

May 20, 2020 regular meeting minutes of the HARTFORD CITY PUBLIC LIBRARY Board of Trustees, held online via Zoom during the COVID-19 pandemic, per Indiana Governor's Executive Order 20-09.

ROLL CALL (verbal and visual):

BOARD MEMBERS: Michael Tabor, Pres; Dave Bowman, VP, April Bartlett, Treas; Kay Waters, Dep. Treas.
ADMINISTRATION: Michele Risinger, Director; Jen Holst, Recorder & Bookkeeper

N.B. All votes were called out individually.

NEW BUSINESS

1. DECLARATION OF FISCAL BODY

- a. Under certain conditions designated in IC 6—1.1-17-20.3 and 20.4, the library's budget is subject to binding review and adoption by a separate fiscal body. Last year the state passed legislation requiring the library to determine the appropriate fiscal body responsible for said binding review and approval, in this case the Common Council of Hartford City. This document certifies that adoption by signature of Library Board President and the Fiscal Body President.
- b. Dave moved to adopt the Declaration of Fiscal Body, April seconded, and the motion carried unanimously.

2. REVISED CONTRACT WITH TOM WILLMANN

- a. Up until now, Tom has been the primary groundskeeper for the entire library property. Recently some members of the Hartford City Urban Forest Greenscape Commission offered their services in maintaining the nature park part of the property east of the alley, to include mowing, trimming, weeding, and watering. Since Tom has agreed to this division of duties, he also agreed to the lowering of compensation for use of his own tools and equipment to \$30/month. (He will continue maintaining the property west of the alley.)
- b. Dave made a motion to accept this contract revision, April seconded, and the motion carried unanimously.

3. ZOOBEAN CONTRACT FOR SUMMER READING 2020

- a. As the library continues working to provide the best resources possible to our patrons during this pandemic, thoughts turned to how to provide a good summer reading experience to our community. The company Zoobean and its application Beanstack has come highly recommended from other public libraries. It provides a complete process, from virtual registration to electronic reading materials and resources, reading and activity logs, and a way to earn incentives. This provides the online support and reassurance needed for both the library and community to safely sponsor a beloved summer activity tradition, and allows us to pivot and offer as much or little in-person service as warranted by state recommendations. This is a three-year contract that can also be utilized for teen and adult reading programs as well as our book clubs.
- b. April moved to adopt the Zoobean contract, Dave seconded and the motion carried unanimously.

DIRECTOR'S REPORT

1. BUILDING

- a. Roof - Leak in ceiling on third floor, presumably at one of the chimneys.
- b. Addition/Reno – Zach, the architect, will meet with the staff June 5 to get input on design.

