

Minutes

The Board of Trustees of the Hartford City Public Library met on January 9, 1991 at 7 p.m. Members present were Kouns, Jennerjahn, Dell, Henderson, Seymour, Needler, and Cook. Also present was Director Linda Jeffrey.

Claims and checks in the amount of \$20,209.07 were approved on a motion by Seymour, second by Dell.

Due to numerous questions about our insurance policy, it was decided to invite Carol McKinley of Julian Insurance to the February meeting.

Meeting was adjourned on a motion by Cook, second by Kouns.

The Board of Finance of the Hartford City Public Library convened immediately upon adjournment of the meeting of the Board of Trustees. Members present were Henderson, Cook, Jennerjahn, Needler, Seymour, Kouns, and Dell.

It was moved by Jennerjahn and seconded by Seymour that the following financial institutions receive invitations to serve as depositories for the biennial period through February 1993:

Pacesetter Bank of Hartford City
Citizens First State Bank of Hartford City
City Savings Bank of Hartford City

Motion carried.

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

J. E. Kouns
James L. Needler
Gene Cook
Ruth Henderson

The February 13, 1991, meeting of the Hartford City Library Board was held in the basement of the library at 7 p.m. President, Joyce Needler, presided. Present were Linday Seymour and Linda Jeffreys, Joyce Needler, Jim Kouns, Dave Dell, Jim Forcum, and Ruth Jennerjahn.

The minutes of the January meeting were read and approved.

Claims for \$16,481.94, were read. Linda Seymour moved they be paid; Jim Kouns seconded the motion. It carried.

Carol McKinley from Julian Insurance explained the insurance quotation from her company. She explained that the standard policy does not cover an explosion inside a gas furnace. After considerable discussion the group decided to have George Beal present a quote for appraising the value of the building. The group asked Carol to make arrangements for an elevator inspection in order that liability for elevator accidents be covered. Carol was asked to put a provisional coverage on the elevator until inspection.

Dave moved that we accept a bid from turf management to fertilize the lawn this summer at a cost of \$49.17 per application. Linda seconded the motion and it carried.

Linda Seymour moved the meeting be adjourned. Dave Dell seconded. The meeting was adjourned.

Respectfully submitted,

Ruth Jennerjahn, Secretary

The Board reconvened as the Board Of Finance immediately following the Library Board Meeting. The same people were in attendance.

Linda Seymour moved that the following institutions be designated as depositories through February, 1993: Pacesetter Bank, City Savings Bank, and Citizens First State Bank.

Jim Kouns seconded the motion
The meeting was adjourned.

Respectfully submitted,

Ruth Jennerjahn

Ruth Jennerjahn

Dave Dell

George Cook
James E. Kouns
Ruth Henderson

MINUTES

The Board of Trustees of the Hartford City Public Library met at 7 p.m. on March 13, 1991. Members present were Needler, Kouns, Dell, and Henderson.

Due to severe weather, the meeting was kept as brief as possible, and reading of the minutes of the February meeting was postponed until April. Claims and checks in the amount of \$14,884.69 were approved on a motion by Kouns, second by Dell.

The Board agreed to a maintenance agreement from AT&T on the Spirit phone system, as the initial warranty period on the phones has expired.

Meeting was adjourned.

Ruth Jensen

Carl H. Dell

Gene Cook

James E. Kouns

Ruth Henderson

Minutes

The Board of Trustees of the Hartford City Public Library met on April 10, 1991 at 7 p.m. Members present were Jennerjahn, Henderson, Kouns, Dell, and Cook. Also present were attorney Jim Forcum, and Director Linda Jeffrey.

The minutes of the February and March meetings were approved as read.

Claims and checks were approved in the amount of \$14,199.78 on a motion by Dell, second by Jennerjahn.

Estimated quotes for appraisals from Buckland & Associates and Independent Appraisals were discussed. Independent Appraisals fee for appraisals of the building and contents (excluding circulating materials such as books, magazines, etc.) was \$2000 plus expenses not to exceed \$70., with a \$100 per year renewal fee, plus \$65 per hour if additional field work is required for the update.

