

THE HARTFORD CITY LIBRARY BOARD MET ON JANUARY 10, 1990. MEMBERS PRESENT WERE KOUNS, HENDERSON, NEEDLER AND SEYMOUR. ALSO PRESENT WERE ATTORNEY JIM FORCUM AND LIBRARIAN LINDA JEFFREY.

MINUTES WERE READ AND APPROVED ON A MOTION BY KOUNS, SECOND BY HENDERSON.

CLAIMS FOR \$20,459.32 WERE READ AND APPROVED ON A MOTION BY KOUNS SECOND BY SEYMOUR.

ON A MOTION BY SEYMOUR, SECOND BY KOUNS \$297.69 WAS TRANSFERRED FROM #54 DUES, INTEREST AND TAXES TO #53 DEBT SERVICE.

PRESIDENT NEEDLER SIGNED THE STATEMENT OF COMPLIANCE FOR THE ANNUAL REPORT.

LINDA JEFFREY REPORTED THAT THE COST OF A TV WOULD BE \$350.00 AND AN OVERHEAD PROJECTOR APPROXIMATELY \$500.00 PLUS SHIPPING COST WHICH WOULD BRING THE COST OF BOTH TO RIGHT AT \$1000.00. ON A MOTION BY HENDERSON, SECOND BY KOUNS IT WAS DECIDED TO BUY THE TV AND OVERHEAD PROJECTOR WITH THE MONEY THAT WAS DONATED BY MRS. HERBERT HONEY.

IT WAS AGREED, ON A MOTION BY KOUNS , SECOND BY HENDERSON, TO GO AHEAD WITH EVERYTHING ON THE PRIORITIES LIST FOR THE REMAINING BOND FUNDS. LINDA JEFFREY IS TO CONTACT THOMAS HEATING TO FIND OUT ABOUT SUPPLEMENTAL HEAT FOR THE OFFICE AND MEETING ROOM.

JIM KOUNS MOVED TO SIGN THE CHANGE ORDERS CONTINGENT UPON THE STIPULATION THAT THE PHONE ON THE ELEVATOR CAN BE TIED INTO THE LIBRARY PHONE SYSTEM. SEYMOUR SECONDED THE MOTION, MOTION PASSED.

WITH NO OTHER BUSINESS AT HAND THE MEETING WAS ADJOURNED ON A MOTION BY SEYMOUR, SECOND BY KOUNS.

RESPECTFULLY SUBMITTED

Linda Seymour
LINDA SEYMOUR
ACTING SECRETARY

Paul A. Day
James Needler
J.E. Kouns
Gene Cook

March 1990

On February 15, 1990, the Hartford City Library Board in the basement of the new library. The meeting was called to order by President, Joyce Needler. The minutes of the previous meeting were not available and will be read at the next meeting.

Bills totaling \$14,783.67 were presented for payment. Dave Dell moved the bills be paid. Linda Seymour seconded the motion.

Needler reported that the state will allow the library to have a temporary elevator permit for \$15. However, a permanent permit will not be granted until a phone with a separate line is installed in the elevator.

Circulation was passed and examined by each board member.

The News Times is putting out a "Progress Tabloid" about businesses and serviced in Hartford City and Blackford County. The library was asked to purchase an ad. The Board declined participation at this time.

The need for some landscaping or lawn work to discourage the path forming from the front of the building to the back of the building was discussed. No action was taken.

Needler reported that \$2900 were the proceeds from the auction of the no-longer-needed furniture and accessories from the old library. Linda Jeffries suggested that some of that money might be spend on a laminator which could be used to preserve papers, book jackets, etc. An adequate laminator could be purchased for \$1595 and that price would include one years maintenance. Seymour moved we purchase a laminator. The motion died for lack of a second.

Steve Thomas presented several proposals for heating and cooling the basement. Jennerjahn moved that Thomas discuss these alternatives with board member, Gene Cook, and together they make a recommendation. Linda Seymour seconded the motion. The motion was passed.

Dave Dell moved the meeting be adjourned and Seymour seconded. Motion passed.

*Respectfully Submitted
Ruth Jennerjahn*

*Dell
Joyce Needler
Linda Seymour*

The Hartford City Library Board met on Wednesday, April 11, 1990 at 7:00 p.m. Present were Kouns, Cook, Henderson, Needler, Seymour, Librarian Linda Jeffrey and the press.

Circulation was passed

Claims and checks were approved on a motion by Jim Kouns, second by Gene Cook.

A landscaping proposal was read from Phil Klink for \$985.00. He was asked for a complete proposal including maintenance to be presented at the next meeting.

Revisions for the Abell Elevator Contract for maintenance were presented. After several questions were answered Jim Kouns recommended that we ok this pending attorney approval.

The Librarian reported that the equipment for the furnace installation has been brought in and work should begin next Tuesday.

The meeting room policy was discussed and it was decided to turn it over to our attorney for suggestions and approval.

On a motion by Gene Cook, second by Ruth Henderson it was decided to purchase two blinds for the librarian's office for a cost of \$150.00

In discussion of the phone for the library elevator it was decided to have it go to the police station.