- i. The recession will probably lower building costs, which may allow us to do more work with bond money. Working on a "Wish List" that will be prioritized to be submitted to building committee.
 - c. Elevator – Water Oil Separation unit for sump pump will be added to renovation.
 - d. Security – System is missing two door alarms; waiting on quotes.
- 2. TECHNOLOGY
 - a. Computer lab is dismantled in preparation of moving it for renovation. One computer is set up for patron use, but since we cannot require patrons to wear masks and patrons will be unlikely to want to stay for less than 15 minutes, we have not offered it for use.
 - b. Wi-Fi hotspot has been installed in shed and is working well for community.
 - c. Russ is having trouble getting park camera to work, and we've had some minor vandalism in the park (shovel and rake have been broken).
 - d. We're investing in several new pieces of public software to help with COVID-19 pandemic:
 - i. Beanstacks – "Gamification" of reading programs in a phone app. Readers earn badges as they meet goals set by library.
 - 1. Will work for Summer Reading as well as winter reading and 1000 Books Before Kindergarten.
 - ii. Princh – Remote printing software that lets a patron send print jobs to the library via either a website or an app on their phone. Allows them to pay with credit/debit cards or pay on site.
- 3. NEWS/REQUESTS
 - a. Library will be starting Saturday hours May 30.
 - i. As use picks up, work days Monday-Friday will go to 8-hour days, probably in June.
 - b. We will maintain "Grab & Go" phase for a while longer to see if the number of coronavirus cases jumps as people travel more and, in some cases, refuse to wear masks.
 - i. This week Michele will try to realign the library's reopening phases with the government phases.
 - c. Advice from state library counsel is that we cannot require patrons to wear masks in public libraries. Because of this, and the phase of reopening the government is in (currently phase 2), the director is loath to let anyone sit in the library for more than 10 minutes to use a computer, and there's very little many of our patrons could do in 10 minutes.
 - i. We are hoping extended Wi-Fi service and remote printing will assist most of our public PC users.
 - ii. If someone needs a computer for unemployment or benefit applications, Michele will find a way to serve them.
 - iii. If we provide a mask and we are still in the reopening phases at state level, we can *maybe* get "away with" requiring a mask; PC usage is where Michele would be willing to push the line.
 - d. Clear shower curtains and orange cloth barriers seem to be working well to provide physical separation between staff and patrons.
 - e. Michele installed a remote lock on the front door which the staff can unlock from behind the barrier, but for right now staff are not relying on it, as there is a lot of information they need to pass on to patrons visiting the library.
 - f. Caleb is going to make some A-frame signs for outside the library to help explain new rules once we unlock doors for general access.
 - g. BUDGET – Michele will run multiple scenarios, as we will likely see a drop in Local Income Taxes (LIT) starting next year and start feeling a recession in all forms of revenue by 2022.

- i. As a reminder, we are at the bottom of the money period, meaning everyone else gets their cut before we do, and our BOND DEBT comes before our GENERAL OPERATING REVENUE.
 - 1. Budget with 25% reduction in annual revenue - \$0 through LIT
 - 2. Budget with 15% reduction in annual revenue
 - 3. Budget with 5% reduction in annual revenue
 - 4. Normal budget
 - ii. GOAL: save as much as we can, as a recession will impact budget until 2027 because of the way average growth quotient (AVGQ) is calculated.
 - h. SUMMER READING (SR) – We are continuing to adjust SR plans, but at this time we are still planning on having two performers visit us (Leonardo and Professor Steve; Minnetrista has cancelled its summer series); Leonardo normally performs outside anyway, and Professor Steve probably could if necessary. In the case of inclement weather, we will have a contingency plan to use a larger meeting space than our meeting room to allow for social distancing.
- 4. No Friends Update
- 5. PARK
 - a. General
 - i. Danny Furnace and Tracy Michael of HC Urban Greenscape organization are taking over maintenance of the park area, with pay, to include mowing, trimming, weeding, and watering.
 - ii. Amy is creating book character cutouts to put out in the park along the path to help make the park more inviting, since it is unlikely the children's department will be accessible during SR.
 - iii. We have signs to define the different activity areas, as well as the covered bridge, made from cedar, with painted letters, and sealed.
 - b. No splash pad usage is allowed until the state's Phase 5, per the Health Department. The assumption is that this applies to the bubbler as well.
 - c. Tom Glidden has provided a supplies list for the climbing area to create a higher climbing rope, and to move and mount a better pulley. A new beam will be added where the pulley currently is located on the southwest side of the structure, and a new pulley will be installed on the northeast side of the structure.
 - d. The Urban Greenscape members believe the trees by the covered bridge are fine.
 - e. Landscaping
 - i. The balance of the landscaping grant was returned just before being approached by Urban Greenscape with an offer to help with care of the park.
 - ii. Michele plans to ask the group to design and install plantings around the covered bridge entrance and help with the rain garden/drainage of the lot.
 - iii. The group would like to work with the hill, but the park committee still needs to reach a consensus on what should be done there:
 - 1. Tunnel with grass – How can that be mowed?
 - 2. Tunnel with mix of dirt and grass in the area?
 - 3. Dirt mound only – muddy?

*Signed 18th day
of June, 2020:*

*Michael O'Neil
Kay E Waters*

David A Bowen

*Judith Soderz
April Bartlett
Camille Mealy*