

**NOVEMBER 14, 2018 minutes of the Hartford City Public Library regular meeting, submitted by Jen Holst, recording secretary:**

Meeting was called to order by President Michael Tabor in the Director's office of the library.

**ROLL CALL:** Members April Bartlett, Ann Ludwig, Kelli Ruble, Judy Soddors, Michael Tabor, and Jim Weiseman; also Director Michele Risinger and Admin Assistant Jen Holst.

**MINUTES** were approved as presented (Jim so moved, Judy seconded; all in favor.) Kelli was welcomed to the board.

**FINANCIAL REPORTS:**

- Second distribution from county is expected to arrive in December.
- Several grants will be closed out this year; Michele and Jen are checking to be sure the accounting for them is correct and up to date.
- As we near the end of the year, appropriations are getting low; one transfer is needed this month (see action item below).
- Refund for lights has been received; slightly lower than expected, but brought cost down to about \$10,000.
- Payments have been received from Licking and Jackson Townships (but not Washington Twp).
- Large Print Memorial Fund has been established.

**CIRCULATION REPORT:** Picture books down, even though afternoon story time attendance has been soaring. Amy will be weeding books that haven't circulated in a couple years.

**PROGRAMS REPORT:** Good turnout at the pumpkin decorating contest. There was a big surge in afternoon story time attendance.

**DIRECTOR'S REPORT:**

- Not yet heard from Oracle about elevator.
- November's staff training included training on "Going Dewey-less" - changing, in some cases, from an organization based on author's name to grouping by subject (e.g., tractors, princesses, etc.)
- Jerry Banter will be hired to put up a little wall with a door in the coat rack area so we can make the dehumidifier more effective; will cost less than \$600. Planning to work on it this winter.
- Atrium leaking again; not sure why, since several things (roof, parapet cap, etc.) have been fixed.
- Planning to meet again with Zach Benedict of MKM Architects to determine if library should plan an expansion or re-design interior to meet goals.

**PARK REPORT:**

- Pipes winterized. Splash pad was tested, and the start button isn't working, but issue will be addressed next spring when remaining work to open is done.
- The park committee will schedule a meeting for after the beginning of the year to meet with Flatlands to discuss planting shrubs and other work.

**ACTION ITEMS**

**COMPENSATION COMMITTEE REPORT:** Mike reviewed the various summary pages and recommendations of the committee, noting that the total is "well within the budgeted amount," which Michele said covers any extra hours that part-time staff may work. Jim offered thanks to the committee for their extensive work and report. Judy moved to accept the recommendations, April seconded, and motion carried.

**RESOLUTION TO TRANSFER FUNDS:** As print/ad appropriation was very low this month, Michele requested a \$100 transfer from communication/transportation to print/ad. Jim moved to transfer funds, Kelli, seconded, and motion carried. **RESOLUTION 2018-12**

**PATRON CONDUCT POLICY:** Michele simplified the previous policy into a single page, which still amply covers issues one might have while still giving staff the leeway to use their best judgment in questionable cases. April moved to adopt the new policy, Judy, seconded, and motion carried.

**DANGEROUS FIREARMS POLICY:** April moved to adopt the policy, Kelli seconded, and motion carried.

**DISCUSSION ITEMS**

Mike noted that Jim will be resigning his position on the board, effective end of his term (2018), and asked for suggestions to submit to County Council for his replacement.

Officer elections will be held next month for next year. The secretary position will be vacated, so nominations will be taken in December and voted upon.

The board agreed to continue their Christmas tradition of catering in dinner for the December meeting. Judy will make the arrangements, to be held December 19.

**CLAIMS AND CHECKS**

Claims were presented in the amount of \$34,477.48. After review by the board, Judy moved to approve the payment of claims, Ann seconded, and motion carried.

Being no further business to come before the board, meeting adjourned. The next regular board meeting will be December 19, 2018 in the Musser Meeting Room at 5:00 p.m.

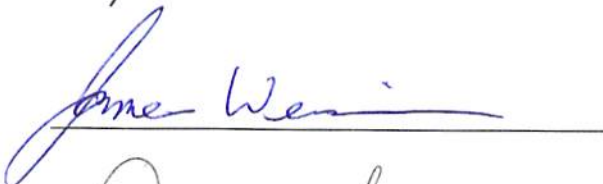
Approved this 19<sup>th</sup> day of December, 2018:

  
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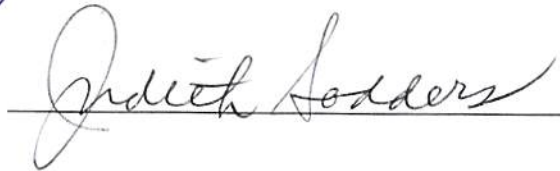
  
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