With no other business at hand the meeting was adjourned on a motion by Henderson, second by Cook.

*Linda Seymour
acting secretary*

President, Joyce Needler, called the Hartford City Library Board meeting to order at 7 p.m., May 9, 1990.

Minutes of the previous meeting were read and approved.

Don Yaden and Phil Klink were invited to present their landscaping plans in order that they could be excused. Don Yaden's plan had a cost of \$2208.05. The plan involved changing plants for seasons and would require monthly maintenance. Phil Klink's plan was quoted as \$2645 but required low maintenance. Ruth Jennerjahn moved the board hire Phil Klink if his plan included grading and reseeding. Dave Dell seconded. Motion carried.

A meeting room policy was presented. Dave Dell moved the board accept that policy. Jennerjahn seconded the motion. Motion carried.

Circulation was reviewed.

Claims and checks of \$22,158.79 were presented. Dell moved the claims be allowed with Baker and Sons claim being accepted on condition that reimbursement for plant replacement be approved by at least 4 board members. Jennerjahn seconded. Motion passed.

Jennerjahn moved the meeting be adjourned. Dell seconded.

Submitted by
Ruth Jennerjahn
Ruth Henderson
J. K. Kouns
Joyce R. Needler
Gene Cook

The June 13, 1990, meeting of the Hartford City Library Board was called to order at 7 p.m. by President, Joyce Needler. Present were members Jim Kouns, Ruth Jennerjahn, Gene Cook, Needler, and attorney Jim Forcum, + Ruth Henderson, Linda Jeffrey

The minutes of the previous meeting were read. Jim Kouns moved the minutes be approved. Cook seconded, motion carried.

Circulation was reviewed.

Claims for \$29,069.74 were read. The bill for elevator repair was discussed. Gene Cook will contact Abell elevator for an explanation of the billing. Cook moved the claims and checks be paid with the exception of Abell elevator to be paid after a satisfactory explanation of the billing is presented. Jennerjahn seconded the motion and it carried.

Cook moved that Linda be reappointed to the ALSA Board. Kouns seconded, motion carried.

A building update was presented. Sather and Baker have not completed their work to the satisfaction of the board.

An elevator policy was discussed. Linda will look into a card which would only be available to folks over 18 to be used for access to the elevator. Jim Forcum will re-write a maintenance contract for the elevator.

Local firms were invited to present quotes for a computer for the library. No Hartford City firms expressed interest. Jim Kouns will provide Apple and ~~Microsoft~~ ^{IBM} Computing for Linda to try. She will choose the computer with which she is most comfortable.

Officers for the next year were discussed. The following slate of officers was presented:

President	Joyce Needler
Secretary	Ruth Jennerjahn
Treasurer	Ruth Henderson
Vice-Pres.	Jim Kouns
Bldg and Grounds	Gene Cook

Cook moved the slate of officers be accepted, Kouns seconded, motion carried.

Ruth Jennerjahn moved the meeting be adjourned so that the group might reconvene to discuss staff evaluation and salary recommendations in executive session. Cook seconded and the meeting was adjourned.

Respectfully submitted

Ruth Jennerjahn

Signatures: Ruth Jennerjahn

Gene Cook

Linda Jeffrey

Ruth Henderson

James E. Forcum

APPOINTMENT TO ALSA BOARD OF DIRECTORS

At a meeting of the board of directors of the Hartford City Public
Library, held June 13, 1990, Linda Jeffrey
(name of director)
was duly appointed a director to the Eastern Indiana Area Library Services
Authority, representing our library.

Signed *Ruth Jensen*, Secretary

Dated June 13, 1990

Hartford City Public Library

(Note: After the initial appointment of one, two, or three years, all subsequent appointments shall be for three years. Appointments to fill vacancies created by death, resignation or otherwise shall be for the unexpired term only. LSA Act, Section 6)

President, Joyce Needler, called the August 8 meeting of the Hartford City library board to order at 7 p.m. in the library basement.

Gene Cook moved the minutes of the July meeting be approved as read. Dave Dell seconded the motion. The minutes were approved.

Circulation was reviewed.

Claims and checks totaling \$19,492.49 were read. Henderson moved the claims be approved. Jennerjahn seconded and the motion passed.

Linda Jeffreys, librarian, reported that the elevator was operating and the license had been approved. She also told the board members that the "No Skateboarding" sign has lessened the skateboarding problems.

That attached 1991 budget was presented and explained. Gene Cook moved and Dave Dell seconded the budget be approved as presented. The motion was approved. Dave Dell moved and Jennerjahn seconded that a redemption fund be approved. Motion passed.

Gene Cook contacted Baker and Sons about problems with the back door. Though Baker assured Gene he would return within a week to fix the door, the door is not yet fixed. The board asked Jim Forcum to send a letter to Baker informing him that the repairs are to be made by September 1.

The board discussed the maintenance agreement, written by Forcum, between the library and Abell elevators. Henderson moved we approve the agreement; Jennerjahn seconded; motion carried.

