

January 12, 1983

President Ed Holcombe called the January Board meeting to order. Mrs. Jane Parks, a patron, requested that the book, Then Again Maybe I Won't, by Judy Blume, be moved from the children's library in the basement to an area upstairs containing books appropriate for more mature readers. Mrs. Parks read ^{to the Board} selected portions of the book which she thought to be objectionable for elementary school children. After discussion, the Board granted Mrs. Parks' request and asked Librarian Mary Gleason to move the book.

The minutes of the December meeting were read and approved. Claims and checks in the amount of \$7010.90 were approved on motion by Melva Doris Peterson, seconded by Joyce Needler.

The December tax settlement has been received in the amount of \$29,973.25, broken down as follows: \$25,444.36 Property Tax, \$3000.43 Excise Tax, and \$1528.46 Banks and Building and Loan.

The 1983 budget has been approved by the state in the amount of \$109,615.00. All cuts made earlier by local tax adjusters were restored.

The \$15,000 Certificate of Deposit has been reinvested in a money market account earning 9.896%. Interest amounting to \$1022.37 was deposited in the operating fund.

The Board discussed a letter from the First National Bank advising the Board to invest the checking account in a Super Now Account. The librarian was asked to notify the bank to make this transfer. Motion was made by Joyce Needler and seconded by Melva Doris Peterson.

In order to follow required biennial procedure, Attorney Bill Ervin will write to both local banks asking them to designate their banks as depositories of library funds, and the Library Board will act on this at the February meeting.

Attorney Ervin informed the Board that the bookcases are done and will have been painted and moved by the February meeting.

Debbi Huffman was granted her request for one week off without pay in March. Motion was made by Linda Seymour, seconded by Joyce Needler.

Mary Gleason asked for clarification on policy for non-resident card holders. They are charged \$3 a quarter, which is pro-rated for an amount of time less than a quarter, the least amount of time being one month (\$1).

A motion was made by Linda Seymour, seconded by Joyce Needler, to appoint Mary Gleason as a Board member, a formality required by ALSA.

Joyce Needler and Mary Gleason have submitted signatures to the *Citizens'* Bank so that Mary has access to the lock box.

Ed Holcombe reported on recent wall damage in the basement due to moisture. Upon advice of Attorney Ervin, Ed will look into the possibility


of putting a tile ditch around the building below the level of the footer to keep the base dry.

Because the art prints are very popular with patrons, the Board discussed the advisability of adding to our collection. Joyce Needler and Melva Doris Peterson will investigate prices and look over new prints.

Jim Kouns has been appointed to serve on the Board.

The meeting adjourned on motion of Ruth Henderson, seconded by Melva Doris Peterson.

Present were Ed Holcombe, Melva Doris Peterson, Linda Seymour, Joyce Needler, Ruth Henderson, Attorney Bill Ervin, and Librarian Mary Gleason. Accountant Bob Murphy also attended.



Ruth Henderson, Secretary

February 9, 1983

Vice-President Melva Doris Peterson presided at the February Library Board meeting since President Ed Holcombe was ill. The minutes of the January meeting were read and approved. Claims and checks in the amount of ~~\$6774.18~~ were approved, on motion of David Dell, seconded by Joyce Needler.

6784.36

The Board welcomed new member, Jim Kouns.

Citizens State Bank and First National Bank were formally designated as depositories for library funds.

Regarding the Board's effort to eliminate dampness in the basement walls, only one bid was received for a proposed ditching project. Ramseyer Excavating submitted a bid for \$2200, which the Board felt was too high. Attorney Ervin offered to talk with the mayor on getting the city to help lay the tile for the ditch around the base of the building. This matter will be discussed further at the next meeting. Also, other contractors will be contacted.

Director Mary Gleason reported that the library's checking account has been changed to a Super Now account, which pays interest and does not limit the number of checks which may be written.

