

MINUTES

The Board of Trustees of the Hartford City Public Library met on January 14, 1987. Members present were Needler, Kouns, Holcombe, Henderson, Jennerjahn, and Townsend. Also present were attorney Bill Ervin and Director Linda Jeffrey.

Minutes were approved as read on a motion by Henderson, 2nd by Holcombe. Circulation was passed for inspection. Claims and checks in the amount of \$10,624.90 were approved on a motion by Needler, 2nd by Henderson.

The 6 month salary review and raise for Children's Librarian Cheri Cole, as per previous Board Action, was noted.

The Director gave an update on the LSCA application process. Since the amount of the grant application cannot be greater than guaranteed local funds, it was decided to hold the amount requested to around \$50,000. It was noted that the Indiana Historical Preservation Society had sent a request for photographs of the building, in fulfillment of their responsibility to review LSCA applicant buildings for historic significance.

It was reported that the representative from ATEC Associates had taken samples from the Boiler Room for the purposes of testing for asbestos content. Test results should be available by the February Board meeting.

The sketches from Koster were examined, and the feeling remained that the vast brick expanse of the addition should be relieved by the addition of windows. The Director was instructed to notify Koster of the change, including windows on the first floor and ground level on both the north and south sides of the building.

Procedures for circulating the Bond petition were outlined by Bill Ervin. He also provided an overview of the entire process of Bond issuance. It was stressed that we need as many taxpayers' signatures as possible, so as to lessen the chances of a remonstrance petition succeeding against us.

Meeting adjourned, and reconvened as a Board of Finance. Jim Kouns was selected as president and Linda Townsend as Secretary on a motion by Henderson, second by Needler.

Authorization was given to mail letters of invitation to two depositories, Pacesetter Bank of Hartford City, and Citizens State Bank, on a motion by Holcombe, and second by Needler. These were determined to be the only two eligible depositories in the library district.

Meeting was adjourned on a motion by Needler, second by Henderson.

The Director will contact former Board Members in regard to circulating the petition, and call Service Organizations to suggest a speaker from the library. Early March is the target date for completed petitions.

MINUTES

The Board of Trustees of the Hartford City Public Library met on February 11, 1987. Members present were Holcombe, Dell, Kouns, and Needler. Also present were Attorney Bill Ervin and Director Linda Jeffrey.

Minutes of the January meeting were read and approved on a motion by Holcombe, second by Dell.

Circulation report was examined, and it was noted that Children's circulation was up over last year due to a new Winter Reading Program.

Claims and checks in the amount of \$8742.93 were approved on a motion by Dell, second by Holcombe.

The report from ATEC Associates indicated that the insulation wrapping the pipes of the furnace contained substantial amounts of asbestos. One estimate for removal and monitoring has already been received; others are forthcoming.

It was noted that the LSCA grant application would not be pursued further due to application requirements with which the library could not comply.

Motion for adjournment made by Holcomeb, second by Dell.

The Board of Finance of the Hartford City Public Library convened immediately following the regular board meeting.

In the absense of Linda Townsend, David Dell was elected Secretary of the Board of Finance. Joyce Needler moved that the Board designate Pacesetter Bank of Hartford City and Citizens State Bank as library depositories for the next two years. Second by Holcombe; motion carried.

Motion for adjournment by Neelder, second by Holcombe.

MINUTES

The Board of Trustees of the Hartford City Public Library met on March 18, 1987. The meeting was called due to a lack of a quorum on March 11. Members present were Jennerjahn, Holcombe, Henderson, Townsend, Needler and Kouns.

Circulation was reviewed by those present.

Claims and checks in the amount of \$10,406.25 (amount amended from the \$9506.25 figure read at the meeting to include the \$900 transfer to the Let's Talk About It fund subsequently approved) were approved.

The following resolution was passed on a motion by Henderson, second by Needler:

In accordance with IC 36-1-8-4, the amount of \$900 will be transferred from the Operating Fund, Line 73 (Books), to the "Let's Talk About It" fund. This amount will be repaid to the Operating Fund before December 31, 1987.

The director was instructed to check into the certification of CHDD, Inc. of Kokomo, and to ask if the library would have to be closed during the asbestos abatement procedure. Upon the meeting of these conditions, CHDD was to be awarded the contract for removal. Their bid of \$325 was the lowest of three received.

The inadequacy of present insurance coverage was discussed. The library has \$378,738 in coverage on the building, through the city's policy. The contents of the building are not insured, and we have no liability coverage. The Board of Works is currently investigating city coverage, and the Library board will await further information from them.

A letter from the Division of Historic Preservation was received, concerning our building addition. The Director was instructed to call and seek clarification on exactly what we were required to do.

Estimates from Koster were received on putting additional square footage back into the building plans (\$9800), along with windows on the north and south sides (\$3600), and trim to match the existing structure. A question was raised about what precisely was included in the \$17,148 estimate for stone matching. The Director was instructed to contact Koster to clarify this.

Legislative updates were provided to the board. They concerned the text of SB 488, the bill to strip library boards of their power to levy tax. Board members were encouraged to write their state legislators to express their opinions on this issue.

The Director reported that the first session in the Let's Talk About It program was well attended and well-received.

Meeting was adjourned on a motion by Needler, second by Jennerjahn.

MINUTES

The Board of Trustees of the Hartford City Public Library met on April 8, 1987. Members present were Henderson, Needler, Dell, Jennerjahn, & Kouns.

Minutes were approved as read.

Claims & checks in the amount of \$ 9365.33 were approved on a motion by Jennerjahn, second by Kouns.

Circulation was reviewed by those present.

1987 Application for State Funds was signed.

A breakdown of costs involved in modifying the building plan was reviewed. It was mentioned that Koster recommended stucco as a possible alternative to stone for the trim on the addition.

Ruth Jennerjahn and Joyce Needler agreed to serve as the nominating committee for the new slate of officers to serve from June 1987 through May 1988.

Various mailings from the Indiana Library Association and the Indiana Library Trustee association were distributed, including information on the 1987 ILA/ILTA Conference.

It was noted that CHDD completed the asbestos removal from the basement rooms.

Motion to adjourn was made by Kouns, second by Henderson.

MINUTES

The Board of Trustees of the Hartford City Public Library met on May 13, 1987. Members present were Holcombe, Townsend, Dell, Needler and Kouns. Also present were Atty. Bill Ervin and Director Linda Jeffrey.

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

Circulation figures were reviewed.

Claims and checks in the amount of \$8031.78 were approved on a motion by Holcombe, second by Townsend.

It was noted that due to stricter enforcement of Post Office regulations, overdue notices must now be sent with 22¢ postage rather than at postcard rates.

The Board agreed to pay Lawrence Funk \$5.00 over and above his regular wages for each time that he mows the library lawn. The payment is for gas and for the use of his own lawnmower.

It was noted that Dorothy Rudoni, one of the scholars at the Let's Talk About It program, donated her speaker's fee of \$100 to our Summer Reading Program.

Board members were encouraged to work on filling petitions for our Bond issue. It was suggested that a display encouraging taxpayers to sign be placed at the library, and that someone be posted to collect signatures at the annual booksale during Heritage Days.

The report of the Nominating Committee was heard. Nominations were as follows:

President: Jim Kouns
Vice President: David Dell
Secretary: Joyce Needler
Treasurer: Ed Holcombe

Linda Townsend moved that the slate of officers be approved, David Dell seconded. Motion carried. Terms of office will begin at the June 1987 meeting.

Motion to adjourn was made by Needler, second by Townsend.

Respectively Submitted
Joyce Needler

Minutes

The Board of Trustees of the Hartford City Public Library met on June 10, 1987. Members present were Holcombe, Jennerjahn, Townsend, Henderson, Kouns, and Needler. Also present were Atty. Bill Ervin and Director Linda Jeffrey.

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

Circulation was reviewed by those present.

Claims and checks in the amount of \$10,201.74 were approved on a motion by Townsend, second by Henderson.

A motion by Holcombe to transfer \$900 from the Let's Talk About It fund back to the Operating Fund was seconded by Jennerjahn and approved.

New laws coming into effect in 1987 were reviewed, including a state act banning all smoking in public buildings, effective Sept. 1.

The schedule for preparing the 1988 budget was reviewed, with only one special meeting (Public Hearing on Tuesday, Sept. 1) necessary this year.

On Bill Ervin's recommendation, the Board decided to complete the steps necessary to appropriate all of the LIRF funds for expenditure in 1988.

Jim Kouns reported that the city has switched its policy back to Bonham Insurance, and that the library now has full coverage for the building, the contents, and for liability.

Ruth Henderson and Ruth Jennerjahn agreed to help gather petition signatures in conjunction with the Heritage Days Booksale.

Jim Kouns asked the Board to consider financial support for the Blackford County Economic Development Commission in its effort to hire a full time economic development officer. Bill Ervin will check into the legality of this.

Kouns also recommended hiring a lawn maintenance company to fertilize and weed the newly seeded portion of the lawn. The director will inquire into prices.

Letters from the Indiana University School of Library and Information Science concerning librarians' salaries, and from Bill Ervin concerning the PCA building, were distributed for discussion at a future meeting.

Motion to adjourn by Needler, second by Holcombe.

Minutes

The Board of Trustees of the Hartford City Public Library met on July 8, 1987. Members present were Kouns, Holcombe, Jennerjahn, Dell, Townsend, and Henderson. Also present was Director Linda Jeffrey.

Minutes were approved as read on a motion by Jennerjahn, second by Dell.

Circulation was reviewed, and claims & checks in the amount of \$9077.25 were approved on a motion by Dell, 2nd by Henderson.

Turf Management submitted a lawn treatment estimate of \$31.25 per application. The Board agreed to have the remaining 2 treatments for 1987 applied, with some additional seeding to be done later in the fall if needed.

It was reported that the 1987 booksale took in approximately \$320. Ruth Henderson reported gathering around 50 signatures for the Bond issue petition.

Bill Ervin's letter concerning the PCA building was discussed, and the Board reaffirmed its committment to expanding at the present site. The board also agreed to accept August 1, 1987 as the final cut off date for the gathering of petition signatures. The signature collection effort will continue at the 4-H fair, possibly at the Chamber of Commerce booth.

1988 Salaries were accepted as follows on a motion by Jennerjahn, second by Henderson:

Reference Librarian: \$15,000.
Children's Librarian: \$13,000.08
Clerks: \$5.65/Hr
Page: \$3.75/Hr
janitor: \$4.65/Hr.

Salary of the Director for 1988 was set at \$18,150 on a motion by Dell, second by Holcombe.

Motion to adjourn by Holcombe, second by Dell.

Recorded by Acting Secretary

Linda Townsend

Minutes

The Board of Trustees of the Hartford City Public Library met on August 12, 1987. Members present were Kouns, Holcombe, Jennerjahn, Dell, and Needler. Also present were Bill Ervin and Linda Jeffrey.

Minutes were approved as noted on a motion by Dell, 2nd by Jennerjahn. Circulation figures were reviewed.

Claims & checks in the amount of \$8936.98 were approved on a motion by Holcombe, second by Jennerjahn.

An estimate from Curran Roofing Co. of Marion for a new roof was received in the amount of \$9476. Ed Holcombe will secure additional bids. Repairs on the chimneys will proceed immediately, to be done by Virgil Davis, who submitted a \$565 estimate.

Bill Ervin expects to have a final certified count of bond issue petition signatures by the next Board meeting.

It was noted that the signatures authorizing access to the Citizens State Bank safe deposit box needed updating. Jim Kouns, Ed Holcombe, and Linda Jeffrey were agreed upon as the new authorized persons. A report on the contents of the box will be made at the September meeting to determine whether we really need the box.

The result of the Auditor's visit was noted by those attending the exit conference. No irregularities were found by the auditor.

The director mentioned that Judy Hartley, Washington township trustee, may be planning to contract with us for library service. It was noted that our minimum charge for service was 5¢ per \$100 of taxable property.

1988 Budget figures for publication were approved as follows:

Operating Fund Budget Estimate: \$212,675

Library Improvement Reserve Fund Estimate: \$109,000.

Net Tax Rate: .31

Motion by Dell, second by Jennerjahn.

Motion to adjourn, by Jennerjahn, second by Needler.

Recorded by Joyce Needler

MINUTES

The Board of Trustees of the Hartford City Public Library met on September 1, 1987 for the public hearing on the 1988 budget. Members present were Townsend, Holcombe, Henderson, and Kouns. Also present was Director Linda Jeffrey.

As no members of the public appeared, meeting was adjourned at 7:30 p.m. on a motion by Holcombe, second by Townsend.

Recorded by Acting Secretary Linda Townsend

MINUTES

The Board of Trustees of the Hartford City Public Library met on September 9, 1987. Members present were Holcombe, Jennerjahn, Henderson, Kouns, and Needler. Also present was Director Linda Jeffrey.

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

A Transfer of Funds in the amount of \$260 was approved from Appropriation #22: Utility Services to Appropriation #51: Insurance on a motion by Needler, second by Holcombe.

Claims and Checks in the amount of \$11,359.27 were approved on a motion by Jennerjahn, second by Henderson.

Copies of the new Minimum Standards for Indiana Public Libraries, including a requirement to develop a long range plan of service, were distributed for discussion at a later date.

The Safe Deposit Box was reported to contain the deeds to the library site and the adjacent lot.

Linda Townsend was designated as the Assistant Treasurer, authorized to sign checks when the Treasurer is unavailable. The term of office for the Assistant Treasurer will run concurrent with the other Board Offices, which expire May 31, 1988. A Bond will be secured for the Assistant Treasurer.

The 1988 Budget was adopted as follows:

Library Operating Fund: \$212,675
Library Improvement Reserve Fund: \$109,000

Motion to adopt by Holcombe, second by Henderson.