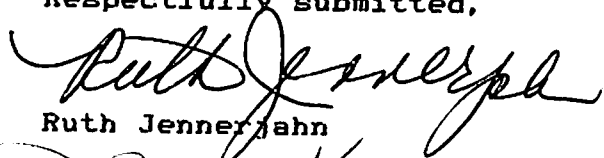
Members were reminded that the public hearing for the reading of the 1991 budget would be at 7 P.M. on August 29.

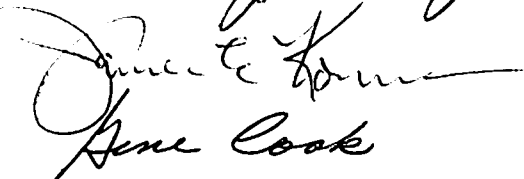
The board asked Linda to contact Alan Bell and hire him to make a sign (VISIT OUR LIBRARY) to be placed on Highway 3 at the entrance to the city.

Dell moved the meeting be adjourned; Cook seconded.

Present: Forcum, Dell, Henderson, Jennerjahn, Needler, Seymour, Jeffreys, Cook.

Respectfully submitted,


Ruth Jennerjahn


Gene Cook

The September 12, 1990, meeting of the library board was called to order by vice president, Jim Kouns, in the basement of the library. Present were Kouns, Dell, Cook, Jennerjahn, and librarian Linda Jeffrey.

The minutes of the August 15 meeting and the September 5 meeting were read. Dell moved the August minutes be approved and Cook seconded that motion. Cook moved the Sept. minutes be approved and Dell seconded. Both motions carried.

Circulation was passed.

Claims and checks for \$25,170.36 were read. Jennerjahn moved the claims be approved; Cook seconded, motion carried.

Jeffrey read a letter from Baker and Company saying the company would replace the door at Baker's cost. The board discussed whether Baker meant he would pay for the replacement or that he would charge us his cost with no markup. Cook will check to make sure that Baker will pay the entire cost.

Jeffrey also reported that the punch list on construction has been completed. The board therefore agreed that Sater electric should be paid.

The old carpeting is ready to be laid upstairs. Jeffrey will check to make sure the cost for laying that carpet was included in Hoover-Needler's quote.

Dave Dell recommended that Thomas Refrigeration maintain our heating and air conditioning system under a maintenance agreement paid monthly.

An Open House for the new library was discussed. A tentative date of Nov. 4, Sunday, 1-3 P.M. was set. Gene will contact Virgil Davis concerning the opening of the old cornerstone and replacing it with a 1990 version. Jennerjahn will contact the Historical Society to see if they would like to work with us on a open house for their building on the same day.

Cook moved the meeting be adjourned and Dell seconded the motion. The meeting was adjourned.

Linda Seymour
Gene Kouns
Gene Cook
Ruth Henderson

Minutes

The Board of Trustees of the Hartford City Public Library met on September 5, 1990. Members present were Cook, Kouns, Seymour, and Needler.

The 1991 budget was adopted in the following amounts:

operating fund: \$225,000, Rate .30

Bond and Interest Redemption Fund: \$69,615, Rate .18

Motion to adopt the budget by Kouns, second by Seymour. Motion carried.

Meeting adjourned on motion by Kouns, second by Cook.

Ruth Joseph

James E. Kouns

Gene Cook

Paul A. Dell

The meeting of the Hartford City Library Board was called to order by President, Joyce Needler, in the basement of the library on November 14, 1990.

The minutes of the previous meeting were not available. They will be read at the December meeting.

Claims for \$14,944 were read by librarian, Linda Jeffrey. Ruth Jennerjahn moved the bills be paid and Ruth Henderson seconded the motion. Motion carried.

The board agreed to release the Baker check for payment.

A quote for increased insurance coverage on the air conditioning units was presented. The cost appeared unusually high. Gene Cook will get an explanation of the additional cost before the next meeting.

The Open House to be held on November 18 from 1-3 P.M. was discussed. The staff has made very complete preparations. Board members will try to be present.

Jeffrey reported that the library budget was accepted by the State Board of Accounts.

Gene Cook moved the meeting be adjourned. Henderson seconded. Motion carried.

Present at the meeting were Jeffreys, Henderson, Jennerjahn, Cook, Needler, and ~~Seymour~~.

Respectfully submitted

Ruth Jennerjahn
Ruth Jennerjahn, Secretary

Linda Seymour *Ruth Henderson*
Joyce X Needler
Gene Cook

The Hartford City Library Board met on Thursday, December 27, 1990
for a special end of the year meeting to sign checks.

Members present were Dell, Kouns, Needler, Henderson, and Seymour
Also present was Librarian Linda Jeffrey.

Claims were approved for 14,340.62 on a motion by Dell, second by
Henderson

There was some discussion on doing something special for the staff
in appreciation of all their hard work during the remodeling
but decided it would be impossible since there is no line item in
our budget available for that.

With no other business at hand the meeting was adjourned on a
motion by Kouns, second by Dell.

Respectfully submitted

Linda Seymour

Linda Seymour
acting secretary

James Needler
James E. Kouns
Ruth Jeffrey
Ruth Henderson

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