A break-in occurred at the library on January 13, 1983. Since there were no signs of entry, the library staff think that someone was locked in at night and slipped out the next morning. Approximately \$20 collected from fines and a supply of postage stamps were stolen. There was no vandalism. The police have investigated and have caught a suspect. Since that incident, Mary and the staff check all areas of the library each night before locking up.

The Board discussed the attached editorial published in the News-Times February 4, 1983, which Mary Gleason feels is one-sided. The people of Hartford City do pay through taxes, and the residents of Licking Twp. and Shamrock Lakes also contribute tax money for library use. In response to the suggestion that Washington Township students be allowed to use Hartford City Library free of charge, the Board felt that it would be too difficult to police which books were being used for school work. The Board decided not to respond to the editorial.

Jim Kouns moved to adjourn and Joyce Needler seconded the motion.

Present were Board members Melva Doris Peterson, Joyce Needler, Jim Kouns, David Dell, and Ruth Henderson. Also present were Attorney Bill Ervin and Director Mary Gleason.



Ruth Henderson, Secretary

March 9, 1983

Ed HOLcombe, president, called the regular monthly Library Board meeting to order. The minutes of the February meeting were read and approved.

Claims and checks in the amount of \$6737.40 were allowed, on motion of Linda Seymour, seconded by Joyce Needler. Circulation records were examined.

Regarding the project of ditching around the library building, the city will not be able to do the work since the area is too small to accommodate the ditching machine and digging by hand would be too difficult. Ed Holcombe will attempt to secure more bids for the job.

New shelves for storing papers are finished and ready to be used. The custodian has offered to move the papers.

The Indiana Employment Security Division notified Mary Gleason, Director, that Faith Jernigan, former Director, has applied for unemployment compensation, and the state office asked for information regarding Faith's no longer being employed here. Mary wrote to them stating that Faith resigned her position to move to Michigan, after which Mary was notified that we would not be liable to pay unemployment benefits out of our fund until Faith has earned \$84 or more in each of eight weeks. If that happens, the Indiana Employment Security Division will contact us. Steve L. Huey also filed for unemployment benefits.

The Board discussed the possibility of purchasing or leasing a new copier. The Xerox has never worked satisfactorily and was recently repaired for \$146. Jim Kouns offered to investigate this problem.

The Board agreed to return the interest earned on the \$15,000 Money Market into the account and let it compound.

Six new art prints have arrived to be added to the library's collection.

Before Jim Kouns became a board member, the library occasionally bought supplies from Hartford Hardware, and now Jim does not want questions arising concerning conflict of interest. The Board feels this is no problem.

Jim Kouns moved that the meeting adjourn and Joyce Needler seconded the motion. After adjournment, the Board members looked over the basement children's

room where Carolyn has made many attractive changes.

Present: Joyce Needler, David Dell, Linda Seymour, Jim Kouns,
Ed Holcombe, Ruth Henderson, and Librarian Mary Gleason.

Ruth Henderson
Ruth Henderson, Secretary

March 9, 1983

March 9, 1983

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| 41.15 | * |
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| 26.50 | * |
| 13.15 | * |
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Ruth Henderson
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March 9, 1983

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| 41.15 | + | 35.00 | + | 2187.03 | + | 227.60 | + | 275.25 | + | 476.75 | + | 9.45 | + | 301.78 | + | 11.11 | + | 245.08 | + | 7.73 | + | 2.88 | + | 9.64 | + | 9.11 | + | 143.40 | + | 3.50 | + | 10.07 | + | 17.45 | + | 7.00 | + | 115.00 | + | 39.35 | + | 115.71 | + | 42.00 | + | 4.20 | + | 18.00 | + | 376.02 | + | 36.50 | + | 13.15 | + | 1956.49 | + | 6737.40 |
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April 13, 1983

President Ed Holcombe presided at the April 13th meeting of the Library Board. Minutes of the March meeting were read and approved. Claims and checks in the amount of \$9785.78 were approved on motion of Melva Doris Peterson, seconded by Linda Seymour.

