

January 13, 1982

President Ed Holcombe presided at the January 13th meeting of the Library Board. The December minutes were read and approved. Claims totaling \$6081.91 were approved on motion by Linda Seymour, seconded by Howard Parkinson. The circulation report was examined by the board.

The 1982 budget has been approved by the state in the amount of \$93875. The December tax settlement has been received in the amount of \$28964.75, including \$24520.20 Property Tax (less \$35 for administration expense), \$3658.32 Excise Tax, and \$821.23 Banks and Building & Loan.

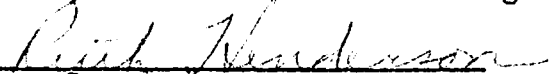
The Board discussed a patron's request that weekly news magazines (U. S. News, Time, and Newsweek) not be checked out of the library. The possibility of ordering two copies of each was suggested. On motion of Linda Seymour, seconded by Melva Doris Peterson, this request and the ordering of extra copies were denied.

A letter was read to introduce our new children's librarian, Janet Hess. Mrs. Hess was invited to meet the Board and to attend the remainder of the meeting.

The books donated by Grant-Blackford Mental Health Clinic (see December minutes) are worth \$194, and the Woman of the Moose donated 2 books worth \$30.

The meeting adjourned on motion of Howard Parkinson, seconded by Joyce Needler.

Members present: Ed Holcombe, Howard Parkinson, Melva Doris Peterson, Linda Seymour, Joyce Needler, Ruth Henderson, and Librarian Faith Jernigan.


Secretary

February 10, 1982

The Library Board meeting was held February 10, 1982. The January minutes were read and approved. Circulation records were examined and it was noted that our circulation is down over 1981 for this period.

Claims totaling \$7289.57 were allowed on motion of Melva Doris Peterson, seconded by Howard Parkinson. It was noted that our gas bill was up 30% over last year. However, our electric bill was down.

We have a pipe running down through the building causing our wall to buckle and crumble. Henry Batten is to inspect the damage and give us an estimate for repair. Also, we have an insurance investigator to inspect the damage.

The motion to adjourn was made by Howard Parkinson and seconded by Melva Doris Peterson.

Members present were Howard Parkinson, Ed Holcombe, Melva Doris Peterson, Joyce Needler, Attorney Bill Ervin, and Librarian Faith Jernigan. Joyce Needler acted as secretary.


Secretary

March 10, 1982

The regular March Library Board meeting was held on March 10, 1982, with Ed Holcombe, president, presiding. The minutes of the February meeting were read and approved.

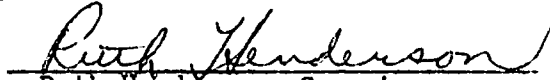
Claims and checks in the amount of \$6394.28, of which \$5575.51 was operating expense, were approved on motion of Joyce Needler, seconded by Howard Parkinson.

Jim Kouns, local businessman, demonstrated a videodisc player, suggesting a number of uses for patrons of the library. The price would be \$299. The Board discussed briefly the wisdom of purchasing the machine, and there seemed to be negative feelings toward the library's acquiring a videodisc player. No vote was taken.

Faith Jernigan relayed to the Board a request by two young men to use the library for children's dramas. She pointed out that the library has no facilities for this type of activity and also that it would disrupt the children's library. After discussion, the Board moved not to grant this request, on motion of Howard Parkinson, seconded by Joyce Needler.

\$162 was given to the library by donors to the William Keeshan Memorial. He had been a high school history teacher before his illness. The Board asked that a letter of appreciation be sent to Millie Brickley, an aunt of Mr. Keeshan.

Those present were Joyce Needler, Howard Parkinson, Ed Holcombe, Bill Ervin, Ruth Henderson, and Faith Jernigan, Librarian.


Ruth Henderson, Secretary

March 16, 1982

A special meeting was held to discuss water damage which occurred on March 11. On that date following a heavy rain, the basement was flooded. Carpeting in the Children's Room was ruined, and must be replaced. The Board voted to accept a bid of \$1626.63 which includes carpet on sale at 53% of its original price, padding and labor.

Melva Doris Peterson motioned to accept the bid, seconded by Linda Seymour. Members present were Melva Doris Peterson, Joyce Needler, Linda Seymour, Howard Parkinson and Ed Holcombe.