Buckland and Associates fee for building and contents (with the same exclusions) was \$1800, with a \$130 annual reappraisal fee. In addition, Buckland submitted an estimate for appraising the books, periodicals, paintings, records and tapes at \$4660 with a \$300 reappraisal fee.

The matter was tabled so that additional information could be secured from Carol McKinley of Julian Insurance concerning whether or not the appraised amount was guaranteed to be accepted by the insurer in the event of a loss.

Jim Kouns brought up the possibility of repairing the curbs and damaged sidewalk sections at the front of the building. The board agreed to gather estimates on these repairs.

The Director distributed a letter to Board members present tendering her resignation, effective no later than May 31. It was accepted with regret. The process of finding a replacement was set in motion, with ads to be placed in the Marion, Muncie, and Hartford City papers. Tentative date for review of applications was set for Wednesday, May 1, with interviews to be held if possible on May 8.

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

Respectfully submitted,

Ruth Jennerjahn

J. E. Kouns
James L. Needle
Gene Cook
Ruth Henderson

MINUTES

The Board of Trustees of the Hartford City Public Library met on May 8, 1991 at 7 p.m. Members present were Needler, Cook, Henderson, and Kouns. Also present was Director Linda Jeffrey.

Minutes of the April 10th meeting were approved as read.

Claims and checks in the amount of \$11,361.52 were approved on a motion by Kouns, second by Henderson.

The slate of officers for the June 1991 - May 1992 term was approved as follows on a motion by Henderson, second by Cook:

President: Joyce Needler
Vice President: Jim Kouns
Secretary: Ruth Jennerjahn
Treasurer: Ruth Henderson

The matter of an appraisal for the building and contents was once again tabled pending further investigation.

Quotes from various contractors for sidewalk and curbing repair were discussed. The board voted to accept the quote from Curron Construction of Hartford City on a motion by Kouns, second by Henderson.

The search for a new director was discussed, with Linda reporting that response to our ads had been quite poor. The board agreed to postpone interviewing candidates until a suitable pool of applicants was gathered.

Meeting was adjourned.

Ruth Jennerjahn
Linda Seymour
Ruth Henderson
Jim Kouns
Gene Cook
Don A. Deel

also get bids on sealing the bricks and tuck pointing.

Carolyn Goetz was directed to find the plans for the building. Cook will contact Thomas about educating the staff concerning the heating and air conditioning.

Dwight Mikkelson's letter inviting the library staff to a Historical Society meeting was read.

Cook moved the meeting be adjourned. Seymour seconded and the group adjourned.

Present: Goetz, Kouns, Henderson, Cook, Needler, Jennerjahn, Dell and Seymour.

Ruth Jennerjahn, Secretary *Linda Seymour* *Ruth Henderson*

MINUTES - JULY 1, 1991

Joyce Needler conducted a brief meeting of the Hartford City Library Board.

Gene Cook moved that we offer Ruth Henderson the position of library director at a salary of \$22890 with the current job description and benefits. Ruth Jennerjahn seconded the motion and it carried.

The group directed Jennerjahn to write a letter making the offer and informing Henderson that a response was needed by July 10th.

Present were Seymour, Kouns, Needler, Cook, Henderson and Jennerjahn.

Ruth Jennerjahn, Secretary *Gene Cook*
Linda Seymour *Ruth Henderson*
Gene & Kouns *Dawn A. Dell*

LIBRARY BOARD MINUTES
July 10, 1991

The meeting of the Hartford City Library Board was called to order by Vice-President Jim Kouns in the absence of President Joyce Needler.

Circulation was reviewed.

Acting librarian, Carolyn Goetz presented claims and checks totaling \$17,815.65. Gene Cook moved the claims be paid; Linda Seymour seconded the motion and the motion passed.