Regarding the job of ditching around the library building, the Board approved a new bid of \$830 submitted by Don Bole. Motion by David Dell, second by Linda Seymour.

Librarian Mary Gleason reported that the bound newspaper files have been moved from the library basement to a new storage area provided by Attorney Bill Ervin above his law office.

After discussion, the Board postponed action on procuring a new copier. Jim Kouns has contacted salespeople at 3-M and plans to have a representative from the Indianapolis office attend the May Board meeting.

Linda Seymour, whose term as a Board member expires in May, agreed to accept another term. Mary Gleason will arrange to have the School Board reappoint Linda.

Debbie Huffman has asked to have her employment reduced to 20 hours per week. Consequently, the Board wishes to have Ann Schermerhorn's hours expanded. Mary Gleason will report on Ann's decision at the May meeting.

During National Library Week rare books will be displayed and a children's film will be shown.

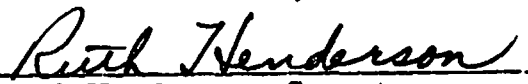
The routine application for state funds was signed by the Board members.

Some members have expressed an interest in the organization, Friends of Library Association. Mary will investigate its advantages.

An art print and book sale is being planned to coincide with the annual 4-H Week. Volunteers from the Board will be needed to help.

The nominating committee for the election of officers will be Melva Doris Peterson and Ruth Henderson. Ed Holcombe cannot serve another term as president since he has held this office for two consecutive terms.

Joyce Needler moved that the meeting adjourn and Linda Seymour seconded the motion. Present were Melva Doris Peterson, Joyce Needler, Linda Seymour, Jim Kouns, Ed Holcombe, Ruth Henderson, and Librarian Mary Gleason.


Ruth Henderson, Secretary

May 11, 1983

Ed Holcombe presided at the May meeting of the Library Board. The meeting opened with a presentation by Steve Palm, representative from 3-M Company, regarding the purchase of a new copier. He supplied the following information: price of Copier #595 is \$5275.60, ^{not} including \$1000 discount for old machine; lease would extend for 3 years @ \$138.10 per month with 10 3/4% interest rate; the library would own the machine at the end of 36 months; service man near Portland would give next-day service; maintenance cost would be approximately 1¢ per copy.

Attorney Bill Erwin informed the board that a purchase exceeding \$5000 requires bids. The Board decided to advertise for bids for a new copier before the June meeting. Mr. Palm will submit a standard bid form.

The minutes of the April meeting were read and approved. Claims and checks for \$711.22 were approved. Motion by Joyce Needler, second by Jim Kouns.

Regarding Linda Seymour's reappointment to the Board, the School Board has contacted Linda and does intend to reappoint her.

The report of the Nominating Committee was accepted by the Board. Motion by Joyce Needler, second by Linda Seymour. The following are the new officers:

- President - David Dell
- Vice-president - Ruth Henderson
- Secretary - Melva Doris Peterson
- Treasurer - Jim Kouns

Ann Schermerhorn has agreed to having her part-time staff work expanded to 20 hours per week since Debbie Huffman's hours have been reduced.

The following Local Option Tax money was received May 6, 1983:

- Certified Shares - \$9,110.50
- Property Tax Replacement Credit - \$1,080.00

Librarian Mary Gleason ^{will take} took care of changing the name on the Bond for Treasurer from Joyce Needler to Jim Kouns.

The plastering repair has been completed and the painting is nearing completion. The ditcher will begin work the week of May 16.

Mary Gleason attended the Budget Workshop on May 11 and reported that there is nothing really new this year. She will start working on the budget soon.

The Official Policy Statement of the Library Board was studied at a special In-service Day, April 30, by the library staff and a few changes were suggested. The Board approved the changes, motion made by Jim Kouns, seconded by David Dell. The updated policy is attached. =

No action was taken on forming a Friends of Library Association in this community. Mary Gleason investigated the Muncie Public Library's use of this organization and found that they have only about 10 people really interested.