It was suggested that a special meeting of the Library Board be called before the next regular meeting, the exact date to depend upon when Bill Ervin is free to attend. The meeting would address the matter of certified signatures on the bond petition, and the continuance of the Bond issue process. The Director will notify members of the date agreed upon.

Ed Holcombe was authorized to retain the service of Henry Batten to paint the gutters on the building.

The Director mentioned that the library was vandalized with red spray paint over Labor Day weekend. The incident was reported to the police.

Meeting was adjourned on a motion by Needler, second by Holcombe.

Recorded by Joyce Needler

Minutes

The Board of Trustees of the Hartford City Public Library met on October 14, 1987. Members present were Henderson, Jennerjahn, Holcombe, Dell, Needler, & Kouns. Also present were Bill Ervin and Linda Jeffrey.

Minutes were approved as corrected on a motion by Dell, second by Henderson. The claims & checks figure for September was amended to \$11,359.27.

Circulation was reviewed.

Claims & checks in the amount of \$16,877.²¹ were approved on a motion by Holcombe, second by Dell.

The Director indicated that more details on the Long Range Planning document we are required to produce would be available after a workshop to be held on November 12.

Reciprocal Borrowing Application for State Funds was signed by the Board President.

Motions were approved on the Building Project as follows:

A motion to finance the building project out of existing funds with the remainder to be paid from a 20 year bond issue was made by Holcombe, seconded by Needler.

A motion to direct the architect to let the bids on the original plan as the principal plan, and the revised plan (windows and square footage added) as an alternate was made by Holcombe, seconded by Dell.

Bill Ervin said he would call Mr. Koster on October 15 5o arrange for the bids to be let.

The Director was instructed to once again prepare an application for LSCA grant money, since the state anticipated having funds left over. Application is due at the State Library on December 30, 1987.

Motion to adjourn by Needler, second by Jennerjahn.

Recorded by Joyce Needler.

Minutes
November 11, 1987

The Board of Trustees of the Hartford City Public Library met on November 11, 1987. Members present were Kouns, Holcombe, Needler, Henderson, and Jennerjahn. Also present was Linda Jeffrey.

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

Circulation figures were reviewed.

Claims and checks in the amount of \$13,756.16 were approved on a motion by Henderson, second by Jennerjahn.

The following transfers of funds were approved:

\$50. from Appropriation #22, Utility Services to Appropriation #51, Insurance
\$300. from Appropriation #22, Utility Services to Appropriation #24, Repair & Maintenance.

Motion on the above by Jennerjahn, second by Needler.

A motion to transfer \$7500 from Appropriation #56, Transfer to LIRF to Appropriation #71, Land, Buildings, and Improvements was made by Jennerjahn, second by Henderson, and approved, pending consultation with Bill Ervin.

Motion for adjournment by Jennerjahn, second by Needler.

Recorded by Joyce Needler

MINUTES

The Board of Trustees of the Hartford City Public Library met on December 9, 1987. Members present were Dell, Holcombe, Henderson, Townsend, and Kouns. Also present was Linda Jeffrey.

Minutes of the November meeting were approved as read. Circulation figures were reviewed.

A transfer of funds was approved in the amount of \$437. from Appropriation #72: Furniture & Equipment, to Appropriation #71: Land, Buildings & Improvements. Motion to approve by Dell, second by Henderson.

An additional requirement of the new Public Library Code was discussed, namely the adoption of job descriptions for each employee and salary schedules for each classification of employee. Samples provided by the state will be sent to each board member, and the matter will be discussed at a later meeting.

The long range planning workshop held in November was discussed, and the director recommended a planning committee made up of 4 community members, 2 Board members, one or more rotating staff members, and the director. The following people were suggested as community members: Phyllis Shade, Monette Moore, Karen Kluck, Mandy Castelo. The director will contact these people to determine their willingness to serve.

Since approval of our bond issue will not arrive before the December 31 deadline for application for LSCA funds, we will be unable to apply this year. Timing may be more favorable for applying in 1988.

The year end meeting for Transfer to LIRF and last minute bills is scheduled for Wednesday, December 30 at 7 p.m.

Motion to adjourn by Holcombe, second by Dell.

MINUTES

The Board of Trustees of the Hartford City Public Library met on December 30, 1987. Members present were Dell, Kouns, Needler, Jennerjahn. Also present was Director Linda Jeffrey.

Minutes were approved as read.

A transfer of funds in the amount of \$27,400. from Appropriation #56, Transfer to LIRF, to the Library Improvement Reserve Fund, was approved on a motion by Dell, second by Jennerjahn.

Claims & checks in the amount of 32,537.61 were approved on a motion by Needler, second by Dell.

It was noted that Mr. Koster will attend the January board meeting.

Motion for adjournment by Dell, second by Jennerjahn.