

JAN 14, 1981

The Jan. meeting of the Hartford City Library Board was held on Jan. 14, 1981.

Minutes of the Dec. meeting were read and approved.

Circulation was passed. Checks and claims totaling \$9,198.05 were read and approved on a motion by Parkinson and second by Peterson.

Plans were discussed for holding the District III meeting in April. Linda will call and find out accommodations for the 4-H building. There should be approximately 150-175 people in attendance. Joyce and Linda will be the committee to obtain a caterier.

With no other business the meeting was closed on a motion by Parkinson, 2nd by Shreves.

Those present were: Shreves, Peterson, Parkinson, Henderson, Needler, Seymour, Atty. Ervin, Librarian Jernigan.

FEB. 16, 1981

The Feb. meeting of the Hartford City Library board was held on Feb. 16, 1981,

The circulation was passed. Claims and checks totaling were read.

Faith reported that a 3-month C-D investment and a 6 month Money Market C-D were purchased on Jan. 17.

Final reports on the District III meeting were made. It will be held on April 14 at The First United Presbyterian Church. Nancy Barry and Ruth Jennerjahn will do the catering.

Faith read the letter of resignation from Cathy Rodiffer as Childrens Librarian. She is resigning to take another position. It was decided to let Faith handle the interviewing and make her own recommendation on who to fill the vacancy.

Henderson, Needler, and Parkinson were appointed to the Finance Committee to sign the agreement for deposits of public funds.

On a motion by Parkinson, second by Henderson the meeting was adjourned.

Those present: Parkinson, Henderson, Holcombe, Peterson, Needler, Librarian Jernigan.

March 11, 1981

The March meeting of the Hartford City Public Library board was held at the library on March 11.

Circulation records were noted, and claims totaling \$6406.48 were read and approved.

Librarian Jernigan announced that Mrs. Jennifer Maddox will be the new Children's Librarian. She will soon complete the Master's Degree in Library Science.

Mrs. Jernigan will check into the possibility of putting the library funds into a savings account, since libraries are not eligible for checking-with-interest accounts.

Carolyn Goetz will be granted an unpaid leave of one month to prepare for her daughter's wedding to the son of Richard Lugar, on July 11.

A move to adjourn was made by H. Parkinson, seconded by E. Holcombe.

Those present were: J. Needler, R. Henderson, H. Parkinson, M.D. Peterson, E. Holcombe, and F. Jernigan.

April 8, 1981

The Hartford City Public Library Board met in the library April 8, 1981.

Claims and checks were reviewed and approved in the amount of \$7748.12, of which \$6779.89 were operating expenses. A move to approve the claims was made by M. Peterson, seconded by R. Henderson.

President J. Needler appointed Peterson and Henderson as the nominating committee for new officers, to take office June 1.

Pam Booher, representing Bonham Insurance, reported on the New P.I. insurance policy adopted by the city.

F. Jernigan reported that due to the large number of reservations being received for the District III meeting, arrangements have been made for lunch to be served at the U. B. Church as well as the Presbyterian Church.

Ed Holcombe reported that work on repairing the front of the building will soon be started, per the bid of Dwight A Sinclair in the amount of \$1460.00. Mrs. Peterson moved the bid be approved, seconded by H. Parkinson.

There being no further business, H. Parkinson moved for adjournment, seconded by R. Henderson.

Present were J. Needler, M. Peterson, R. Henderson, H. Parkinson, Ed Holcombe, and librarian F. Jernigan.

May 13, 1981

The May meeting of the Library Board was called to order and the minutes of the April meeting approved.

Claims in the amount of \$7229.55 were read and approved.

A check for Certified Shares and Property tax replacement^{credit}/was received in the amount of \$4042.

A check for service for one year, extending to May 1982, was received from Shamrock Lakes in the amount of \$150.

A budget Clinic will be held May 28 at New Castle. Faith plans to attend.

Faith was instructed to make 4 copies of library policy, selection policy, and A-V policy for board members and to place one of each in the back of the secretary's book.

The new slate of officers was elected: Ed Holcombe, president; Jerry Shreves, vice-president; Ruth Henderson, secretary; and Melva Doris Peterson, treasurer.

June 10, 1981

The June meeting of the Library Board was called to order by Ed Holcombe. The minutes of the May meeting will be read at the next meeting (July).

Claims and checks for the following amounts were read and approved on the motion of Howard Parkinson and second by Jerry Shreves: \$7521.07 total; operating expense \$6773.91.

The library has received \$330 as restitution for the two burglaries of last September.

Librarian Jernigan attended the Budget Clinic at New Castle May 28. The permissible increase in next year's budget will probably be about 5%.

Beginning September 1, a new law will take effect requiring the library checks to be signed by the treasurer only.

A reciprocal borrowing program, paid by the state, is based on the number of books lent during the year. Jerry Shreves made the motion, seconded by Joyce Needler, to join the program.

The following committees were named: House Committee - Ed Holcombe and
Jerry Shreves
Book Committee - Howard Parkinson and
Joyce Needler
Policy Committee - Melva D. Peterson and
Ruth Henderson

The meeting adjourned after a motion by Howard Parkinson, seconded by Melva Doris Peterson.

Members present: E. Holcombe, H. Parkinson, M. V. Peterson, J. Shreves, J. Needler, and F. Jernigan.

Ruth Henderson

Ruth Henderson, Secretary

July 8, 1981

The July meeting of the Library Board was called to order by President Ed Holcombe. The minutes of the May and June meetings were read and approved.

The circulation records were passed and examined.

Claims and checks for the following amount were approved: \$5241.91, operating expense. Librarian Jernigan will be investing \$20,000 in a short term treasury note. Linda Seymour made the motion, seconded by Howard Parkinson, to accept the financial report.

The Reciprocal Borrowing Agreement (see June minutes) was further explained and discussed. The reciprocal borrowing may be used only by resident card holders of participating libraries. After discussion, the board decided to make only books available through this borrowing program, not A-V equipment, records, etc.

The June tax settlement has been received in the following amounts:

Property tax	\$21398.20
Excise tax	3572.43
Banks & Bldg. & Loan	1651.91
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	\$26622.54

Budget items and salaries were discussed. The budget will be advertised twice, first by August 24, second a week later. There will be 2 meetings in September, the regular meeting on the 9th and the second meeting for formally adopting the budget on September 12. If adopted, the proposed budget will total \$100,342.

A 7% salary increase was discussed. This amount would add \$400 to employers' contributions for Social Security, Retirement, and Unemployment Compensation. Regarding the comparison of our library salaries with others, President Ed Holcombe feels that ours compare well. A motion was made by Howard Parkinson and seconded by Joyce Needler to accept the proposed budget, including the 7% salary increase. The motion carried.

Faith reported that the Library Journal Hotline reported the debate held at

the spring meeting, hosted by our library staff.

It was pointed out that before winter the library gutters must be cleaned. There are no other maintenance problems now.

The motion to adjourn was made by Howard Parkinson and seconded by Linda Seymour. Guests included Melanie Hilfiker, Ball State student, and T. J. Hemlinger, News-Times reporter. Members present were E. Holcombe, H. Parkinson, L. Seymour, J. Shreves, J. Needler, F. Jernigan, and R. Henderson.


Ruth Henderson, Secretary

August 12, 1981

The Library Board meeting on August 12 was presided over by Jerry Shreves, vice-president.

The minutes of the last meeting were read and approved and the circulation statistics for the month were examined.

Claims and checks, totaling \$6107.13 for operating expense, were presented. Howard Parkinson moved and Melva Doris Peterson seconded the motion to accept the financial report.

Hartford City has been officially added to the Reciprocal Borrowing Agreement. Each month we will receive a report on the libraries participating. Our library will be reimbursed if we have lent books to patrons of other libraries. Anyone using this service will need a card. Muncie is the closest library to us. Librarian Faith Jernigan will make a card for each board member.

A check has been received from the State of Indiana for \$1738.90, as our share of the state's distribution to libraries, based on our total budget as compared to other libraries.

Notice has been received that the rates for employment security contributions will be raised in 1982. Current rate for our library is 1%. The new rate will probably be 2.7%. We should add \$500 to Appropriation #55 in the new budget to allow for this. Joyce Needler made the motion, seconded by Linda Seymour, to add this amount. The motion carried.

A discussion was held regarding the raising of the fine for overdue books and also the rate for non-residents. Howard Parkinson made the motion, seconded by Melva D. Peterson, to establish the following new rates: a 5¢-per-day fine for overdue books; a \$3 rate per quarter for non-resident users, pro-rated monthly. The motion carried.

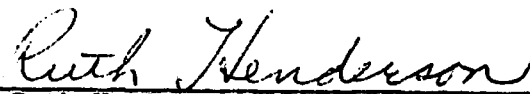
The amount invested in the treasury note (see July minutes) was actually \$19,827.22, since the interest for the month was \$172.78. Faith re-invested \$15,000 for a month.

The board reluctantly accepted the resignation of Jerry Shreves, who has become the assistant principal at Shenandoah High School at Middletown, Indiana. Jerry's letter of resignation is attached.

After discussion, the members present were unanimous in their wish to invite Del Lord to replace Jerry. He will be contacted.

Howard Parkinson made the motion, seconded by Joyce Needler, that the meeting adjourn.

Those present were Howard Parkinson, Joyce Needler, Melva Doris Peterson, Jerry Shreves, Linda Seymour, Faith Jernigan, and Ruth Henderson.


Ruth Henderson, Secretary

September 9, 1981

In the absence of Ed Holcombe, Melva Doris Peterson presided at the September 9th meeting of the Library Board. Since Ruth Henderson, secretary, was also absent, the minutes of the August meeting were read by Peterson. The minutes were corrected as follows: regarding the new policy for fines for overdue books, patrons will also be charged for Sundays and holidays rather than be charged for postage. The motion was made by Linda Seymour and seconded by Joyce Needler.

A letter was read from Delbert Lord declining with regret his appointment to fill the vacancy on the Library Board. Larry Bennett was appointed^{ed} to replace Jerry Shreves.

Claims and checks totaling \$5699.45 for operating expenses were read and approved on a motion by Howard Parkinson, seconded by Linda Seymour.