1 Mary commented that it depends upon the community's interest. She passed around a brochure for the Board to examine.

Title II

A new law makes available money (\$1,500,000 in Indiana) for building or renovation, not repair. An example would be changes benefiting the handicapped or for energy conservation. The Board discussed possible needs in these areas. Mary Gleason will send a letter of interest to the Extension Division, Indiana State Library.

The Board approved purchase of a small sweeper for the stairway.

Jim Kouns expressed concern about possible hail damage which would not be noticeable to an unskilled roofer. The Board approved contacting a professional roofer to examine the roof and assess damage which may cause problems in the future. Curran in Marion was suggested.

Mary read House Bill 1817 which states that we will now be assessed a 20% surcharge for all quarters, to be added to our contribution to the Indiana Employment Security Division, retroactive to January 1, 1983.

The meeting adjourned on motion of Melva Doris Peterson, seconded by Joyce Needler. Present were David Dell, Joyce Needler, Jim Kouns, Linda Seymour, Ed Holcombe, Melva Doris Peterson, Ruth Henderson, and Library Director Mary Gleason and Attorney Bill Ervin.

Ruth Henderson

Ruth Henderson, Secretary

Ruth Henderson, vice-president, presided at the June 8th meeting of the Hartford City Public Library Board.

The minutes were read and approved after a minor correction cited by Jim Kouns.

Mr. Steve Palm, representative of the 3-M Company, submitted his bid for the Xerox Copier. A bid from Pitney Barnes was also submitted. The board, however, accepted the 3-M bid of \$4,275.00 including the \$1,000.00 discount allowed on the present machine. The motion to this acceptance was made by Jim Kouns, and seconded by Joyce Needler. Five members of the board voted in the affirmative while Ed Holcombe cast the one negative and dissenting vote on the purchase. It was also suggested that the five-year maintenance plan be accepted. This motion was made by Ed Holcombe and seconded by Jim Kouns, and was unanimously passed.

Mr. Palm stated the machine would be installed the week of June 22.

Claims and checks to the amount \$5,645.40 were read and approved. A motion being made by Ed Holcombe and seconded by Linda Seymour that these items be paid.

The appointment of Linda Seymour for her second term to the board was confirmed by the local school board.

Mary Gleason, director, announced that the work schedule had been arranged to the satisfaction of everyone concerned.

A motion by Joyce Needler was made that a transfer of \$100.00 from the operation account to maintenance account. It was seconded by Linda Seymour and passed by the board.

Ed Holcombe reported the immediate damage by the recent hail storm had been completed and that the cost of the rest of the repair work was to be assumed by the insurance company.

A salary increase for the new director, Mary Gleason was approved unanimously by the board, with the motion being made by Ed Holcombe and seconded by Linda Seymour. This is an increase from \$13,000.00 to \$14,000.00, effective July 1.

A report on the summer reading program effective thru July 28, was very encouraging with 167 children already signed to participate.

Signature change for the safety deposit box to Jim Kouns, treasurer of the board, was negotiated.

Melva D. Peterson, Secretary

The motion for adjournment was made by Joyce Needler and seconded by Lina Seymour. The next board meeting being scheduled for July 13.

Board members present were Henderson, Kouns, Holcombe, Seymour, Needler and Peterson. Also attorney for the board Bill Ervin was present.

David Dell presided at the July 13th meeting of the Hartford City Library Board.

The minutes were read and approved.

A motion was made by Joyce Needler and seconded by Linda Seymour that claims and checks be paid to the amount of \$8332.65.

It was noted that the childrens circulation report has improved from that of a year ago.

The new 3-M copier has been installed and working, with a fee of 20¢ per copy being charged.

