

**Minutes of the May 16, 2018 Regular Meeting of the Hartford City
Public Library Board of Trustees**

Following the Executive Session at 4:30 PM to evaluate Director Michele Risinger, Board President Michael Tabor called the regular meeting to order at 5:00 PM.

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

Minutes of the Last Regular Meeting: After review, Pat made the motion to accept the minutes from the April 18, 2018 meeting as presented. April made the second and all voted in favor.

Michael announced that he had to leave at 6:45 so the board proceeded straight to the action items.

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

This item was moved to next month's agenda.

Investment Policy

This item was moved to next month's agenda.

Patronicity/CreatINg Places Grant & Resolution

Michele has a web page created for crowd funding for the Nature Park. Offering an incentive appeals to donors. When asked how much had been raised so far, Michele said \$4,200.00 and with a match from the Community Foundation that would bring it \$8,400.00. Michele said that amount would go toward the shed. If the library received, say, \$5,000.00 from online donors, the Indiana Housing & Community Development Authority would match the amount as would the BCCF for a total of \$15,000.00. Michele pointed out that Patronicity does take a percentage from donations. April moved to adopt the resolution giving Michele

permission to proceed with this online “ Creating Places Grant” fundraising web page with donations used for creation and maintenance of the NaturePlay park. Max made the second and all voted in favor.

Long Range Plan Addenda

The Long Range Plan Addenda addresses the library’s Equipment Replacement Schedule and our Professional Development Strategy. Our current long range plan is in place until 2019 but was missing these two items. Michele received a letter stating that we were not in compliance because of this. A motion was made by Max and a second by April approving the addenda. All voted in favor.

Clemens Gutter Repairs:

Clemens came to assess the gutter situation. The estimate came to \$2,805.00 to cap the in ground drain pipes and add extensions so the water would flow into the alley and into the yard. They will run PVC above ground and install a concrete splash block. If this works, there may not be a need to dig up the tile. The extensions to the existing downspouts would be 4 – 5 inches and circle shaped so more water would drain from it. Michele strongly recommended that we do this since the city is doing a storm water separation and we need to be in compliance. With a motion from Judy and a second from Pat all board members voted in favor of giving Michele permission to approve the estimate from Clemens and move forward with it.

Acculevel Quote

Michele, Mike and Max looked over the sinking floor in the Children’s Department with a representative from Acculevel. They can inject one-third of an inch of expanding foam for \$1,344.00. They don’t know why it’s sinking but it could be from a clogged drainage tile. It would be about a month before they could start the work. We would need to unattached the bookshelves and cover them up. They would not prepare the carpet in the area but Michele has talked to J R Flooring about replacing it anyway. Pat moved that the board hire Acculevel based on the quote with a second from Judy and all voted in favor.

Discussion Items

Township Contracts

This item was moved to next month's agenda.

Financial Reports: The Operating Fund is dwindling but there's enough in it to make it until July. Michele thought the balance in the Ball Brothers Grant fund was zero so she will look into it. There will be a final Frankenstein program in the fall using the remainder of the Indiana Humanities grant. There are no glaring issues in the Appropriations Report. Jackson and Licking townships have made their quarterly payments. There was also revenue from the library's portion of proceeds from the Friends book sale. There was money found in the safe from selling library bags also added to revenue. The Emshwiller donation toward the play scape was erroneously written to the library. We issued a check to BCCF to pass it along. All in all, a decent amount of revenue was recorded during April. The two missing hotspots still have not been returned after sending letters from Jim Forcum. There is an issue with the batteries overheating in the currently circulating ones so a disclaimer has been attached to the devices. We are waiting to hear more about it.

Circulation Report: Overall, it was a good month for circulation. The number of film checkouts continues to sink and public computer usage is down. The total of materials taken out, however, is higher. We no longer offer state park passes but we do have Muncie Children's Museum and Minnetrista Center passes along with State Historical Site passes for check out.

Programs Report: We have had good attendance at adult programs. There is still a little interest in the adult coloring program which Bailey has taken over. There's no big change in the 1,000 Books Before Kindergarten program. Michele has noticed that there are new families moving to town and they are bringing their young children to story time. The very popular speaker programs sponsored by the Historical Society and Friends of the Library will resume in the fall.

Director's Report: The Adult Craft Lab may pick up again in the winter. Esther the hamster died. Bailey decided to postpone the training for which the board agreed to reimburse her.

Troy Baker will give us a quote for the downstairs cloak area in the hallway renovation. Earl Clark appears to be too busy. She will meet with Russ Jones about the cost and installation of security cameras and if the cost is high enough, it may warrant

getting several quotes. The two older monitors at the main desk have been replaced with new and larger ones.

Michele informed the board that she is taking a weeks' vacation in July and asked the board to think about who would be the point of contact in her absence. She will attend a genealogy workshop in Ft. Wayne and will train the staff with the knowledge she brings back. The cost for the conference is \$210.00 plus there would be mileage but her accommodations would be covered.

Friends: The Friends will have a book sale during Summerfest. The historical series will resume in the fall.

Park Report: The permit has been obtained and we need to decide where to put the shower.

Claims and Checks: After reviewing claims in the amount of \$47,591.45 Judy made the motion to approve all claims with a second from April and all voted in favor.

The meeting was then adjourned.

The next regular board meeting will be on June 20, 2018 at 5 PM in the Becky Musser Meeting Room

Respectfully submitted,

Debbie Ehrhart
Recording Secretary