Faith Jernigan

Director

April 14, 1982

The April Library Board meeting was held on April 14, 1982, with Ed Holcombe presiding. The minutes of the March meeting were read and approved.

The circulation records were passed and examined.

Claims and checks in the amount of \$8632.84, of which \$7237.71 was operating expense, were approved on motion of Melva Doris Peterson and seconded by Joyce Needler.

It was noted that the library staff ^{will} attended the District Meeting at Anderson on April 15.

The annual Budget Clinic will be held at New Castle on May 20. Faith Jernigan, librarian, informed the board that this year we will be able to ask for more money, possibly as much as a 25% increase. The rate is presently 19¢ per hundred dollars from taxes.

Board members signed the application for State funds for 1982 state distribution of the Library fund. We usually get \$1500. The application must be submitted by May 1.

Ed Holcombe was granted permission to buy the door which is stored in the furnace room.

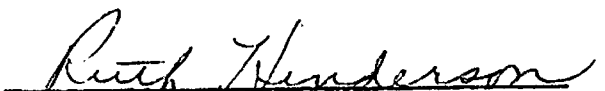
The librarian would like to increase petty cash in the new budget. Upon motion of Ed Holcombe, it was decided to have the antiques which are stored in the library evaluated and sold.

The members of the board examined the damage caused by water in the basement. The men making repairs recommend not putting a pad under the new carpeting in the basement.

Board member Bennett is in Texas permanently and will be replaced on the board.

The motion of adjourn was made by Melva Doris Peterson and seconded by Joyce Needler.

Those present were Melva Doris Peterson, Howard Parkinson, Ed Holcombe, Joyce Needler, Ruth Henderson, and Faith Jernigan.


Secretary

May 12, 1982

The May 12 Library Board meeting was called to order by Ed Holcombe, president. The April minutes were read by Melva Doris Peterson and approved by the Board.

Claims and checks in the amount of \$9191.18 were approved, the operating expense amounting to \$8338.06. Motion was made by Linda Seymour and seconded by Joyce Needler.

A semi-annual check has been received in the amount of \$8477.50. This amount includes \$7543 from certified shares of county tax and \$934.50 from Property Tax Replacement Credit.

Linda Seymour and Joyce Needler were appointed to prepare the slate of officers for the coming year.

After discussion, the Board agreed to transfer \$2000 from Appropriation #56 to #'s 71 and 72 to pay for the carpet in the basement and for cost of labor and repair due to water damage occurring in March, 1982. The motion was made by Howard Parkinson and seconded by Linda Seymour.


The Board agreed to move bound newspapers from the library basement to a storage room above the Peterson, Ervin, Barry Law offices. Bill Ervin will build the shelves and supervise the moving of the papers. Howard Parkinson made the motion, seconded by Melva Doris Peterson.

Faith Jernigan will attend the Budget Clinic to be held at New Castle on May 20.

It was decided that unused library equipment should be sold, motion by Joyce Needler, seconded by Linda Seymour.

The meeting concluded with presentation of a cake to Howard Parkinson for his 20 years of service to the Library Board.

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


Secretary

June 9, 1982

Ed Holcombe presided at the June Library Board meeting, which opened with a welcome to the new board member, David Dell.

The minutes of the May meeting were approved as corrected.

The circulation list was examined.

Claims and checks in the amount of \$5955.42 were approved on motion of Melva Doris Peterson, seconded by Joyce Needler. \$5130.33 of that amount was operating expense

The slate of officers for 1982-83 was approved:

President - Ed Holcombe
Vice-President - Melva Doris Peterson
Secretary - Ruth Henderson
Treasurer - Joyce Needler

Our librarian has been informed that the children's librarian, Janet Hess, will be resigning Friday, June 11. The following options for a replacement were discussed: to try to find a local person, perhaps a teacher who has been laid off; in the meantime, Carolyn will fill in and Laura Baird will work full time; also 2 CETA workers will be coming for the summer. It was decided to postpone making a definite decision on a replacement until Faith returns from her vacation.

After discussion, the board decided not to lend cassettes on the Inter-Library Loan program.

Regarding the Budget Clinic which Faith attended in May, we can ask for up to 25% more than we received last year or 5¢ more on the rate, whichever is lower. (We will receive 4.77% more from the state this year, the traditional yearly raise. The Board advised Faith to appeal for more funds. The request will be made after August 1, the date of the formal adoption of the budget. The Board will call a special meeting to approve the appeal.

