

HARTFORD CITY PUBLIC LIBRARY BOARD MEETING
MINUTES FOR JANUARY 9, 1985

The regular meeting of the board of directors of the Hartford City Public Library was called to order at 7:00 p.m. on January 9, 1985 by President Linda Seymour.

Directors present were Seymour, Holcomb, Henderson, Peterson, Needler, Dell, and Kouns.

Minutes for the December 12th and 26th meetings were read and approved.

Claims and checks totaling 3,191.22 were approved on motion by Henderson second by Dell.

Circulation was reviewed.

Checks were received from the Auditor for December Distribution.

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|--|------------------|
| General Property | 39,296.82 |
| License | 6,293.09 |
| Bank building and Loan | 972.80 |
| | <u>46,562.71</u> |
| Minus 150.00 for examination by Auditor | - 150.00 |
| | <u>46,412.71</u> |

Checks received from Licking Township for 6 Months service totaling \$1,298.50.

The board discussed a policy for designating banks as depositories for library funds. A proposal has been received from Citizens State Bank. The Librarian will contact First National Bank.

On motion by Kouns second by Holcomb, the board voted to hire the firm of Kosler & Holtzheimer to study the Library and prepare a plan for improvement.

The meeting was adjourned at 7:30 p.m. on motion by Dell second by Needler.

Respectfully,

James E. Kouns, Secretary

MINUTES OF BOARD OF TRUSTEES' MEETING

FEBRUARY 25, 1985

Since the meeting scheduled for February 13, was postponed because of weather, the meeting of the Hartford City Public Library Board Of Trustees was called to order by Vice-President, Joyce Needler at 6:45 P. M. On Feb 25, 1985.

In addition to Director Mary Gleason, the following trustees were present: David Dell, Ed Holcombe, Ruth Henderson, Joyce Needler, and Jim Kouns.

Claims and checks totaling \$8,024.63 were read and approved on motion by Henderson second by Holcombe. An additional 450.00 was approved for the initial payment on the architects' study. The approval was made contingent to Atty. William Ervin's review of the contract.

January circulation was reviewed and it was noted that there was a 30% drop in children's circulation.

Citizen's State Bank was designated as the depository for library savings and First National Bank was designated the depository for the checking account. The motion was made by Dell and seconded by Henderson.

Director Gleason reported that our application for a grant to cover the architects' study was not approved.

A new policy statement on discipline of children in the library was presented by the Director. After modification by the board, the policy was accepted on motion by Kouns seconded by Holcombe.

The Director reported several suggestions have been received in the suggestion box. These will be summarized and presented to the Board at the next meeting.

ED Holcombe reported a malfunction of the heat cable in the north downspout. This resulted in an ice blockage and leakage into the building. The cable problem has been corrected and the water damage will be repaired as soon as possible.

A letter was received from Bob Cromer requesting Arts Council input on the library improvement program. Bob will be invited to attend the March meeting.

MARCH 13, 1985

The regular meeting of the Board Of Trustees Of the Hartford City Public Library was called to order by Vice Pres. Joyce Needler at 7:00 P. M. on March 13, 1985.

Trustees present were Holcombe, Henderson, Dell, and Kouns along with Attorney William Ervin and Librarian Mary Gleason.

Minutes of the February 25th meeting were read and approved on motion by Henderson seconded by Holcombe.

Robert Cromer representing the Hartford City Arts Council presented a request from the council for a gallery display area to be included in the plans for the library expansion. Mr. Cromer was told that plans were in a very preliminary stage and that the council's request would certainly be given consideration.

Claims and checks totaling 7,387.53 were read and approved on motion by Holcombe, seconded by Dell.

Circulation was reviewed and an increase was noted.

Librarian Gleason suggested establishing a token salary of 1.00 an hour to qualify temporary help for workmen's compensation. The request was approved on motion by Holcombe seconded by Henderson.

Librarian Gleason requested approval to attend a workshop for small libraries in Nashville, Indiana on April 14 & 15.

The librarian reported on pending legislation which would bring libraries under budgetary control by an elected body.

Board appointments for Holcombe and Dell need to be updated. Both agreed to reappointment.

The first visit by architect William Koster is set for April 11.

Repainting the areas damaged by water is awaiting estimates.

No action was taken on the VCR--T V purchase.

The meeting was adjourned at 7:30 P. M. On motion by Holcombe seconded by Dell.

APRIL 10, 1985

The regular meeting of the Board Of Trustees of the Hartford City Public Library was called to order on April 10, 1985.

