

January 11, 1984

David Dell presided at the January 11, 1984 meeting of the Hartford City Public Library Board meeting.

Claims and checks amounting to \$9557.38 were allowed and voted upon to be paid by a motion made by Linda Seymour and seconded by Ruth Henderson.

The December tax settlement of \$43,921.67 was received.

Also a half-year installment of \$1,298.50 was received from Licking Township.

Official approval from the State Board of Tax Commission for the sum total of \$116,600.00.

Director, Mary Gleason, asked for permission for closing of the library on both Washington's Birthday and Veterans Day. The matter was referred to the policy committee of Joyce Needler and Linda Seymour.

of Hartford Hardware
Jim Kouns offer to donate a video disc machine was accepted.

Permission was granted to Mary Gleason to attend Indiana Library Day in Indianapolis on January 26.

Motion to adjourn was made by Ed Holcombe and seconded by Melva D. Peterson.

Those of the board in attendance were, David Dell, Joyce Needler, Ed Holcombe, Ruth Henderson, and Melva D. Peterson with Bill Ervin, attorney and Mary Gleason, director.

Melva D. Peterson, Sect'y.

February 15, 1984

Ed Holcombe presided at the February 15th meeting of the Hartford City Library Board, with the absence of both the president and vice-president.

The minutes were read and approved.

A motion was made by Joyce Needler and seconded by Linda Seymour that claims and checks amounting to \$8301.25 be paid. The motion was passed.

Permission to close the library on the holidays of Washington's birthday and Veerans Day was given by a vote on a motion made by Joyce Needler and Linda Seymour. The motion was passed on a 3 to 2 vote.

A decision to ask a \$20.00 deposit on the lending of the newly acquired video disc. ^{minutes} The same policy applies to this as to the other lending equipment.

A motion made by Joyce Needler was passed to allow a trial period of three months to establish a "Mothers Program" during the childrens story hour. The program is to be sponsored and prepared by the local Home Economics Clubs. Sandy Landon being initiator of such program.

A decision to delay the installation of a ramp for the handicapped was made.

Adjournment motion was made by Jim Kouns and seconded by Joyce Needler.

Those of the board present were, Jim Kouns, Ed Holcombe, Joyce Needler, Linda Seymour and Melva D. Peterson.

Mary Gleason, director and Bill Ervin, attorney were also present.

Melva D. Peterson

March 14, 1984

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

Minutes were read and approved.

Claims and checks to the amount of \$7238.30 were allowed by a motion made by Peterson and seconded by Holcombe.

Report that the first Mothers Program recently begun was successful and will continue.

Also, the initiating of the "sign-in before using the upstairs part of the library" program seems to be deterring further vandalism of library property.

An adjournment motion was made by Holcombe and seconded by Needler.

Members of the board present were, Dell, Needler, Kouns, Holcombe and Peterson, along with Mary Gleason, librarian director.

Melva D. Peterson

April 11, 1984

David Dell, president, presided at the April 11th meeting of the Hartford City Library Board.

The minutes were read and approved.

A motion was made by Ed Holcombe and seconded by Ruth Henderson that claims and checks amounting to \$8,083.69 be paid. The motion was passed.

It was noted that circulation had increased from February to March.

It was brought to the attention of the board that another signature besides the treasurer's need to be on the bank signature card for the library's checking account. It was agreed that Ed Holcombe's signature would be used.

It was discussed about the purchase of new light covers for the lights upstairs. Jim Kouns said he would check on the cost.

There was a discussion on the lack of grass where the digging around the building was done last Spring. Mary is to ask Lawrence to plant some grass seed.

It was announced by Mary Gleason, director, that she had applied for a college work-study program for the library. This would involve employing a college student during the summer months for 40 hours a week. Under this program half of the student's salary would be paid by the state, and half by the library.

The following nominating committee was appointed by David Dell: Melva Doris Peterson and Joyce Needler.