Faith reported that the autograph party for Blackford County novelist Mrs. Juanita Coulson was well attended.

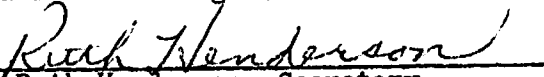
A motion to appeal for extra funds for Acct. \$55, Employers' Contributions to Social Security and Unemployment Compensation, was made by Joyce Needler and seconded by Howard Parkinson. The motion carried.

The motion to adopt the proposed budget for 1982 was made by Linda Seymour and seconded by Joyce Needler. The motion carried.

It was noted that the date of the next Library Board meeting, October 14, will be Howard Parkinson's birthday. Happy Birthday, Parky.

The meeting adjourned on motion of Linda Seymour, seconded by Joyce Needler.

Present were Melva Doris Peterson, Howard Parkinson, Linda Seymour, Joyce Needler, Attorney Bill Ervin, and Librarian Faith Jernigan.


Ruth Henderson, Secretary

October 14, 1981

In the absence of President Ed Holcombe, Howard Parkinson presided at the October 14 Library Board meeting.

The minutes of the September 9th meeting were read and approved and the circulation record was examined by the members.

On a motion by Melva Doris Peterson, seconded by Joyce Needler, the checks and claims were approved. Claims for operating expenses totaled \$7649.09.

Librarian Faith Jernigan reported that a 30-day Treasury Bill investment has matured and has earned \$35.97 interest. \$100 was transferred from Appropriation #22 (Utilities) to #25 (Services Contractual) on a motion by Ruth Henderson, seconded by Melva Doris Peterson.

Howard Parkinson led in a discussion concerning our library's invitation to join an organization called "Friends of the Library." Faith read to the Board several questions on the questionnaire received from this organization. After discussion, the Board decided not to join.

It became necessary to choose a new vice-president of the Board since President Ed Holcombe has been unable to attend the meetings and Vice-President Jerry Shreves recently resigned because of job relocation. Officers Melva Doris Peterson and Ruth Henderson asked Howard Parkinson to act as Vice-President during Jerry's unexpired term, and Howard agreed.

On motion of Joyce Needler, seconded by Melva Doris Peterson, the meeting adjourned, after which the group enjoyed sharing Parky's chocolate cake in celebration of his 75th birthday.

Present were Larry Bennett, Howard Parkinson, Bill Ervin, Faith Jernigan, Joyce Needler, Melva Doris Peterson, and Ruth Henderson.


Ruth Henderson, Secretary

November 11, 1981


Howard Parkinson presided at the November 11th Board meeting. Minutes of the October meeting were read and approved. Circulation records were examined. Claims and checks for \$6641.60 were allowed on a motion by Joyce Needler, seconded by Linda Seymour. Operating expense was \$5855.13.

It was reported that a check has been received for \$4042^{combining} /certified shares of local option tax \$2945.50, and Property tax replacement credit \$1096.50.

The report of the audit covering the years 1978-1980 has been received with no adverse comments.

A discussion was held on changing circulation policy on recordings and renewals. At this time records are checked out for one week and books for three weeks with no renewal. On a motion by Melva Doris Peterson and seconded by Linda Seymour, the following changes were agreed upon: recordings may be checked out for 3 weeks; a 1-week book may be renewed for 1 week; 3-weeks books may be renewed once.

Members present were Faith Jernigan, Bill Ervin, Howard Parkinson, Linda Seymour, Melva Doris Peterson, Joyce Needler, and Ruth Henderson.


Ruth Henderson, Secretary

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Operating
expense
\$ 5855.13

December 9, 1981


The December 9th Library Board meeting was called to order by Howard Parkinson, and minutes were read and approved. Claims totaling \$5699.45, operating expense, were allowed on motion of Ruth Henderson, seconded by Linda Seymour.

Mr. Gresham of Grant-Blackford Mental Health Clinic offered to contribute books, mostly self-help type, and they were received this week.

The budget hearing was held in the Hartford City courthouse December 1, at which time Librarian Faith Jernigan was informed that money from taxes will be \$6544 less than we are anticipating. Other figures were changed, too, making us approximately \$9000 short. Faith cut the budget accordingly. Also, Faith appealed the amount we must pay for unemployment compensation. In addition, Property Tax Replacement Credit was applied for. At the Meeting in Indianapolis on December 4, which Faith attended, she was informed that they will recommend we get \$2376 for item #55, in addition to Property Tax Replacement Credit. If the preceding tax appeal is granted, we can add \$2376, making a cut of \$6735, instead of the projected \$9111.

The secretary read a letter of resignation from Jennifer Maddox, children's librarian. Faith has contacted Ball State regarding a replacement. The job has been posted. Faith prefers someone with a Master's degree but would consider a librarian working toward a Master's. Mary Nuchols, who was children's librarian, would help us out for awhile.

On motion of Linda Seymour, seconded by Joyce Needler, the meeting adjourned. Present were Linda Seymour, Joyce Needler, Howard Parkinson, Faith Jernigan, and Ruth Henderson.


Ruth Henderson, Secretary