

JANUARY 1977

The regular meeting of the Hartford City Library Board was called to order by President Ed Holcombe. Minutes were read and approved.

Checks totaling \$10,970.27 were presented. Claims #2243 - 2291 were passed and signed. Jackie made a motion to pay the bills and Opal second it. \$500 was transferred to the Library Improvement Reserve Fund, and a check was drawn and approved <sup>for</sup> \$4400.00 to purchase a new Certificate of Deposit.

A discussion on a designate depository bank was tabled until a special meeting on Jan. 17th.

A stereo was purchased for the library from Hi-Fi Buys in Muncie. Wiring will be done by the janitor.

Del Lord was appointed by Judge Bade to fill the term of Mabel Le which expires May, 1977.

A discussion on the merits of Ingram micro-reader was aired. Del motioned to keep Ingram's services for \$50 per year and Parky second the motion.

It was decided that Dave Kilgore would finish the radiator covers a natural tone.

The new movie projector was discussed. Jackie made a motion that deposit of \$20 be charged the patron for use of the projector. Along with the deposit, the patron will be required to sign for total responsibility. When the projector is returned, the money will be refunded. Opal second the motion.

Ed guaranteed the bathroom would be finished by Feb 15th.

Molly motioned to adjourn and Del second.

Submitted by secretary, Jackie Foust

Those present were Del, Parky, Ed, Opal Joan, Molly, Jackie and Faith.

*Jackie Foust*

77  
5-2291

Emergency Res. Ind. Rev., Social Security Retirement

1,140.90
1,159.16
20.00
27.36
129.47
139.72
4.20
5.70
10.00
12.99
16.68
18.65
8.94
200.42
73.00
65.00
128.18
3.20
8.00
10.00
43.73
5.70
16.30
24.00
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<u>10,970.27</u>

FEBRUARY 1977

The regular meeting of the Hartford City Library Board was called to order by President, Ed Holcombe. Minutes were read and approved.

Checks totaling \$3914.43 were presented. Claims #2293-2343 were passed and signed. Molly made the motion that all bill be paid and Del second it.

Joan made a motion that both Hartford City banks be designated as depositories. Jackie second the motion.

Dave Kigore had to reorder the radiator covers. Joan made a motion to transfer \$70 for dues in account #71 from #54. Jackie second the motion.

The Board decided to buy a set of Dictionaries of American Biographies rather than a set of encyclopedias.

A discussion was held on the purchase of a slide projector, but it was tabled for the next meeting.

Faith explained a new patron service ~~of an~~ Information Referral Service. The board agreed on the service.

Molly motioned to buy a new space heater for the Children's Librarian. Del second the motion.

Parky motioned to adjourn and Opal second the motion.

Those present were Ed, Molly, Joan, Opal, Del, Parky, Bill Ervin, Faith and Jackie.

*Jackie Forst*

MARCH 1977

The regular meeting of the Hartford City Library Board was called to order by Vice-President, Molly Dolan. The minutes from the February meeting were read and approved.

Checks totaling \$4,685.68 were presented and claims #2344-2383 were passed and signed. Parky made a motion that the bills be paid and Opal second it.

A discussion was held on the purchase of a new slide projector. Del moved that the projector be ordered and Parky second it.

Parky made a motion to hold payment on the new restroom until the bid could be seen. Jackie second the motion.

Ed made a motion that Caroline Goetz be given time off for a trip with her husband without pay. Parky second the motion.

Del motioned the meeting be adjourned. Parky second it.

Those attending were Molly, Joan, Parky, Del, Ed, Opal, Jackie and Faith.

*J. Foxit*

*11/11/77  
#244-2383*

	.00 T
1,200	0.41
1,156	6.66
20	0.00
25	4.77
15	0.38
4	2.20
5	7.77
4	5.50
6	4.46
6	6.90
2	6.88
1	4.85
5	7.98
1,144	2.44
1,144	9.98
6	4.40
3	2.20
15	2.00
1	2.00
2	9.00
7	7.81
1	7.00
3	3.75
2	8.80
1	4.20
18	2.65
3	4.90
4	5.89 T
1	0.79
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	4685.68

APRIL 1977

The regular meeting of the Hartford City Library Board was called to order by Ed Holcombe, President. Board members discussed a policy for the new film projector. Minutes were read and approved.

Bills totaling \$7242.28 were presented. Claims #2384-2438 were passed and signed. Joan made the motion to pay the bills and Jackie seconded it.

A discussion was conducted on upcoming IIA\_ILTA meeting. Faith was to check to see what staff members want to go to it.

Joan made a motion for a memorial for Mrs. Frahm. Ed seconded it.

A \$10,000 c-d matured April 4th and the interest amounted to \$137.49. The principle was returned to the operating fund.

A teacher at South Side School wanted to take 2 or 3 books per child out on her card. Joan made a motion that each child have his own library card. Jackie seconded the motion, while Del and Parky abstained on the whole issue.

Jackie motioned that Mary be able to take a two week vacation, one week without pay between Sept. 10th-24th. Parky seconded it.