Mary Gleason announced that this was National Library Week, and the following activities had been planned: (1) Display Of Photographs By Don Rogers (2) Pre-School Story Time, and (3) A Children's Easter Party.

Ed Holcombe started a discussion on the possibility of receiving a grant for renovation (Tearing down house next door, and adding on to the library building). Ed will check into the cost of having the house torn down if we are able to purchase it. Ed will do some more checking on the purchase of the house.

A motion to adjourn was made by Ruth Henderson and seconded by Jim Kouns.

Board Members Present: David Dell, Ruth Henderson, Linda Seymour, Ed Holcombe, Mary Gleason, Director was Present, Jim Kouns, &

May 9, 1984

David Dell presided at the May 9, meeting of the Hartford City Public Library Board.

Minutes of the last meeting were read and approved.

Claims for bills and checks amounting to \$^{990.}6004.18 were allowed.

A motion that they be paid was made by Ed Holcombe and a second was made by Ruth Henderson.

Permission was given to buy new light covers.

A nominating report was made by Joyce Needler. Linda Seymour shall act as president with Joyce Needler, vice president.

Jim Kouns will take the secretarial job and Ed Holcombe, the treasurers.

Local option tax was received May 3.

Certified shares amounting to \$13,864.50, and a property tax replacement credit of \$1,674.00.

There was a discussion on a yearly carpet cleaning for the library with bids to be asked from some of the local cleaners.

Permission was given for the director to attend the budget workshop at New Castle, May 15.

An adjournment motion was made by Ed Holcombe, seconded by Joyce Needler.

Those of the Board in attendance were:

Holcombe	Dell	<i>Seymour</i>
Needler	Kouns	
Henderson	Peterson	

Melva D. Peterson
Melva D. Peterson, Sec'y.

June 13, 1984

Regular Meeting H. C. Public Library Board

The regular meeting of the board of directors of the Hartford City Public Library was called to order at 7:00 P.M. by President Linda Seymour.

Directors present were Seymour, Kouns, Needler, Peterson, Ervin and Holcomb.

Others present were Librarian Mary Gleeson and Mayor Joseph Costello.

Minutes of the May 9th meeting were read, corrected, and approved on a motion by Needler and second by Holcomb.

Claims and checks totaling \$7,289.13 were read and approved on a motion by Holcomb and second by Peterson.

Agenda for May was reviewed and discussed.

Joyce Needler and Ruth Henderson were reappointed to terms as Library Directors.

Estimates for reupholstering the chairs on the main floor were reviewed. An estimate of \$50.00 labor plus 5 yds. of fabric per chair was accepted. Joyce Needler was delegated to select the fabric.

Estimates for cleaning the carpets were reviewed. The bid from Rinker Steam Cleaning for \$307.70/year including Scotchgarding was accepted on a motion by Holcomb and second by Needler.

The library will employ one youth for 25 hrs. per week as part of the summer youth employment program.

A sale of used books is planned for Heritage Days.

Mayor Costello talked at some length about State requirements for access to public buildings for handicapped citizens. The board informed the Mayor that we had an ongoing plan to provide handicapped access as part of a library expansion program. The Mayor and Chief of Police will study the parking area in front of the building and designate a space for handicapped parking.

The cracked cement walk at the front entrance was discussed. Ed Holcomb will contact Earl Townsend to discuss repairs.

Meeting adjourned at 7:45 on motion by Holcomb, second by Peterson.

Respectfully,

J.E. Kouns
J.E. Kouns, Sec.

The regular meeting of the Board of Directors of the Hartford City Public Library was called to order by Pres. Linda Seymour at 7:00 P.M. on July 11, 1984.

In addition to Librarian Mary Gleeson, directors present were Peterson, Henderson, Seymour, Dell, Holcomb, Kouns, and Needler.

Minutes of the June 13 meeting were read and approved on motion by Henderson, second by Dell.

Claims and checks amounting to \$6,709.30 were read and approved on motion by Peterson, second by Henderson.