Present were Librarian Mary Gleason and Trustees Holcombe, Peterson, Seymour, and Needler.

Minutes of the March 13th meeting were read and approved on motion by Holcombe seconded by Peterson.

Claims and checks totaling \$9,336.96 were read and approved on motion by Peterson Seconded by Holcombe.

Circulation was reviewed with an increase from last year noted.

Librarian Gleason ~~ANNOUNCED~~ reported that the \$1.00 per hour salary offered Becky Hiday was refused because of her social security benefits.

The VCR TV project was tabled until such time as more board members are present.

The repainting of the water damage was estimated at \$235.00 by Curtis Hoover. The bid was accepted on motion by Peterson seconded by Holcombe.

Archit ct William Koster visit has been delayed until April 18th at which time he will gather statistics on circulation and collection. He has additionally' requested short biographical sketches from each board member.

Librarian Gleason requested the transfer of Laura Baird from part time employment to full time status. Approved on motion by Needler seconded by Holcombe. President, Seymour appointed Peterson and Needler to be the nominating committee for 1985.

Form was signed to receive state disbursement money in August. The I L A I L T A requested \$93.28 for dues to the associations for trustees in 1985. Request denied on motion by Holcombe seconded by Peterson.

A check was received from Shamrock Lakes for \$150.00 For 1 Year library service.

A letter was read from Community Counselling Service Co. informing us of the availability of their services for fund raising. Motion by Holcombe seconded by Peterson to decline.

The meeting was adjourned at 7:40 P. M. On motion by Holcombe seconded by Peterson.

Respectfully recorded

Joyce Needler
Acting Secretary

MAY 8, 1985

The Board of Trustees of the Hartford City Public Library met May 8, 1985. Members present were: Ruth Henderson, Joyce Needler, Edwin Holcombe, Jim Kouss and David Dell. Also present were Mary Gleason, Director and Bill Ervin Attorney.

The minutes of the April 10, meeting were approved as read.

Joyce Needler made a motion that claims and checks totaling \$9,051.95, be approved. Seconded by Ruth Henderson. Motion carried.

Circulation figures were reviewed by all present.

Mary Gleason presented some information from other libraries on VCR's and different lending policies.

Election Of Officers were held:

| | | |
|---------------------|------------|----------------------|
| XXXXXXXX | President: | Ruth Henderson |
| | Vice Pres. | Ed Holcombe |
| | Sec. | David Dell |
| | Tres. | Melva Doris Peterson |

It was announced that Ed Holcombe has been reappointed to the board

Mary Gleason will attend a budget workshop at Ball State on May 21.

It was noted that Koster and Associates Architects had made their visit to interview staff for study.

David Dell made a motion to adjourn. Seconded by Joyce Needler. Motion carried.

Respectfully,

James E. Kouss
Secretary

FEBRUARY 25, 1985 MEETING CONTINUED

The Director reported no action on the VCR--TV project. At the Board's request she will survey other libraries to see how these items are being used.

The meeting was adjourned at 8:30 P. M. on motion by Dell, seconded by Holcombe.

Respectively,

James E. Kouns
Secretary

JUNE 12, 1985

The Board Of Trustees Of The Hartford City Public Library met on June 12, 1985.

Trustees present: Jim Kouns, Edwin Holcombe, Joyce Needler, and Melva Doris Peterson. Director, Mary Gleason was also present.

The minutes of the May 8, meeting were approved as read.

Claims and checks for the amount of \$8,351.79 were read. Joyce Needler made a motion to allow the claims. Melva Doris Peterson seconded the motion. Motion carried.

Circulation was reviewed

It was decided to have another board members name on the check cashing card at the banks besides the treasurer's. Ed Holcombe was chosen to be the second name on bank card.

It was reported that the ice and water damage to the building had been repaired.

It was announced that our insurance premium would probably at least double next year.

A discussion was held on the service that a subscription agency contact business to donate magazines to the library. This service was turned down by the board.

The ALSA Unemployment Compensation Pool was introduced, and board members were asked to think about the library joining this pool.

It was announced that Carolyn Goetz, Children's Librarian has requested to work only part time starting January, 1986. A discussion was held and the matter was tabled until next meeting.

It was announced that the library would have a person working through the Summer Youth Employment Program.

It was decided that art prints be sold along with books at the book sale

during Heritage Days.

The drafts of the program plan made by the architects was handed out to board' members.

The board was reminded that they meet with architect on July 1 at 8:00 p. m.

Ed Holcombe made a motion to adjourn. Joyce Needler seconded the motion.

