

May 15, 2019 minutes of the HCPL Board of Trustees EXECUTIVE meeting, submitted by Jen Holst, recording secretary, based on recording of meeting:

Cancelled due to lack of quorum; rescheduled to 4:30 PM on June 19, 2019.

May 15, 2019 minutes of the HCPL Board of Trustees REGULAR meeting, submitted by Jen Holst, recording secretary, based on recording of meeting:

Meeting was called to order by President Michael Tabor.

ROLL CALL: Members April Bartlett, Max Bennett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, Bob Sine; Director Michele Risinger

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

FINANCIAL REPORTS:

- We have received a new grant from BCCF for landscaping, paid directly rather than administered as a pass-through account.
- Appropriations: Michele receives a monthly report from Jen showing percentage used in each category to monitor rate of spending. Insurance is well over the 50% mark because most of these accounts are paid annually in a lump sum early in the year.
- Revenue: All three townships have paid their first quarter charges. Jackson has returned its 2019 contract; Licking and Washington have not yet met this year.

CIRCULATION REPORT:

- All stats positive. Magazines are up ~100 after having dropped last several months. Some magazines are going out of print, and others must be ordered direct from publisher rather than through our mass supplier, but Jolene has been reviewing subscriptions quarterly and seeing what is available in other outlets to better serve our patrons.
- Children's fiction is up significantly, as is OverDrive. Resource sharing is also climbing.
- Staff is now tracking the three Kindle e-readers, which are loaded with the monthly book club titles.
- Michele checked into what is considered "new cards," confirming that this number does not include renewals, but those either brand new to the system or for patrons whose cards had lapsed over the years.
- Door count strong this month.

PROGRAMS REPORT:

- Friends Book Club somewhat smaller this month, but good discussion with Michele on *Paper Towns*.
- Teen Art Club: no attendance this month; Amy brainstorming ideas, and considering whether to open to adults.
- In other children's programming, the homemade kites and the craft offered on Community Cleanup Day were both hits with the children.
- The Amazing Literary Book Club continues to have steady attendance.
- Friends Historical Program, in conjunction with Arts Place, enjoyed a good attendance for the "Lincoln's Funeral Train" presentation.

DIRECTOR'S REPORT:

BUILDING

- Atrium is still leaking.
- Clemens has finished downspout work with sump pump outlet. Michele working on a small detention rain garden to accommodate heavy rains.
- Mike and Michele spoke with Umbaugh and MKM Architecture regarding the addition/reno, which has referred the library to bond counsel Ice Miller to determine what the library can borrow and what the county/city can afford for us to borrow.
- Fortunately, Oracle found a work-around to avoid the invoicing issue we were facing: they will issue a materials invoice that will serve as a payment application to be able to begin work, allowing them to book the job, order the materials, and send an invoice upon their delivery to our facility. Labor will be billed separately as work is completed. No start date given yet.

TECHNOLOGY

- Two public PCs have been removed, which will be used for the OPAC and microfilm updates; that space will be offered to those using personal laptops.
- Need to do major updates due to Windows 7 machines losing support January 2020, on which is what half our machines are currently running.
- Russ has started installation on the front security camera. Signs have been installed alerting public to 24/7 video monitoring.
- Bob recommended adding a second hard drive to preserve 60 days' worth of video recording rather than the single drive holding 30 days' worth.

DIRECTOR'S NEWS/REQUEST - Training: With Jolene out of town, Bailey and Roxanne met with Sinuard Castelo at the Historical Society while Amy worked on painting the closet doors in the children's department, creating a chalkboard surface behind the work desk.

FRIENDS UPDATE - Michele met with Lisa Weeks, Ruth Jennerjahn, and Sinuard Castelo May 13 to discuss future programming. She isn't sure about next book sale, since someone came in at the end of the last sale and bought the items that remained.

PARK UPDATE

- Electrical work done in shed; Dean Wilson came in to check on it today, and everything is fine.
- Michele called city to have water turned on for splash pad. They require a one-time \$200 deposit, which is included in claims. As soon as a loose wire is fixed, it will be activated.
- Need contractors to come back in to wrap up splash pad installation.
- Sod needed; will check with Nathan Klink (My Outside Guys) and other sources.

ACTION ITEMS

BACKGROUND CHECK POLICY - tabled, as the law which would have required this did not pass.

PARK COMMITTEE has approval to make all decisions for the park henceforth. Max made the motion, Kelli seconded, and motion carried.

DISCUSSION ITEMS

COMMUNITY SURVEY was reviewed and approved by board. Copies will be available at the front desk, as well as online at the website and Facebook pages; local public officials will also receive one via mail.

CLAIMS & CHECKS

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

Being no further business to come before the board, meeting adjourned. The next board meeting will be June 19, 2019 in the Musser Meeting Room:

4:30 p.m. EXECUTIVE SESSION

5:00 p.m. REGULAR SESSION

Approved this 19th day of June, 2019:









