

JANUARY 8, 1986

The Board of Trustees of Hartford City Public Library met on January 8, 1986. Members present were Joyce Needler, Jim Kouns, David Dell, Melva Doris Peterson, Ruth Henderson, and Ed Holcombe. Also present were Bill Ervin, attorney; and Linda Jeffrey, Director.

Minutes of the December 11 and December 30th meetings were approved as read.

Melva Doris Peterson made a motion that claims and checks be approved in the amount of 7934.65. Ed Holcombe seconded; motion carried.'

Circulation figures were reviewed by those present.

Ed Holcombe reported that an electrician had checked the heat tapes on the roof and confirmed that they were working properly. The bill was paid in full.

It was noted that the January distribution check was received in the amount of \$41,116.61.

Bill Ervin reported on the alternatives to the PCA building. He noted that our present heating system is economical, and suggested that the expansion costs could be substantially reduced. He further noted that the Board is limited to 2% of the assessed valuation of Hartford City in any bond issue-- approximately a \$560,000 limit. If this were supplemented by 30% of the project cost through grants, the maximum total expenditure would be \$800,000. The Board agreed to submit their ideas for revision on the expansion plans to Bill, who would summarize them and present them at the February Board meeting. The Director was also asked to provide her opinion on the plans at the February meeting. It was suggested that Mr. Koster be invited to return and discuss revised plans at the March Board meeting.

The Director requested permission to attend the 1986 American Library Association conference in June. The subject was tabled; the Director was asked to provide cost information.

It was noted that the Unemployment Tax Contribution rate was lowered to .3%.

Bill Ervin mentioned that Licking Township has not been paying the agreed upon rate for library services.

Jim Kouns made a motion to adjourn, which was seconded by Joyce Needler. Motion carried.

Respectfully recorded,

David Dell, Secretary

FEBRUARY 12, 1986

The Board of Trustees of the Hartford City Public Library met on Feb. 12, 1986. Members present were Rath Henderson, Ed Holcombe, Linda Seymour, Joyce Needler, and Jim Kouns. Also present were Bill Ervin and Linda Jeffrey.

Minutes of the Jan. 8th meeting were read and approved. Ed Holcombe moved that claims and checks be approved in the amount of \$9879.49; Joyce Needler seconded, motion carried.

Circulation statistics were reviewed by those present.

The Director was asked to check into an outstanding check from 1983 to see if the company was still in existence. Director was also instructed to make an adjustment in the ledger to correct a \$14.95 discrepancy in the checking account balance (in the library's favor) which has existed since June 1984.

A resolution was adopted designating Linda Jeffrey as the person authorized to respond to PERF inquiries.

Timecards will be used to note hours worked for library employees as soon as they can be purchased: this is in order to ensure compliance with the Fair Labor Standards Act.

Discussion of suggested revision to Koster's plans was postponed due to recent developments in the city's attempt to procure the PCA building. Bill Ervin said we should hear something in the next 60 days.

It was noted that Pat Johnson is now working approximately 4 hours per week as a volunteer.

The Director mentioned the need for a new typewriter and was asked to provide cost figures at the next meeting.

Joyce Needler moved that the meeting be adjourned; Jim Kouns seconded, motion carried.

Recorded by Linda Seymour

HARTFORD CITY PUBLIC LIBRARY  
Minutes for March 12, 1986

The Board of Trustees of the Hartford City Public Library met on March 12, 1986.

Claims and checks in the amount of \$10,212.10 approved; motion by Ed Holcombe, seconded by Joyce Needler.

Preliminary Auditor's report was read by the President suggesting a change in deposits on projector. The report also requested that dollar amounts be listed when approving salaries for staff.

The Board decided to eliminate deposits on audio visual equipment. However, a fine of \$5 per day will be charged if the projector is overdue.

A motion was passed transferring \$300 from Repair & Maintenance to Professional Services. Motion by Joyce Needler, seconded by Ed Holcombe.

A motion was passed transferring \$100 from Repair & Maintenance to Rentals. Motion by Jim Kouns, seconded by Joyce Needler.

Application was made by the director for 1986 distribution of state funds.

Approval for purchase of a new typewriter was given; it was decided to forego a service contract for the first year. Motion for purchase made by Ed Holcombe, seconded by Joyce Needler, motion carried.

Motion for permission for Director to attend 2-day conference with expense paid was passed. Conference being held April 6-7, 1986 at Nashville, IN. Motion made by Joyce Needler and seconded by Melva Doris Peterson.

Motion for adjournment made by Jim Kouns, seconded by Joyce Needler, motion carried.

Those in attendance were:

Ruth Henderson  
Ed Holcombe  
Joyce Needler  
Jim Kouns  
Melva Doris Peterson

Also attending were Linda Jeffrey, Director and Bill Ervin, atty.

Recorded by Acting Secretary  
Melva Doris Peterson

MINUTES - April 9, 1986

The Board of Trustees of the Hartford City Public Library met on April 9, 1986. Members attending were Melva Doris Peterson, Ed Holcombe, David Dell, Joyce Needler, and Linda Seymour. Also attending was Director Linda Jeffrey.

Minutes were approved as read, and circulation figures were reviewed by those present.

Claims & checks in the amount of \$12,576.04 were approved. Motion by Melva Doris Peterson, second by Linda Seymour.

A motion to appoint Linda Jeffrey to the EIALSA Board of Directors was made by David Dell & seconded by Joyce Needler. Motion carried.

New certification standards for public library personnel which will affect the library beginning mid-1987 were presented and noted. The director mentioned that Becky Musser was interested in obtaining the needed certification level.

The director requested permission to attend the Indiana Library Association 1986 Conference in Indianapolis on May 8-10, 1986, with \$40 conference fee and an \$8 Small Libraries Division breakfast cost paid. Motion for approval by Linda Seymour, seconded by Joyce Needler, motion carried.

Mark Miles, from the Historic Landmarks Foundation of Indiana, spoke about adding the library to the National Register of Historic Places.

Motion to adjourn made by Joyce Needler, second by Linda Seymour, motion carried.

Recorded by Melva Doris Peterson

MINUTES  
May 14, 1986

The Board of Trustees of the Hartford City Public Library met on May 14, 1986. Members present were Ed Holcombe, Ruth Henderson, Melva Doris Peterson, Joyce Needler, Jim Kouns, and Dave Dell. Also in attendance were Attorney Bill Ervin and Director Libda Jeffrey.

Minutes of the April 9 meeting were approved as read. Claims & Checks in the amount of \$9536.75 were approved with a motion by Ed Holcombe; second by David Dell. Circulation figures were reviewed by those present.

The report of the nominating committee ( Melva Doris Peterson and Linda Seymour) was heard. The slate of officers recommended for June 1986 to May 1987 was as follows:

Jim Kouns, President  
Joyce Needler, Vice Pres.  
Ed Holcombe, Treasurer

Linda Seymour, Secretary

A motion to approve the slate was made by David Dell, Seconded by Ed Holcombe. Motion carried.

Ed mentioned that it was time for the 5 year silicon treatment for the building. The Board authorized Ed to determine if the price offered by Batten Paint Co. is acceptable, and if so, to order the work done. Motion by Jim Kouns, second by Ed Holcombe, motion carried.

An application for the Indiana State Register of Historic Places was received by the library director. The matter was tabled until Bill Ervin could read the material and make a recommendation at the June meeting.

Recent minor vandalism problems, such as egg on the front door and a broken downstairs window, were mentioned.

The Director's conference with an I&M representative determined that the cause of our extremely high winter electric bills was the heat tape.

The Board gave tentative approval to the inclusion of appropriations for EIALSA (i.e. interlibrary loan) services in the 1987 library budget, dependant on Federal and State Funding levels for EIALSA in 1987.

Pursuant to previous agreement, the salary of the librarian is raised to \$15,925 annually, effective July 1, 1986.

Discussion of Koster, the PCA Building, and/or expansion plans was tabled.

Permission was given to the Director to place ads in search of a new children's librarian, with an advertised salary range of 8,500 to 9,500. No starting date will be given, since the date of Laura Alexander's departure is not yet known. Motion by Jim Kouns, second by Joyce Needler, motion carried.

As this was Melva Doris Peterson's last meeting, she was thanked for her years of service on the Board, and presented with flowers.

Motion to adjourn by Joyce Needler, second by Jim Kouns.

Recorded by David Dell

HARTFORD CITY PUBLIC LIBRARY

Minutes June 11, 1986

The Board of Trustees of HCPL met on June 11, 1986. Minutes of the May 14 meeting were approved as read, and circulation was reviewed by those present. Those attending were Jim Kouns, Ed Holcombe, David Dell, Linda Seymour, Joyce Needler, Ruth Henderson, and Ruth Jennerjahn. Also attending were attorney Bill Ervin and Director Linda Jeffrey.

Claims and checks in the amount of \$8285.14 were approved with a motion by Ruth Henderson, second by Ed Holcombe.

Special meeting calendar for budget matters was approved as follows:

August 6: Approval of Budget for Publication and Regular Board meeting

August 27: Public Hearing

September 3: Adoption of Budget and Regular Board Meeting

Ed Holcombe volunteered to serve as the budget committee; with Bill Ervin as consultant. Laura Alexander's letter of resignation as Children's Librarian was noted. Special meeting for the purpose of interviewing candidates is to be held Wednesday, June 25.

The previously discussed silicone treatment for the library will cost approximately \$1,000, and will proceed later this year.

Bill Ervin stated he will look over the application for the Indiana State Register of Historic Places, and check Indiana law pertaining to it. He will make a recommendation as to the efficacy of proceeding with the application process.

It was noted that <sup>certified shares were</sup> ~~the June draw was~~ received in the amount of \$23,908.50.

Motion to adjourn was made by Joyce Needler; seconded by David Dell.

Recorded by Linda Seymour.

A special meeting of the Library Board of Trustees was held on June 25, 1986, in order to hire a children's librarian. In attendance were Linda Seymour, Joyce Needler, Ruth Jennerjahn, and Ed Holcombe. Also in attendance was Director Linda Jeffrey.

Motion to hire Cheryl Cole at a starting salary of \$9000/yr was made by Ed Holcombe, with a second by Ruth Jennerjahn. Motion carried unanimously.

Meeting was adjourned.



## Minutes

The July 9, 1986 meeting of the library board was called to order by President Jim Kouns.

After the minutes were read, Ruth Henderson moved they be approved. Ed Holcombe seconded the motion. It was passed.

Claims of \$9,721.60 were read. Joyce Needler moved they be paid. Ruth Jennerjahn seconded the motion and the motion passed.

A contractor will be contacted to repair outside lights. Provisions were also made for watering the lawn.

Linda Jeffrey read a letter from attorney <sup>Bob</sup> ~~Rick~~ Beymer asking about the library's insurance coverage, which may be shared with city coverage on a joint policy. Board members remembered that the library paid their policy seperately. Linda will check old records.

Amy Moore, the page, will be leaving for college. The board agreed that the director use her own judgement to select the best candidate for replacement.

The library board is interested in the PCA building but has made no final decision. The board is waiting for its attorney's recommendation regarding placing the library on the register of historic places. The board is especially concerned about possible restrictions if the building is registered.

The salary schedule for 1987 was discussed and decided as follows:

Janitor: 4.50/hr

Page 3.50 till January 1, 1987 (for new page, not Amy), then 3.75/hr

Part time clerks: 5.50/hr

Children's Librarian: 9,800.16/yr

Reference Librarian: 13,100.16/yr

Director: 16,500/yr

*Small amount for permanent staff for P. E. R. F. paid*  
Ed Holcombe moved the meeting be adjourned and Joyce Needler seconded the motion.