Circulation for June was reviewed. There was an excellent response to the children's summer reading program.

The sale of old books and art prints during Heritage Days netted \$55.00.

Librarian Gleeson reported receipt of the June tax settlement as follows:

General Property Tax -	\$32,101.85
Banks & Bldg. & Loans -	3,214.52
License Excise -	2,459.51
	<u>\$37,775.88</u>

Check was received from Licking Twp. for ½ year service - \$1,298.50.

Pres. Seymour appointed the following committees for 1984-85.

House - Holcomb & Kouns
Book - Dell & Needler
Policy - Seymour, Henderson, Peterson

Librarian Gleeson reported a recent review from officials of Pub. Emp. Retirement fund. They claim there may be a deficiency in our contribution rate. The board recommended that Atty. Wm Ervin be asked to look into the allegation and make a recommendation.

Librarian Mary Gleeson was authorized to be the official spokesperson for any questions on PERF. This was approved on a motion by Dell, second by Needler.

Librarian reported a visit by a representative from Koester & Holzheimer Co. They are architects specializing in Carnegie buildings. No action was taken.

A salesperson representing a lighting company called on Librarian Gleeson. His proposal was to furnish 40 watt fluorescent tubes, guaranteed for life at a cost of 9.85 ea. Reg. tubes cost about 1.65 ea. The consensus of the board was to continue with regular tubes.

State auditors had recently completed work on the library's books. Preliminary report indicates everything is basically alright. Formal report and recommendations will be discussed when received.


Work was begun on the 1985 budget. A general discussion of salary guidelines was held and recommendations made to Gleeson. A preliminary budget will be prepared for review at the Aug. mtg.

Ed Holcomb reviewed bids for repair to cracked concrete on front walk. On motion by Needler second by Dell approval was given to authorize \$765.00 for repair of walk below the front steps.

A general discussion was held concerning future plans for the library. Items included possible relocation of the library to the PCA bld., sale of the existing Library bldg. to either the city or county govt. and, development of a computer software library with possible addition of computers for library patrons. Kouns will discuss possible sale of Library bldg. to local government.

Meeting adjourned at 8:00 P.M. on motion by Peterson second by Needler.

Respectfully,



J. E. Kouns, Sec.

The regular meeting of the Board of Directors of the H. C. Public Library was held on August 8, 1984.

Directors present were Seymour, Peterson and Needler.

Due to lack of a quorum no business was conducted.

Librarian Mary Gleeson reminded the directors of the public review meetings for the 1985 budget.

Meeting adjourned at 7:15 P.M.

Respectfully,

Joyce K. Needler
Acting Secretary

*Claims were paid in the amount of
\$ 7212.36.*

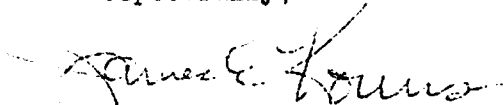
The image shows a tilted document, possibly a ledger or a list of claims. The numbers are arranged in a column and include:

177.63
1634.16
289.09
9.45
281.67
9.61
38.22
52.50
100.00
62.40
5.00
24.00
25.00
17.09
14.11
66.45
4.73
5.79
14.50
11.11
503.99
929.83
7.93
151.16
105.50
68.12
122.02
4.50
8.06
17.63
90.00
30.16
2280.67
7212.36

Below the list of numbers, there is a handwritten signature that reads "Claims paid" with a date "8/8/84" written above it.

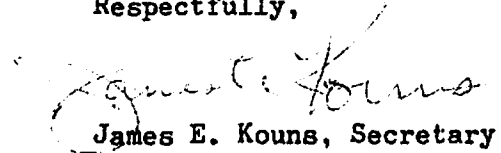
A special meeting of the Board of Directors of the Hartford City Public Library was held on Monday, August 13 at 7:00 P.M. Directors present were Kouns, Seymour and Holcomb. The meeting was called to allow questions or input from the public on the proposed 1985 budget. No members of the public appeared so the meeting was adjourned at 7:15 P.M.