The June tax settlement amounts are as follows:

| | |
|-------------------------|-----------|
| General Property Tax | 29,688.65 |
| Banks & Building & Loan | 3,096.95 |
| License Excise | 3,798.81 |
| | <hr/> |
| | 36,584.41 |
| Deduction for Advances | 16.00 |
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| | 36,568.41 |

Director Mary Gleason has applied for a state grant for installaion of energy saving devices such as storm windows, awnings and etc. There was discussion of this and on improving the entrance for the handicapped, but no decisions were made. If funds were received it would amount to 30% with 70% furnished by the library's Improvement Fund.

Jim Kouns made a motion seconded by Linda Seymour that a bid could be submitted, as requested, by the Direct Gain Energy System, represented by Pat McAtee.

The used book sale during Heritage Day celebration netted \$100.00. Thanks to the staff.

Copies of the 1984 budget were distributed and discussion held forth. A motion was made by Jim Kouns and seconded by Joyce Needler that a 7% salary increase be made for the staff. The motion was voted upon and carried.

Committees appointed by the president are as follows:

House: Holcombe and Kouns
Book: Henderson and Peterson
Policy: Seymour and Needler

Under CETA two high school girls will be helping the staff until August 12.

An adjournment motion was made by Linda Seymour and seconded by Joyce Needler with the next meeting schedule ^{Aug.} Sept. 14.

Those present were David Dell, Linda Seymour, Jim Kouns, Joyce Needler, director Mary Gleason and acting secretary Ruth Henderson.

Melissa Peterson, Sec

The Hartford City Library Board met August 10, with David Dell, president presiding.

The minutes of last months meeting were read and approved.

A motion was made by Ruth Henderson and seconded by Joyce Needler that claims and checks amounting \$6,207.17 be paid.

Director Mary Gleason met with a member of the State Board Of Tax Commissioners who indicated our fund would be safe.

Circulation in the childrens department exceeded the goal set with credit going to our childrens librarian, Carolyn Goetz.

Budget publications are to be made August 12 and August 19, with the first public hearing set for August 22 at 7:00 p. m. The second public hearing and formal adoption will be August 29, at 7:00 p. m.

A check from Licking Township was received for half years service amounting to \$1,298.50, and also a check from the State Auditor for the annual library distribution in the amount of \$1,587.93.

Word was received that our application for a state grant was denied with the money seemingly going to the larger libraries.

A part-time staff member is to be replaced. Advertising for the position is to be done by the director. A motion was made by Ruth Henderson and seconded by Joyce Needler that a starting salary of \$4.57 per hour be given for six months after which time a raise shall be considered

Bids for the "energy saving" projects will be sought from other sources if a decision is made to pursue them. Jim Kouns expressed a desire to make the entrance more convenient for the handicapped.

A motion was made by Ruth Henderson and seconded by Melva D. Peterson allowing the director the time and money to attend an institute on micro-computers.

The next board meeting has been scheduled for September 21.

Motion for adjournment was made by Ruth Henderson and seconded by
Jim Kouns

SPECIAL MEETINGS

AUGUST 22

David Dell, Linda Seymour, Joyce Needler, Ed Holcombe and Melva D. Peterson met with Mary Gleason for the first public hearing on the budget.

Bill Ervin, attorney was also at the meeting to explain the new state law as it applies to the library and its appointments.

AUGUST 29

Jim Kouns, Ed Holcombe, Ruth Henderson, Joyce Needler and Melva D. Peterson were members who met for the formal adoption and signing of the 1984 budget.

The next regular meeting will not be held until September 21 but claims and checks amounting to \$3,429.99 plus other unspecified amounts will be paid.

Laura Baird was hired for the part-time staff position.

Permission was given to close the library September 14, for the staff to attend a district meeting.

An appeal is to be sent before October 1 to the State Board Of Tax Commissioners for \$1,665.00.

David Dell, presided at the September 21, meeting of the Hartford City Library Board.