Ed discussed an idea of moving the small water fountain from the main floor to the Children's Room. Del made the motion that we go ahead and start this project. and Joan seconded it.

Parky made a motion to get Termite Woolard to put light switches in the old "staff" room. Del seconded it.

The policy was made for the projector to be taken for 24 hour periods.

Ed motioned that Joan be made President for next year. Jackie seconded it. Del Lord was made Vice President; Molly Dolan, Treasurer; and Jackie Foust, Secretary.

Joan motioned the meeting to adjourn. Parky seconded it.

Those attending were Ed, Joan, Del, Parky, Jackie and Faith.

*J. Foust*

MAY 1977

The May meeting of the Hartford City Library Board was called to order by President, Ed Holcombe. The minutes from the April meeting were read and approved by a motion from Del. It was second by Parky.

Claims #2439-2489 were signed and passed for a total of \$4730. The application for state money was sent in by Faith. Parky made a motion for new officers for next year. Opal second it.

Becky Musser will have 3 weeks vacation this year.

Parky adjourned the meeting and Del second it.

Those attending the meeting were Ed, Parky, Del, Joan, Molly, Opal, Jackie and Faith.

*J. Forest*

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00  
7.91  
15.48  
16.00  
16.66  
5.08  
25.08  
4.73  
15.19  
4.20  
5.70  
9.43  
9.23  
1.45  
8.05  
7.19  
2.29  
3.16  
2.97  
1.23  
2.20  
6.40  
5.00  
8.00  
6.97  
8.75  
2.90  
2.40  
3.35  
4.80  
2.90  
1.90  
1.74  
6.70  
2.46  
5.23  
9.62  
2.60  
7.62  
2.60  
7.33  
1.33  
4.34  
7.16  
2.21  
1.86  
1.38  
7.30 07

46  
14  
11



JULY 1977

The July meeting of the Hartford City Library Board was called to order by President, Joan Stanley. Mrs. Stanley noted that both adult and children's book circulation was up in June. The minutes were read and approved with a motion from Opal and a second from Del. Claims #2544-2596 for \$15,393.72 were read and approved with the exception of one. Parky made a motion that the rest be paid and Del second it.

Del reported on the new typewriters. A \$10,000 Certificate of Deposit was purchased at Citizens Stat Bank on July 1st.

Faith reported on the Summer Reading Program. Mary has had 250 children sign up for the program. Faith asked if the puppet stage could be taken to the 4-H building where Mary and Becky would give a puppet show as part of the Summer Parks Program.

A new advertisement for a janitor was run in the newspaper. Jackie made a motion to offer \$3 per hour for the work. Ed made a second to the motion.

A motion was made to remove the Children's water fountain on the main floor.

Faith asked to attend a meeting at the Indiana Forum in Columbus, Indiana. Jackie made the motion that she go. Parky second it.

The 1978 library budget was proposed. Joan assigned committees:

Book Committee

Jackie Foust - chair.

Opal Redmond

Howard Parkinson

Policy Committee

Molly Dolan - Chair.

Ed Holcombe

Jackie Foust

House Committee

Del Lord - Chair.

Ed Holcombe

Howard Parkinson

Ed made a motion that the meeting adjourn with Opal seconding it.

*J. Foust*



AUGUST AND SEPTEMBER 1977

An August meeting was not held because of a lack of members to form a quorum..

The regular meeting of the Hartford City Library Board was called to order with minutes KH read and approved. Ed read the circulation report and found everything was up. Parky made a motion that the bills be paid for August and September. August bills totaled \$3993.42 while September bills totaled \$4277.01. Jackie second it.

Ed made a motion to pass the 1978 budget. Parky motioned to second it.

Del made a motion to transfer \$80 from #31 Office Supplies to #32 Other Supplies. Ed second it.

Ed made a motion to pay the CETA girl \$2.50 an hour for extra work. Parky second it.

Ed made a motion to adjourn and Molly second it.

J Foust

October 1977

The regular meeting of the Hartford City Library Board was called to order by President, Joan Stanley. The minutes of the September meeting were read and approved. The circulation record was passed for members to read. Ed made a motion for bills totaling \$6395.75 to be paid. Molly second the motion.

Mrs. Martha Catt, ALSA area VI representative, explained procedures in becoming an ALSA library and the services that are now available and services that could be available in the near future. Mrs. Catt explained that eight public libraries and three school corporations from Area VI are now ALSA members. Area VI has been funded for four years. Those whom become members do not pay anything for these first four years. A member may drop membership from ALSA anytime. One member of the library board would represent Hartford City on the ALSA board of directors. Membership to ALSA was tabled until the next meeting.

It was reported that <sup>A</sup>\$10,000 C-D matured and was returned the the operating fund with its interest of \$135.62.

Policy changes were discussed by Molly. A separate meeting will be held for this.

ILA-IITA conference will be held at the Atkins Hotel Nov. 3-5. Faith wanted to go. Opal made a motion that she go and Molly second it.

Molly made a motion that the state funds of \$1242 be put in the book budget. It will have to be advertised as a special appropriation. Jackie second Molly's motion.

