items the library needs to take care of in order to proceed. Michele is working to complete the checklist. Bob moved to accept the proposal and sign/return the contracts to get on the waiting list, as Oracle's crews are already booked six months out. April seconded the motion, which carried.
- Ann moved to accept Dean Wilson's quote for electrical work on the park; Bob seconded, and motion carried.

**DISCUSSION ITEMS:**

Ann asked about the Rotary Club's grant for a climbing structure, since it will expire in June. Michele said the Boy Scout working on it has had his project, a suspension bridge, approved, and expects the work to take place this spring. The park committee will meet after the first of April to revisit climbing structure ideas for a second design, thinking it would be nice to find a larger configuration to add to the park. The climbing structure at Minnetrista was mentioned as a model to be emulated.

**CLAIMS & CHECKS:**

Claims were presented in the amount of \$33,454.13. After review by the board, April moved to approved the payment of claims; Bob seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be held April 17, 2019 at 5:00 in the Musser Meeting Room, HCPL.

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

M. Elton  
Kellie Kubb  
Ann Hammer  
April Battell

Justin Sanders  
Robert G. Sims