There have been 3 attempted break-ins at the library during the past week. The side door was damaged, the window into the women's restroom was damaged, and a storm window was removed. After police offered to step up patrols, the side door was again damaged. Since we need more outside lights, I&M suggested the best locations and best type of 5 new floodlights. McCammon Electric estimated the cost to be \$329.55. The Board agreed to go ahead with installation of new lights, motion made by Joyce Needler and seconded by Melva Doris Peterson.

Members present: David Dell, Ed Holcombe, Joyce Needler, Bill Erwin,
Melva Doris Peterson, Ruth Henderson, and Librarian Faith

Jernigan.

Ruth Henderson
Secretary

July 14, 1982

The July 14th Library Board meeting was called to order by President Ed Holcombe. The minutes of the June meeting were read and approved, on motion of Melva Doris Peterson and seconded by David Dell.

Personnel changes as follows were noted: Carolyn Goetz is the new children's librarian and Debi Huffman is the new full-time clerk.

The June tax settlement was received in the following amounts:

General Property Tax	\$27664.90
Banks and Building & Loan	1795.06
License Excise	<u>3720.54</u>
	33180.50

Interest in the amount of \$949.74 was realized on a 6-month \$15000 Money Market C/D, which was renewed for another 6 months.

From the Operating Fund \$19872.50 was invested in a 30-day Treasury bill, which will yield \$20000.

Unneeded miscellaneous library properties were sold for \$330. The cost of advertising was \$54.36.

On motion of Joyce Needler, and seconded by Melva Doris Peterson, the following transfers of funds were authorized:

Transfer \$2000 from #56 (Improvement Reserve) to #71 (Buildings & Improvement)
Transfer \$600 from #51(Insurance) to #72 (Equipment & Furnishings)
Transfer \$500 from #25 (Services Contractual) to #24 (Repairs & Maintenance)

Claims and checks totaling \$30,354.23 were approved on motion of Joyce Needler, seconded by David Dell. Of that amount \$9117⁶³ was operating expense.

After a discussion of salaries, the Board moved to accept the new salary schedule for the remainder of 1982 (see attached sheet). The motion was voiced by Joyce Needler and seconded by Ruth Henderson.

Suggested changes for remainder of 1982 (passed by Board). Faith Jernigan, \$13725 (same, no change); Becky, \$10,000 (raised from \$9825); Carolyn, \$9000 (raised from \$8510); and Debi (new clerk), \$8000.

Also the Board moved to grant the following raises for 1983 (motion by Ruth Henderson, second by Joyce Needler):


Faith Jernigan - \$14,685	Becky Musser - \$10,700
Carolyn Goetz - \$9630	Debi Huffman - \$8560
Laura Baird - \$4500 (\$3.50 per hour)	Lawrence Funk - \$4500 (\$3.75 per hour)

The total overall increase will be 6.53%

Melva Doris Peterson moved to give Ed Holcombe a vote of thanks for selling the unused library properties.

Melva Doris Peterson moved that the meeting adjourn, seconded by David Dell.

Members present were as follows: Ed Holcombe, Faith Joyce Needler, David Dell, Melva Doris Peterson, and Ruth Henderson. Also present was Librarian Faith Jernigan.


Ruth Henderson, Secretary

August 11, 1982

Melva Doris Peterson, Vice-president, presided at the August Board meeting.

The July minutes were read and approved. The circulation records were examined and the librarian reported very favorable comments on the summer reading program, particularly the puppet show.

Checks and claims for \$7048.14 were approved, the motion made by Linda Seymour and seconded by Joyce Needler. \$6190 was operating expense.

The budget calendar is as follows: 1st publication in Hartford City News-Times, August 10; 2nd publication, August 17; 1st public hearing, August 20; 2nd public hearing and formal adoption, August 27.

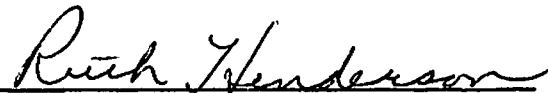
A check for \$1564.76 was received from the State of Indiana Distribution to Libraries. The librarian commented that libraries may not receive any more funds from this source unless the state legislature continues it.

A check for \$1298.50 was received from Licking Township for one-half year's service.

A 30-day \$20,000 T-bill matured, with interest amounting to \$127.50.

Motion for adjournment was made by Joyce Needler, seconded by Linda Seymour.

Those present: Board members Melva Doris Peterson, David Dell, Joyce Needler, Linda Seymour, Ruth Henderson, and Attorney Bill Ervin and Librarian Faith Jernigan.



Ruth Henderson
Ruth Henderson, Secretary

September 8, 1982

Ed Holcombe presided at the September 8th Library Board meeting. The August minutes were read and approved as corrected. Circulation lists were examined by the Board.

Checks and claims in the amount of \$7337.49, of which \$6503.60 was operating expense, were approved on motion of Melva Doris Peterson, seconded by David Dell.

After discussing the advisability of adding art prints to our collection, the Board decided to publicize the availability of the approximately 75 prints we now have. If the circulation increases as a result of the public's becoming more aware of this service, we will consider buying more. There is \$750 in the budget for purchasing additional prints, but the Board decided to table the decision on further purchases until the next meeting.

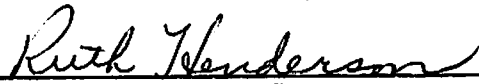
The next item on the agenda was a review of two efforts to repair the damp wall in the north reading room by two contractors. First of all, Henry Batten's bid for the job was accepted, and he attempted to make the repairs, but they were not successful. Satisfactory repairs were subsequently made by Taylor Bros., who charged \$200 less than Mr. Batten's bid. Mr. Batten has not been paid, and he wants the matter settled. He will not name a price. The Board decided to table this business until our attorney, Bill Ervin, can advise us. The decision will be made at the October meeting.

Members of the committee to review applications for finding a new director are Ed Holcombe, Melva Doris Peterson, and Ruth Henderson. They will meet at 10 a. m. on Friday, September 10, to review applications.

A discussion was held concerning the fact that we need a new member to have a complete Board. The School Board is to appoint someone in place of their nominee, Dee Jackson, who does not live in Hartford City. David Dell volunteered to see some of the School Board members and ask them to proceed with their appointment. Ed Holcombe also volunteered to try to contact Bob Bales about this matter.

Motion for adjournment was made by Linda Seymour, seconded by Joyce Needler.

Present were Board members Joyce Needler, Linda Seymour, Melva Doris Peterson, David Dell, Ed Holcombe, and Ruth Henderson, and Librarian Faith Jernigan.


Ruth Henderson, Secretary

September 22, 1982

On September 22, 1982, the Board met to interview 4 applicants for the position of Director to replace Librarian Jernigan, who is retiring. The applicants were Mary Bradway of Fremont, Indiana; Bethann Kroehler of Peoria, Illinois; Joyce Iliff of Muncie, Indiana; and Karen Bloom of Hartford City. A brief discussion was held after the applicants had departed, but no decision was considered because there are other applicants to interview at a later date.

September 28, 1982

On September 28, 1982, the Library Board met with two more applicants: Mary Ellen Shambarger of Kendallville, Indiana, and Steven Cassel of Muncie. Following the interviews, the Board unanimously decided to offer the position to Mrs. Shambarger. On September 29, however, when Librarian Jernigan contacted Mrs. Shambarger to acquaint her with the Board's decision, Mrs. Shambarger declined to accept the job because she had accepted a position at a college in Adrian, Michigan.

The committee for finding a replacement will continue to review applicants. In the meantime, Carolyn Goetz, children's librarian, will act as temporary director.


Ruth Henderson, Secretary

October 13, 1982

President Ed Holcombe presided at the October Board meeting. The minutes of the September meeting were approved and the circulation records were examined.

Checks and claims in the amount of \$8096.10, of which \$7294.03 was operating expense, were approved on motion of Linda Seymour, seconded by Joyce Needler.

Discussion was held regarding remuneration for temporary staff replacements. Carolyn Goetz will receive \$40 extra per month. The fourth staff member will be Ann Schermerhorn, who will receive \$500 per month, and will work 30 hours per week. This amounts to \$4 per hour. Bob Murphy will do the bookkeeping and will work three days a month. He did not set an amount for remuneration, so Librarian Faith Jernigan suggested \$150, \$50 per day. Bob is a contractual accountant rather than an employee of the Board.

Henry Batten's bill for wall repair last spring was settled. He was paid \$281, the balance of the insurance not used.

Ed Holcombe polled the Board for opinions on contacting Nancy Neff of Montpelier as Director here, even though she has not applied for the job. The board members agreed, so Faith will call her.