## Minutes

The Hartford City Library board met on August 6, 1986 at 7 p.m. Present were Jim Kouns, Joyce Needler, Ed Holcombe, Ruth Jennerjahn, and Linda Townsend. Minutes were read and approved as corrected on a motion by Ed Holcombe, 2nd by Ruth Jennerjahn.

Circulation was passed for observation.

Claims and checks totaling \$9058.12 were approved on a motion by Townsend, 2nd by Holcombe.

Linda noted that there were three minor items that needed taken care of from the] audit which have already been corrected.

We will wait to decide on landscaping for adjacent property until building plans are decided upon.

On a motion by Holcombe, 2nd by Townsend, \$1,000 was transferred from Utilities appropriation to repair and maintenance. Also \$250 from operating supplies to office supplies.

The 1987 budget was approved for publication contingent on Bill Ervin's recommendation. Motion by Holcombe, second by Jennerjahn.

Director was given authority to send appropriate staff members to appropriate in-state conferences on her own judgement, with meals, conference fees, and mileage fees to be reimbursed by the library. Motion by Jennerjahn, second by Townsend.

The Presbyterian Church was granted informal permission to use the lot adjacent to the library for an ice cream social.

Ed Holcombe reported the estimate on mercury vapor and sodium vapor lights for mounting on the building would be high-- approximately \$800-\$1000. It was decided to stay with what we have for the present.

With no other business at hand, the meeting was adjourned on a motion by Holcombe and second by Jennerjahn.

Respectfully submitted,  
Linda Townsend, Secretary

**Minutes**  
**August 27, 1986**

The Board of Trustees convened for a Public Hearing on the 1987 Budget at 7 p.m. As no members of the public appeared, meeting was adjourned.

Members present were Ruth Henderson, Joyce Needler, Jim Kouns, Ed Holcombe, Linda Townsend, Ruth Jennerjahn, and David Dell. Also present were Attorney Bill Ervin and Director Linda Jeffrey.

## Minutes

The Board of Trustees of the Hartford City Public Library met on Sept. 3, 1986. Members present were Ruth Henderson, Ed Holcombe, Jim Kouns, Joyce Needler. Also present was Director Linda Jeffrey.

Minutes were approved as read on a motion by Henderson, second by Needler.

Claims and checks in the amount of \$9517.94 were approved on a motion by Holcombe, second by Henderson.

It was mentioned that the owners of Mitchell's Barber shop on the adjacent lot had registered a complaint about mud from our lot flooding their parking lot whenever it rained. Ed Holcombe will look into solutions to this problem.

The upstairs air conditioner is now working satisfactorily after several visits from Thomas Refrigeration.

The 1987 Budget, totaling \$169,550 was adopted on a motion by Needler, second by Holcombe.

The director mentioned that a pre-application for LSCA/Title II funds for building projects has been <sup>re</sup>ceived. She will complete and return the application, requesting a \$100,000 grant.

The Board voted to adopt Koster's building plan #2 (eastward expansion) on a motion by Holcombe, second by Henderson. Mr Koster will be invited back to speak about plan modifications at the October board meeting.

Motion for adjournment by Needler, second by Holcombe.

## MINUTES

The Board of Trustees of the Hartford City Public Library met on October 8, 1986. Members in attendance were Ruth Henderson, Joyce Needler, David Dell, Jim Kouns, Ruth Jennerjahn, Linda Townsend, & Ed Holcombe. Also present were architect William Koster and director Linda Jeffrey.

Meeting was called to order by President Kouns.

Discussion of the building project concluded with approval of a \$5000 extension of our contract with Koster & Associates for revision of Plan 2 on a motion by Dell, second by Jennerjahn.

Mr. Koster needs a procedures list with timetable (remonstrance period, etc.), which the director will secure from Attorney Bill Ervin. The director will also discuss the building plan with Mr. Koster at a future date, since she was not in on the original staff survey.

Minutes were approved as read on a motion by Henderson, and 2nd by Needler.

Claims and checks in the amount of \$10,660.84 were approved on a motion by Needler, second by Henderson.