Motion carried.

Respectively Recorded

David Dell

Secretary

The Board Of Trustees Of The Hartford City Public Library met on July 10, 1985 at 7:00 P. M.

Trustees present were: Ruth Henderson, Ed Holcombe, David Dell, Melva Doris Peterson, Joyce Needler, and Linda Seymour. Director Mary Gleason was also present.

The minutes of the June 12, meeting were read and approved as read.

Claims and checks for the amount of \$10,469.70 were read. Melva Doris Peterson made a motion to allow the claims. Seconded by Ed Holcombe. Motion passed.

Circulation was reviewed

It was noted that a check from Licking Township had been received in the amount of \$1,298.50 for $\frac{1}{2}$ year service.

Also, the June Distribution settlement had been received in the amount of \$46,269.50.

It was announced that the art print and book sale had made a profit of \$120.00

Ed Holcombe made a motion to accept the bid from Oswalt Stone and Gravel, Inc. for demolition of the house south of the library. The bid was for \$1,500.00. The motion was seconded by Joyce Needler. Motion passed

Ruth Henderson made a motion to change Carolyn Goetz's position from children's librarian to part time clerk, as requested by Mrs. Goetz, starting January 1, 1986. With the stipulation that Mrs. Goetz receive the hourly rate of pay. Also, that Laura Baird be appointed as children's librarian starting January 1, 1986, with a six months probationary period; a salary of \$9,800.00 a year, subject to review in six months. The motion was seconded by Melva Doris Peterson. Motion passed.

Mary Gleason, Director was given permission to attend a legal workshop if she desired.

The following committees were appointed
HOUSE: Ed Holcombe and Jim Kouns
BOOK: David Dell and Joyce Needler
POLICY: Ruth Henderson and Melva Doris Peterson

It was decided to have only the children's room carpet downstairs cleaned.

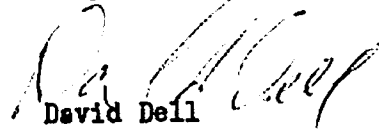
An inquiry about the library providing health insurance for its staff was to be referred to Bill Ervin.

Ed Holcombe made a motion to increase all staff members' salaries, except the high school page position, by 6% for the 1986 budget. The high school page hourly rate would remain at 3.75. (See Attached Sheet). The motion was seconded by Linda Seymour. Motion passed.

The meeting for next month was changed from August 14, to August 19, which will be the date of the public hearing on the 1986 budget. Also, the board of trustees will meet August 26, to approve the 1986 budget.

Joyce Needler made a motion to adjourn. Seconded by Linda Seymour. Motion carried.

Respectfully recorded,



David Dell

Secretary

AUGUST 19, 1985

The Board Of Trustees of the Hartford City Public Library met at 7:00 P. M. on August 19, 1985.

Members present were: Ruth Henderson, Ed Holcombe, Dave Dell, Melva Doris Peterson, Joyce Needler, Jim Kouns, Bill Ervin; attorney and Mary Gleason, Director.

This was the first public hearing on the 1986 budget. No taxpayers appeared to remonstrate the budget.

Minutes of the July 10 meeting were approved as read.

Circulation was reviewed by all present.

The 1986 budget was reviewed and several items were noted.

Ed Holcombe mentioned that some things from the house to the south of the library were of interest to some people in the area. Bill Ervin advised that the library should sell those items after a release is signed by the purchaser. Also, if anything is to be removed prior to September 20, 1985, a release should be signed by Fancher.

The subject of medical insurance for the staff was brought up. The advise was to look into the city group plan.

Bill Ervin will review contract on ALSA Self Insuring Unemployment Compensation Pool after the contract is received.

Budget calendar was noted.

After an extensive discussion on changes to the architects plan a motion to ask for cost estimate on the plan as is was made by Dave Dell and seconded by Jim Kouns. Motion carried.

Motion to adjourn was made by ED Holcombe Seconded by Joyce Needler.

Respectfully Recorded,

David Dell
Secretary

The Library Board Of Trustees of the Hartford City Public Library met on August 26, 1985.

Those present were: Ruth Henderson, Dave Dell, Melva Doris Peterson, Linda Seymour, Joyce Needler, Ed Holcombe, and Jim Kouns. Also present was Mary Gleason, Director.

Since this was the second public hearing on the 1986 budget, let it be noted that no taxpayers appeared to question the budget.

Joyce Needler made a motion to adopt the 1986 budget in the amount of \$149,135.00. Melva Doris Peterson seconded the motion. Motion carried.

