

October 17, 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 Musser Meeting Room at the library.

ROLL CALL: Members Max Bennett, Ann Ludwig, Judy Soddors, Michael Tabor, and Jim Weiseman; Director Michele Risinger, Admin Assistant Jen Holst. (Kelli Ruble was approved by the School Board to replace Pat Clamme on the Library Board of Trustees, and plans to join the board next month.)

MINUTES were adopted as presented upon a motion by Max, seconded by Jim.

FINANCIAL REPORTS: State tech grant has been nearly expended for the year; remaining charges will be paid out of communication appropriation once grant is cleared out. The operating supplies column has been overspent; an appropriation transfer for this and some other columns that are near budget will be presented to the board. Michele and Jen will analyze the operating supplies column to see how to better account for it next year. Washington Township contract has not yet been received for the *year*; board would like to see a penalty clause included in the next contract. Judy, having been appointed by the commissioners, will alert them to the problem and see what help they can give.

CIRCULATION REPORT: Overall rather good and holding steady, other than a drop in Children's Fiction and an increase in Overdrive.

PROGRAMS REPORT: High attendance in Children's for programs, boosted by visits from preschool classes, which children receive a goodie bag including a book, bookmark, and info on our various reading and literacy programs. Tutoring has been going strong, and several are attending the Work One classes held here.

DIRECTOR'S REPORT

DEPARTMENTS:

- Jolene and Michele attended Triad for senior citizens the morning of October 17th.
- Children's is hosting an annual pumpkin decorating contest, which has proved very popular in the past.

BUILDING:

- Michele will call Jerry Banter to get quotes to 1. fix the coat rack area and 2. design/build an entry to the park.
- Phil Klink has not responded about the shelves in Children's with regard to the floor settling issue.
- JR Flooring will work with us to patch and carpet hallway outside Children's.
- DLGF approved our appropriation transfers for the elevator in September, but didn't notify us.
- Oracle came Friday, October 12th to assess what "other work" may need to be done, but assessment was not yet sent to us by the time of the board meeting.

TECHNOLOGY:

- An Adobe Reader update error put the public PCs out of kilter, so Michele has been spending the past week updating them, with 2 PCs out of order in rotation for updates to run. Process is nearly complete.
- Russ ran wire for rear exterior camera, but encountered some issues with building wiring. In the process, Children's internet was down for a few days and as was the main floor public printer. Problem is corrected now. Some equipment and wires have had to be replaced in the process.
- New interior security cameras are working fine except for the main floor camera, which Russ attributes to a power issue, and he continues to work on it. Question arose as to if we are paying him extra for this work: his

contract includes a certain number of hours of work each month, so generally we are just paying for new equipment installed.

NEWS & REQUESTS:

- Having decided last month to resume regular monthly staff meetings, the first was held October 5th.
- A video on Active Shooter Training was presented, and staff discussed scenarios and issues regarding violent patrons in the building. Will concentrate first on internal communications for emergencies, including chat via Slack interface and air horns for notifying other floors of an emergency in lieu of an intercom system. Max also suggested having hornet spray available for personal safety.
- Michele went over Evergreen Indiana application forms, particularly which one to use when issuing a blue student card.
- Licking and Jackson Townships have paid 3rd quarter. Still waiting on Washington Township.
- Not planning to renew timeclock software, as it is persnickety; can't find an alternative that is cost-effective for such a small group. Ann mentioned that software had originally been installed to ensure that staff was taking appropriate breaks.
- Michele said she is leaning toward the first Friday afternoon of each month to hold regular staff meetings.

FRIENDS UPDATE:

- Chris Reidy will present a second WWI program November 14th at 6 p.m. at the Arts Place; it will be the last historical program of the year.
- Michele will lead the book club this month with *Frankenstein* by Mary Shelley to celebrate the 200th anniversary of the book's publication.

PARK UPDATE:

- Central Indiana Hydroseeding's contract is complete.
- Electrical work is all that is left for this fall, and it has been subcontracted out.
- Ran out of local dirt to a change in the sidewalk and depth of removed gravel parking lot, so no mounds/hills. Will need to do a separate, small contract if we want to add hills.
- Committee needs to discuss entrance ideas. Approximately \$10,000 available for this: need exact figures from Dave Bowman. Have Jerry Banter create something that goes with the shed?
- Red maple trees are planted and grass seed placed.
- Feedback on park progress was positive from folks at Triad.
- Would still like trees along Jefferson St. Judy will talk to Dustin George (?) about this.
- Ann said that Psi Iota, represented by Cara Bennett, would like to donate bench (-es?) for the park. Ann had examples of metal benches with figures on them (reading children, etc.); cost would be a factor. Michele said they would need to be made of some form of natural material (i.e., not plastic), as that is a focus of the park. Ann was given the green light to have them meet with the park committee or Michele to proceed.

ACTION ITEMS

COMPENSATION COMMITTEE: Mike, Max, and Judy volunteered to serve on the committee.

TREASURER ELECTIONS: Judy moved to elect Max Bennett as Treasurer and April Bartlett as Deputy Treasurer. Ann seconded and motion carried with Max abstaining.

THIRD QUARTER PLAC REPORT was signed to be sent to the state.

A RESOLUTION was brought before the board to transfer funds within the Library Operating Fund Major Category. Jim moved to do so, Judy seconded, and motion carried: **Resolution 2018-10.**

-\$100 from Communication/Transportation	+\$100 to Ebooks
-\$1,000 from Repair & Maintenance Supplies	+\$1,000 to Operating Supplies
-\$2,000 from Land, Building, & Improvements	
-\$1,000 from Non-print	
-\$3,000 Total	+\$3,000 to Books

A RESOLUTION was brought before the board to establish a Large Print Memorial Gift Fund in memory of Earlene Lightle. Max moved to do so, Jim seconded, and motion carried: **RESOLUTION 2018-11.**

CLAIMS & CHECKS

Claims were presented in the amount of \$58,983.09. After review by the board, Ann moved to approve the payment of claims, Jim seconded, and motion carried.

Being no further business to come before the board, meeting adjourned at 5:53. The next regular board meeting will be November 14, 2018 at 4 p.m. in the Musser Meeting Room.

Approved this 14th day of November, 2018:

	
	
	
	