It was noted that the Library Services and Construction Act pre-application was filed with the State Library. They say we should have a verdict sometime after October 17, 1986.

The library will be closed Thursday, Oct. 16, 1986 so that the staff may attend District meeting.

The Board adopted a Plan of Service for the library on a motion by Dell, 2nd by Needler (copy attached).

Motion for adjournment was made by Needler, second by Townsend.

MINUTES

The Board of Trustees of the Hartford City Public Library met on November 13, 1986 for a brief meeting. Those in attendance were Ruth Henderson, Ruth Jennerjahn, Linda Townsend, and Jim Kouns. Also present was Director Linda Jeffrey.

*The meeting was held due to lack of a quorum on the regular meeting night.*

Claims and checks in the amount of \$9613.99 were approved on a motion by Henderson, second by Jennerjahn.

The following transfers of funds were approved on a motion by Townsend, second by Henderson:

\$1200 from #72 Furniture & Equipment to #73 Books  
\$400 from #75 Nonprint Materials to #74 Periodicals & Newspapers  
\$500 from #22 Utility Services to #24 Repair & Maintenance  
\$50 from #22 Utility Services to #23 Printing & Advertising

The director was authorized to proceed on the full LSCA grant application on a motion by Henderson, second by Jennerjahn.

The Board authorized attorney Bill Ervin to begin ground work for the Bond issue, including the drawing up of a petition and contacting the bonding agency. Motion by Townsend, second by Henderson.

Motion for adjournment by Henderson, 2nd by Townsend.

## MINUTES

The Board of Trustess of the Hartford City Public Library met on December 10, 1986. Those present were Joyce Needler, Jim Kouns, Ed Holcombe, David Dell, Ruth Henderson, and Ruth Jennerjahn. Also attending were Bill Ervin, Linda Jeffrey, and Architect Bill Koster.

Henderson moved that the Oct. minutes be approved as read, with a second by Needler. November minutes were accepted as corrected on a motion by Holcombe, second by Dell.

Claims and checks in the amount of \$21,684.06 were approved on a motion by Dell, second by Needler.

The director reported that the Budget Hearing resulted in \$8 in 1987 tax revenue being cut from the amount requested. Due to an excess tax levy received in 1985, \$1045. was tranferred from the Operating Fund to a Levy Excess Fund, on a motion by Holcombe, second by Jennerjahn. This amount will be receipted back into the operating fund at some point in 1987.

Bill Koster presented the revised scheme 2A expansion plan. A detailed cost breakdown was provided, quoting the final price as \$596,560. Discussion centered on the plainness of the exterior brick wall of the expansion. Mr. Koster will send sketches showing more clearly how it will look. He will also provide estimates of heating and air conditioning costs. Bill Ervin will set up a timetable of procedures for continuing the project.

Mr. Koster also recommended that the Board hire an independent testing lab to check the library for asbestos. The director has already made inquiries into this, and should have some cost information by the January meeting.

The director described the Let's Talk About It program, in which the library will participating at a yet-to-be-determined date in 1987.

The date for the end-of-year bill paying meeting was set for Tuesday, December 30 at 7 p.m.

David Dell moved for adjournment; Ed Holcombe seconded.

## MINUTES

The Board of Trustees of the Hartford City Public Library met for a special meeting on December 30, 1986.

Claims and checks in the amount of \$8465.43 were approved on a motion by Dell, second by Henderson.

A new three-year appointment of the library director to the Eastern Indiana ALSA Board of Directors was approved.

The inspector from ATEC Associates in Indianapolis submitted an estimate of \$368 for sampling, analysis, and reporting on the asbestos content of certain insulation in the library. Approval was given to hire them for that purpose on a motion by Holcombe, second by Henderson.

A letter from Koster indicated that the additional cost for utilities after the addition is built would be \$2900 per year for electric, and \$1200 per year for gas, for a total of \$4100 over current utility costs.

Meeting was adjourned.

Members present were Kouns, Dell, Holcombe, Henderson, and Townsend.