All trustees signed the Petition To Appeal form.

The meeting was adjourned

Respectively recorded,

David A. Dell
Secretary

SEPTEMBER 11, 1985

The Board of Trustees of the Hartford City Public Library met September 11, 1985. Members present were: Ruth Henderson, Ed Holcombe, Joyce Needler, and David Dell. Also present were: Mary Gleason, Director and William Ervin, Attorney.

The minutes of August 19th and 26th meetings were read and approved as read.

Claims and checks totaling \$8,756.58 were read and approved. This total includes a check written for \$9.50 for one registration for Eastern Indiana ALSA Annual Meeting on September 26.

Circulation was reviewed by all present.

Mr. Ervin, attorney, will review and report on the possibility of obtaining medical insurance for the staff through the city's policy.

After Mr. Ervin has reviewed the contract from ALSA on the library joining a self-insuring unemployment compensation pool, he will advise the board on the feasibility of joining this group.

A motion was made by Ed Holcombe to make the information in the borrowers' register and the roldex card file private and for library use only. Seconded by David Dell. Motion carried.

Mary Gleason is to get information from Harold Ashton on surveying the lot South of the library.

On suggestion from Mr. Ervin, the board decided to invite a grantsman to make a presentation at the next board meeting on how he could get grant monies for the library.

It was decided to have Mr. Ervin contact some people in the community about starting a Friends of the Library Organization.

Mary Gleason is to check with Hartford Hardware about prices of a snow blower. Also, Mrs. Gleason will ask the janitor to seed the lot to the South

of the library.

It was announced that the board and staff would meet with Koster and Associates on September 23 at 7:00 p. m.

Joyce Needler Made a motion to adjourn. Seconded by David Dell. Motion carried.

Respectively Recorded

David A. Dell
Secretary

OCTOBER 9, 1985

The Board of Trustees of the Hartford City Public Library met October 9, 1985. Members present were: Ed Holcombe, Ruth Henderson, Melva Doris Peterson, David Dell, Jim Kouns, and Joyce Needler. Also present were Mary Gleason, Director and Bill Ervin, Attorney.

The minutes of the September 11, meeting were approved as read.

Melva Doris Peterson made a motion that claims and checks be approved for the amount of \$9,105.89. Jim Kouns seconded the motion. Motion carried.

The circulation was reviewed by those present.

Bill Ervin is to check with the city to see what our cost for medical insurance for the staff would be if we were included in the city's policy.

It was decided on the suggestion from Bill Ervin to continue with Indiana Employment Security Division for unemployment coverage since our rate is so low. However, it was suggested that we continue to watch the rates and at a future time it may be feasible to join the ALSA Self Insuring Unemployment Compensation Pool.

It was agreed that a survey of the library's property should be done before construction is started.

After some discussion, it was decided that the chance of the library receiving any grant money was very small. Discussion was also held on starting a Friends Of The Library Group. The trustees were encouraged to talk to people about the organization, and think of some people that might be interested.

It was announced that the library could purchase a 20" snow blower from Hartford Hardware for 299.00. Ed Holcombe was going to check and get some other prices.

A Motion was made by Ed Holcombe to close the library on October 17 so the staff could attend a district meeting at Ball State. David Dell seconded the motion. Motion carried.

Jim Kouns made a motion to allow Mary Gleason to attend a library planning workshop in Indianapolis on Oct. 28 and 29, if she can find someone who would also want to attend the workshop. Seconded by Joyce Needler. Motion carried.

Ed Holcombe is to check with Woolard's about doing some electrical work at the library.

Joyce Needler made a motion to adjourn. Seconded by Ed Holcombe. Motion carried

Respectively Recorded,

David A. Dell
Secretary

NOVEMBER 13, 1985

The Board of Trustees of the Hartford City Public Library met November 13, 1985. Members present were: Ed Holcombe, Ruth Henderson, Melva Doris Peterson, David Dell, Jim Kouns, Joyce Needler, and Linda Seymour. Also present were Mary Gleason, Director and Bill Ervin, Attorney.

A group of businessmen (Mr. Garlish, Mr. Riskett, and Mr. Reidy) were present to speak to the board about an alternate plan to the one the city administration has proposed about purchasing the Production Credit Assoc. building for city offices. These men encouraged the board to proceed with the plan of obtaining the building for a library as if the building were still on the open market. They offered their help in any way that would help produce an alternative plan.

The minutes of the October 9, meeting were approved as read.