The budget hearing was attended by Bill Ervin and Joan. We will not be receiving our contracted appropriation from Licking Township. Bill will report why they are paying less than the city of Hartford City.

Ed motioned to adjourn with a second from Parky.

Those attending were Del, Parky, Ed, Opal, Molly, Joan, Jackie, Faith and Bill.

J. Faust

NOVEMBER 1977

At November meeting of the Hartford City Library Board, President, Joan Stanley asked that the minutes from the last meeting be read. Minutes were read and approved. Molly made a motion that the bills be paid and Parky second it.

Joan announced that Opal Redmond had resigned from the library board and Mrs. Max Peterson would take her place.

Notice was made that a check was received from the County treasurer in the amount of \$4044.50. This is for the last half of 1977. Certified shares of \$3079, and Property Tax Replacement Credit of \$965.50.

Ed gave a report on the purchase of a new Xerox machine. Several alternatives were available in obtaining a machine. Ed reported that it would be cheaper to buy a copier than to rent one. Molly made a motion to buy a copier and Jackie second it. Del moved to \$1000 down and finance it for ~~24~~ months. Ed second the motion. Eleven hundred dollars was moved from #71 Buildings and Improvements to #72 Equipment and Furniture for purchase of the Xerox machine. Parky made a motion for the transfer of the money with a second from Ed.

Jackie made a motion for the small water fountain to be installed in the Children's Library. Ed second it.

Faith was given permission to buy a Science Encyclopedia for the reference section.

A discussion of ALSA was held, but tabled until the Special meeting on appropriations Nov. 16.

Molly made the motion to adjourn. Ed second it.

Those at the meeting were Joan, Ed, Parky, Del, Molly, Jackie, Faith and Bill Ervin.

#### SPECIAL MEETING -NOV. 16

Faith showed the contract for the new Xerox machine at a cost of \$4013.75. We will pay \$134.25 per month for ~~24~~ months. A clause was included in the contract that if the library is not funded next year to make payments, the library may break the contract. Molly made a motion to charge 15¢ per copy for the machine. Ed second the motion.

President Joan Stanley welcomed new member, Mrs. Peterson.

ALSA was discussed with members giving pros and cons for joining the organization. Ed made a motion to table it until the next meeting.

A discussion was heard on the Licking Township contract. Faith was asked to write the trustee of Licking Township informing him of the stipulations of the present contract between the township and the library.

All members read and signed the appropriation resolution for state funds.

Ed motioned to adjourn and Park second it.

Jackie  
Trust

DECEMBER 1977

The two and half hour meeting of the Hartford City Board of Trustees started with President Joan Stanley asking for the minutes to be read. Molly made a motion that the minutes be approved and the bills totaling \$6,153.74 be paid. Jackie second the motion. The bill to Termite Woolard was questioned. Ed called Mr. Woolard to question the charge for labor. Mr. Woolard confirmed that the total on the bill was correct for the amount of time spent. Molly moved to pay Woolard and Jackie second the motion.

The Citizens State Bank needed a resolution empowering members of the staff or board to open the safety deposit box. Molly, Faith and Jackie signed to be able to open the box.

Fifty dollars was transferred from account 53 to account 51 and \$50 was transferred from account 25 to account 24. Ed made a motion for the transfer and Molly second the motion.

Bill Ervin explained the Licking Twnshp. situation. Faith's letter to the township trustee was read; and Bill suggested a clarification of one statement in the letter. He also suggested the alternative of getting signatures to become a township library.

Faith gave an inventory of A-V equipment. It was decided that the large puppet theatre, the flannel board, the large movie screen and the record player in the children's room would not be lent out. All members present voted to lend the film projector slide projector, small screen and small puppet theatre. Ed was the only member voting nay on lending the filmstrip projector and the cassette players. Molly brought to the members attention the stipulations put on the film projector given the library. Ed suggested that we give the projector back to the organizations that bought it. Joan remained members of public relations.

Jackie asked for board input on Faith's proposed budget. It was decided to move \$500 from adult books to children's books.

Joan led a discussion on the new hours for Thanksgiving. Eve Joan explained that she had seen a number of people trying to use the library after the two o'clock closing. New closing times such as 4:00; 4:30; 5:00; 6:00. Molly pointed out that since we have given the staff 15% raise it was not asking much to keep the library open longer. She also added that Marion stays open on Sundays. Jackie pointed out that Muncie libraries close more govt. holidays such as President's Day, Good Friday, and Veteran's Day. Ed said that the staff salaries were not that high. Jackie asked if perhaps the public was not used to the library being closed on that day since this was the first year it had been tried. Jackie made a motion to table the discussion.

Harold, the janitor, was asked to give two weeks notice if he intends to quit. A raise for him was voted down.

Molly made a motion to buy a new edition of Masterplots. Jackie second the motion.

Ed made the motion to adjourn and Melva Doris second the motion.

Molly  
Joan  
Ed  
Faith  
Melva Doris

Bill Ervin

Jackie Faust