Bob Murphy was suggested as the Library Board appointee by the School Board. Attorney Ervin will write to the School Board asking again for an appointee. David Dell reported that School Board member Jerry Goodnight has agreed to ask the board to follow through. The regular meeting adjourned on motion of Linda Seymour, seconded by Melva Doris Peterson.

Elaine Matthews of Muncie was interviewed for the Director position. She will finish her MLS this quarter, and would be willing to take a course in Public Library Administration. The Board postponed selecting a new Director until the November meeting.

This was Librarian Faith Jernigan's last meeting inasmuch as she is leaving for retirement in Michigan this month. The Board presented her with

a gift and served cookies and coffee in her honor.

Those present were Ed Holcombe, Joyce Needler, David Dell, Melva Doris Peterson, Linda Seymour, Ruth Henderson, and Attorney Bill Ervin and Librarian Faith Jernigan.

Ruth Henderson
Ruth Henderson, Secretary

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November 10, 1982

The regular meeting of the Library Board was held November 10, 1982, with Ed Holcombe presiding.

Mrs. Mary A. Gleason of Dunkirk, Indiana, was interviewed for the position of Director of Hartford City Public Library. She is currently employed as Director of the Dunkirk Library and, if offered the job here, would prefer not starting until at least December 15.

The minutes of the last meeting were read and approved. The circulation records were examined. Ed Holcombe read claims totaling \$7024.12, which were approved on motion by Linda Seymour, seconded by Joyce Needler.

Carolyn Goetz, temporary Director, explained that \$400 needs to be transferred from appropriation #22 (Utilities) to #24 (Repair & Maintenance, \$250) and #25 (Services Contractual, \$150) to pay Bob Murphy if his services are needed again next month. Motion was made by Joyce Needler and seconded by David Dell. Bob Murphy, who was present, agreed to continue to be our bookkeeper and accountant during December, or as needed.

Melva Doris Peterson and Joyce Needler, having examined the Library Policy, pointed out that the following changes need to be recorded in the policy statement: change to \$3 a quarter; books may be kept 3 weeks and are renewable after that; fines are 5¢ per day per item. The Board accepted the recommendation of Melva Doris and Joyce, on motion of Linda Seymour, seconded by R. Henderson.

It was pointed out that Ann Schermerhorn is now working 4 days per week, 6 hrs. per day. David Dell reported on getting another board member appointed. Jim Kouns will be suggested as the new appointee.

The Board discussed hiring Mary Gleason as the new Director and were unanimous in their decision to offer her the position. She will be offered an annual salary of \$13,000 for six months and then will be considered for a raise.

Melva Doris Peterson moved the meeting adjourn and David Dell seconded the motion. Those present were Joyce Needler, Linda Seymour, Melva Doris Peterson, Ed Holcombe, David Dell, Ruth Henderson, and Attorney Bill Ervin and temporary Director Carolyn Goetz.


Ruth Henderson, Secretary

December 8, 1982

The regular meeting of the Library Board was held December 8, 1982, with Ed Holcombe presiding.

The minutes of the November meeting were read and approved as corrected.

Claims for \$5313.16 were read and approved, motion made by Melva Doris Peterson and seconded by Linda Seymour.

The circulation records were examined.

The library has received a check for \$8477.50, which includes Certified Shares for \$7543 and Property Tax Replacement Credit of \$934.50.

Bob Murphy, our temporary accountant, and Attorney Bill Ervin led a discussion concerning a letter from the Indiana Employment Security Division. The Board has the option of contributing to this governmental department or of paying unemployment benefits ourselves to any employee who might have to be laid off. The Board accepted the option of paying into the Indiana Employment Security Division.

Ed Holcombe and Bill Ervin volunteered to attend the budget hearing to be held December 14.

Bill Ervin reported that the bookcases for storing newspapers are almost finished (see minutes for May, 1982).

of the Board
A meeting/will be called on December 29 to take care of finances.
Bob Murphy recommends sending checks early to take advantage of discounts.

Motion for adjournment was made by Linda Seymour, seconded by David Dell.

Present were Ed Holcombe, Melva Doris Peterson, Linda Seymour, David Dell, Ruth Henderson, Joyce Needler, and Bob Murphy, temporary Director Carolyn Goetz, new Director Mary Gleason, and Attorney Bill Ervin.


Ruth Henderson, Secretary