The minutes were read and approved on the regular meeting and the special meetings held August 20, 22, and 29th.

Linda Seymour made the motion that checks and claims amounting to \$4551.83 be allowed and paid, which was seconded by Joyce Needler.

Reduction of the tax rate caused about a \$5000.00 deduction of the library's 1984 budget. This amount will be taken, however, from the Operating Balance item of the budget. Also, another form must be sent to the State Board of Tax Commissioners on our appeal for the extra monies.

Mary Gleason, director, reported on the district meeting attended in Ft. Wayne.

The annual ALSA meeting on September 29, will be held at Ball State and attended by the director. Linda Seymour made the motion that the board allow both the time and expenses for Mary Gleason to attend the meeting. The motion was seconded by Edwin Holcombe.

Edwin Holcombe moved for adjournment with Joyce Needler seconding the motion.

Those of the board in attendance were as follows:

David Dell
Joyce Needler
Ruth Henderson

Edwin Holcombe
Linda Seymour


M. D. Peterson, Secty

October 12, 1983

The regular meeting of the Hartford City Library Board was called to order by Jim Kouns, acting president.

The minutes of the last meeting were read and approved.

Claims and checks amounting to \$5968.58 were presented. Holcombe made the motion that the amount be paid with Seymour seconding the motion.

Report on ALSA Board of Director's meeting was circulated among the members.

Ed Holcombe made the motion, seconded by Linda Seymour that \$500.00 be transferred from the Insurance Fund to the Repair and Maintenance Fund. The motion was approved.

Two staff members, Carolyn Goetz and Laura Baird, were given permission to attend a story telling workshop.

The Board moved to appoint director, Mary Gleason as a director on the ALSA Board. The motion for the appointment was made by Linda Seymour and seconded by Joyce Needler.

The meeting ended by a motion from Holcombe to adjourn and seconded by Linda Seymour.

Those Board member in attendance were as follows:

Edwin Holcombe
Joyce Needler

Jim Kouns
Linda Seymour

Melva D. Peterson
Melva D. Peterson, Sec.

November 9, 1983

A hsort meeting was held by the Hartford City Library Board November 9, with David Dell presiding.

The minutes were read and approved.

A motion made by Holcombe and seconded by Needler was passed to pay the claims and checks amounting to \$6089.93.

A motion to transfer \$2,000.00 out of L I R F for investing was made by Peterson and seconded by Holcombe.

A Green Thumb request to use volunteer help was declined, as was a video disc shared revenue plan.

The request for storage of city ordinances was shelved for the present.

A motion to adjourn was made by Holcombe and seconded by Dell.

Those of the Board in attendance were Dell, Holcombe, Needler and Peterson.


Melva D. Peterson, Sec.

December 14, 1983

David Dell presided at the December 14, Hartford City Library Board meeting.

Minutes were read and approved. Checks and claims amounting to \$9462.37 were presented with a motion by Holcombe and seconded by Needler that they be allowed and paid.

The Library received a check from the auditor amounting to \$10,190.50.

The State Board hearing on the 1984 budget was held November 22, with Mary Glason, librarian, and Bill Ervin, attorney, representing the Board. The appeal was upheld.

A very much appreciated gift of \$20,000.00 from Lulu Whitaker given in memory of Reverend Amos and Grace Barnes was given to the Library. The gift is to be used only for books and periodicals.

Joyce Needler made a motion that \$50.00 be transferred from non-print material to periodicals and newspaper. The motion was seconded by Ed Holcombe.

Al Dawson, local plumber, is to be called for repairs to the boiler and drinking fountain.

Permission by the Board was given to Mary Gleason to purchase a new electric typewriter.

Ed Holcombe made the motion to adjourn, seconded by Joyce Needler.

Those of the Board in attendance were Holcombe, Needler, Dell and Peterson.

Bill Ervin and Mary Gleason were also present.

Melva D. Peterson, Sec.