Melva Doris Peterson made a motion that claims and checks be approved for the amount of \$11,233.91. Ed Holcombe seconded the motion. Motion carried.

Circulation figures were reviewed by all present.

Bill Ervin will report at the next meeting on medical insurance for the staff.

Linda Seymour made a motion to purchase a snow blower for \$299.00 from Hartford Hardware. Joyce Needler seconded the motion. Motion carried.

Mary Gleason gave a report on District Meeting at Ball State. Many beneficial things were learned.

Ed Holcombe stated that there were two places on the roof where there were no longer any electrical heat wiring. Mr. McCammon has said he will replace this wiring next week.

It was announced that the State Hearing on the 1986 Budget would be November 19, 1985.

It was announced that a letter requesting that Jim Kouns be reappointed to the board had been sent to the school board.

Mary Gleason announced that after speaking with Koster and Associates Architects, Mr. Koster offered to draw a floor plan of the PCA Building without any additional cost to the library. He will be in town on November 20.

It was discussed about the possibility of obtaining the Beeson Library if the present public library would be enlarged. The matter was tabled.

David Dell made a motion to transfer \$50.00 from the appropriation of insurance to Dues, Interest and Taxes appropriation. Joyce Needler seconded the motion. Motion carried

Discussion on Friends Of The Library resulted in Ed Holcombe and Jim Kouns being appointed to lay the ground work for such an organization.

A letter of resignation was read from Mary Gleason, Director. Her resignation will be effective December 20, 1985. It was decided to advertise for the position at minimum requirements: B. S. and 15 Hours Library Science.

Joyce Needler made a motion to adjourn. Seconded by Melva Doris Peterson. Motion carried.

a Selection Committee was appointed
Ruth H.
Joyce N.
Linda S.
Melva P. Peterson

Respectfully Recorded,

David Dell
Secretary

DECEMBER 11, 1985

The Board of Trustees of the Hartford City Public Library met December 11, 1985.

Members present were: Ed Holcombe, Ruth Henderson, Melva Doris Peterson, Jim Kouns, Linda Seymour, and Joyce Needler. Also present were Mary Gleason, Director and Bill Ervin, Attorney.

William D. Koster, Architect presented a proposed floor plan and cost estimate if the library should purchase the Production Credit Assoc. building. Members of the board and staff members are to look over the draft of the library analysis and assessment and submit any changes to Bill Ervin.

The minutes of the November 13, meeting were approved as read.

Jim Kouns made a motion that claims and checks be approved in the amount of \$17,160.08. Linda Seymour seconded the motion. Motion carried.

The circulation was reviewed by those present.

Melva Doris Peterson made a motion that Linda J. Jeffrey be hired as the new director. Joyce Needler seconded the motion. Motion carried.

Ed Holcombe made a motion that Carolyn Goetz be appointed acting director until Linda Jeffrey assumes her duties on January 2, 1986. Jim Kouns seconded the motion. Motion carried.

It was announced that Bob Murphy would do payroll for the end of December.

Bill Ervin announced that he would have some idea of the cost to the staff for medical insurance by next week.

It was decided not to pay McCammon's bill on installing heat tape until another electrician checks to see if it was installed properly.

It was announced that the 1986 budget had been approved in the amount of \$149,135.00.

It was announced that Jim Kouns had been reappointed to the board by the School Board.

A check for \$27,341.00 was received from the Auditor For Local Option

Linda Seymour made a motion to make the following transfer of funds:

\$500.00 From Other Personal Services To Salary Of Librarian
\$1,800.00 From Wages Of Janitor To Salary Of Assistants
\$800.00 From Employee Benefits to Salary Of Assistants

Ed Holcombe seconded the motion. Motion carried.

It was decided to have a meeting on December 30 at 7:00 to finish up year end invoices.

Since this was Mary Gleason's last board meeting cake was served, and Mary was presented with a lovely art print .

Joyce Needler made a motion that the meeting be adjourned. Jim Kouns seconded the motion. Motion carried.

Melva Doris Peterson
Acting Secretary

December 30, 1985

The Board of Trustees of the Hartford City Public Library met for a special meeting to approve claims for the rest of 1985. Members present were: Melva Doris Peterson, Jim Kouns, David Dell, Joyce Needler & Ruth Henderson.

Claims for the amount of \$2,820.39 were approved on a motion by Melva Doris Peterson and seconded by Jim Kouns. Motion carried.

Jim Kouns made a motion that the meeting be adjourned and Joyce Needler seconded the motion. Motion carried.

David Dell
Secretary