Respectfully,


James E. Kouns, Secretary

A special meeting of the Board of Directors of the Hartford City Public Library was held on Monday, August 20, 1984 at 7:00 P.M. Directors present were Kouns, Seymour, Peterson, Needler and Henderson. The meeting was held to consider public input and questions on the proposed 1985 budget. No one from the public appeared so the meeting was adjourned at 7:15 P.M.

Respectfully,


James E. Kouns, Secretary

Budget was adopted

Sept. 12, 1984

The members of the Hartford City Public Library meet at 7:00 p.m. Minutes of the August 8 meeting and the August budget meeting were read and approved.

Claims in the amount of \$8,131.74 were read and approved on a motion from Holcombe and a second from Henderson.

The County Tax Adjustment Board approved a 1/100 of a cent decrease. Information on the PERF increase has not been received from the state. Attorney Bill Ervin will investigate and report latter.

David Dell made a motion to adopt the salaries for 1985. Holcombe second. On a motion by Holcombe and a second by Henderson the board agreed to close the library on Oct. 3 for the staff to attend the Ind. Library Association District meeting at Pokagan State Park.

Librarian Gleason announced the ALSA Annual Board meeting to be held at our library on Sept. 27th.

Attorney Ervin will investigate the possibilities of acquiring money from the Library Improvement Fund and Land, Building and Improvements. ^{Approved 1/3/85} An offer to purchase the adjacent property from Dick Fancher for \$20,000 was accepted. The library will purchase the property on Sept. 20, 1985. Until that time he will live there rent free. Also he has the option to keep the plumbing and wiring. The motion was made by Henderson and second by Dell.

After a short discussion on purchasing a VCR and T.V. set for the library patrons to borrow, the board asked Librarian Gleason to obtain bids. The prices and advantages will be discussed at our October meeting.

Members present were Holcombe, Dell, Henderson, Needler, Librarian Gleason and Attorney Ervin.

*Approved by the board
Sept. 12, 1984*

Hartford City Public Library

314 NORTH HIGH STREET
HARTFORD CITY, INDIANA 47348

MINUTES OF BOARD OF TRUSTEES' MEETING

OCTOBER 10, 1984

The regular meeting of the Board Of Trustees of the Hartford City Public Library was called to order at 7:00 p. m. on October 10, 1984 by President, Linda Seymour.

Minutes of the September 12th meeting were read and approved on motion by Joyce Needler, Seconded by Edwin Holcombe.

Claims and Checks totaling ^{6,130.66}~~\$5,712.87~~ were read and approved on motion by Joyce Needler and seconded by Melva Doris Peterson.

Director, Mary Gleason reported on the District Meeting in Indianapolis attended by the staff on October 4, 1984.

No action has been taken on the search for a VCR and T. V. Set

Attorney William Ervin reported the acceptance of the board's offer to purchase the Dick Fancher property adjacent to the library. On Motion by Edwin Holcombe Seconded by Joyce Needler, the board voted to appropriate \$15,000.00 from the Library Improvement Reserve Fund and \$5,000.00 from the appropriation Land, Buildings and Improvements to make the purchase. The necessary papers were signed and Mr. Ervin was asked to complete the transaction.

Director, Mary Gleason was instructed to contact the architects to begin developing a plan for expansion.

The meeting was adjourned at 7:37 p. m. on motion by David Dell Seconded by Edwin Holcombe.

Trustees present were: Jim Kouns; Joyce Needler; Melva Doris Peterson; Linda Seymour; David Dell; Edwin Holcombe; and Ruth Henderson. Others Present: Attorney William Ervin and Director, Mary Gleason

MINUTES OF NOVEMBER 14th MEETING

The regular meeting of the Board Of Trustees of the Hartford City Public Library was to order at 8:18 P. M. on November 14, 1984, by President Linda Seymour. Prior to the meeting a presentation was made by members Of the LOM Corp. on Architectural plans for a library expansion cost of preparation of plans would be approx. \$4,000. These plans would be based on input from the Hartford City Library staff and trustees.

Trustees present were Seymour, Holcombe, Needler and Kouns along with Director Mary Gleason and Attorney William Ervin.

Minutes of October 10th meeting were read and approved. Claims and checks totaling 10,541.51 were read and approved on motion by Holcombe seconded by Needler.

Circulation was reviewed and a 20% increase was noted

Purchase Of the VCR and T. V. Set was tabled

Abstract On Fancher property was reviewed by Attorney William Ervin. Legal aspects were o. k. and required notices of additional appropriation will be published.

Director, Mary Gleason reported on a recent financial workshop she attended

Three Hundred dollars was transferred from Nonprint (#75) to periodicals (#7B) on recommendation of Director, Gleason. Passed On Motion by Needler, seconded by Kouns.

Director, Gleason announced that the state hearing on the 1985 budget would be held on November 20 at 8:30 A. M.

Need for additional shelves in reading room was discussed. Report to follow at next meeting.

Meeting adjourned at 8:30 On Motion by Needler seconded by Kouns.

Respectfully

James E. Kouns, Secretary

HARTFORD CITY PUBLIC LIBRARY

The regular meeting of the Board of Directors of the Hartford City Public Library was held on Dec. 12, 1984. The meeting was called to order at 8:20 P.M. by Vice Pres. Joyce Needler.

Directors present were Kouns, Peterson, Henderson and Needler. Also present were Atty. Wm. Ervin and Librarian Mary Gleason.

Prior to the meeting a presentation on library planning was made by Mr. Wm. Koster of Koster & Holtzheimer Architects Inc. Mr. Koster offered to prepare a plan for improvement of our library including an expansion if needed for \$4500.00.

Minutes of the Nov. 14 meeting were read and approved.

Claims and checks totaling \$7776.04 were read and approved on motion by Peterson second by Henderson.

Circulation was reviewed.

A resolution for the appropriation of funds to purchase the Fancher property adjacent to the library was presented by Atty. Wm. Ervin. The resolution was adopted on motion by Kouns, second by Henderson.

Librarian Mary Gleason reported that the 1985 budget totaling \$135,870.00 has been approved by the State Board of Tax Commissioners. In addition a tax disbursement check has been received from the Auditor for 15,538.50

The librarian requested permission to pay book invoices that are received by year end prior to the next meeting. Permission was granted on motion by Kouns second by Henderson.

The librarian will report to the State that we have budgeted the requested amt. for the 1985 P.E.R.F.

The librarian will apply for a financial grant to fund the proposed study on library improvement.

A two week unpaid leave was granted to Carolyn Goetz by Board consensus.

The Board discussed possible aquisition of the John Mitchell property. Atty. Wm. Ervin volunteered to approach Mitchell.

The Meeting was adjourned at 9:15 on motion by Peterson Second by Kouns.

Respectfully,
James E. Kouns, Sec.

The Hartford City Public Library Board Of Trustees Met in special session to finish year-end business on December 26, 1984 at 7:00 P. M.

Those present were Needler, Seymour, Holcombe, Dell. Mary Gleason, Director was also present.

Claims were approved in the amount of 25,086.52, on a motion by Needler and seconded by Holcombe.

Since the full amount of 15,000.00 which was transferred from Library Improvement Reserve Fund to Operating Fund was not needed to purchase the property to the south of library David Dell made a motion to transfer \$4,000.00 back into the Library Improvement Reserve Fund. Seconded by Edwin Holcombe. Motion carried.

Director, Mary Gleason announced that a grant application had been sent in for cost of feasibility study.

A motion was made by Edwin Holcombe to adjourn. Seconded by David Dell
Motion carried

Joyce Needler
Acting Secretary