Jim Forcum, the Board's attorney, will review the bids for the elevator maintenance agreement. Abel submitted a bid for \$85/month and Ames for \$70.82/month.

Gene Cook will see that the lights on the walkway which have been on continuously are fixed.

The board members discussed the meeting room policy, especially regulation #4. The library policy will be amended to include the attached rules and regulations.

Gene Cook will check into a tree replacement for the dying evergreen on the South side of the building.

Carolyn Gaits presented several copier replacement proposals. The staff will try out several copiers and make a recommendation at the next meeting.

A needlepoint picture crafted and donated by Fredricca Markin to the library was acknowledged. It will be placed above the fireplace.

Ruth Henderson, an applicant for the librarian's position, sent a letter regretting that she could not accept the library's job offer. Linda Seymour moved that the position be offered to Jane Miller and \$20,300 based on the existing job description. Dave Dell seconded the motion and it passed.

Bob Murphy discussed the 1992 budget and the salary schedule was discussed also. No salary recommendations were made since the library does not at present have a supervisor in a position to evaluate performance.

Seymour moved the meeting be adjourned; Dell seconded.

Consent: Bob Murphy, Ruth Henderson, Linda Seymour, James Kouns, Gene Bergan, Dave Dell, Jim Forcum, Carolyn Gaits and Ruth

LIBRARY BOARD MINUTES
July 10, 1991

The meeting of the Hartford City Library Board was called to order by Vice-President Jim Kouns in the absence of President Joyce Needler.

Circulation was reviewed.

Acting librarian, Carolyn Goetz presented claims and checks totaling \$17,615.65. Gene Cook moved the claims be paid; Linda Seymour seconded the motion and the motion passed.

Jim Forcum, the Board's attorney, will review the bids for the elevator maintenance agreement. Abel submitted a bid for \$95/month and Ames for \$70.82/month.

Gene Cook will see that the lights on the walkway which have been on continuously are fixed.

The board members discussed the meeting room policy, especially regulation #4. The library policy will be amended to include the attached rules and regulations.

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Seymour moved the meeting be adjourned; Dell seconded.

Present: Bob Murphy, Ruth Henderson, Linda Seymour, James Kouns, Gene Cook, Dave Dell, Jim Forcum, Carolyn Gaits and Ruth Jennerlahu

Handwritten signatures: Ruth Henderson, Gene Cook, Joyce Needler, Linda Seymour

Vertical handwritten note: Ruth Jennerlahu

SPECIAL LIBRARY BOARD MEETING
July 31, 1991

Joyce Needler called to order a special meeting of the Hartford City Library Board on July 31, 1991. The purpose of the meeting was to approve for publication the budget as estimated and presented by Bob Murphy. Jim Kouns moved that the budget estimate be approved. Seymour seconded and the motion carried. The budget will be filed with the required newspapers.

\$248,550 was approved for the operating fund. The estimated tax rate for the operating fund will be 32 cents. The bond and redemption fund was set at \$72,700 with a tax rate of 12 cents.

Meetings to listen to any citizen discussion and then for final approval of the budgets will be held August 21 and August 28.

The board also discussed an employment agreement presented by attorney Jim Forcum. The board suggested that the agreement make clear ~~its~~ ^{the} position on compensation time, dropping item B under section 7 and attaching the agreement to the job offer to
J a n e M i l l e r
as exhibit B.

Present at the meeting were Goetz, Murphy, Needler, Seymour, Jennerjahn, Kouns, and ~~Cook~~ ^{Henderson}.

LIBRARY BOARD MEETING
HARTFORD CITY
August 21, 1991

Joyce Needler, President, called the meeting of the Hartford City Library Board to order at 7 P.M.

The minutes of the July 10 and July 31 meeting were read and corrected.

Claims and checks for \$13077.40 were presented. Cook moved and Seymour seconded a motion that the claims be paid. Motion carried.

The board was reminded that its contract with Abel Elevator required that the board notify Abel of any change 90 days before the renewal date. The board, therefore, will not be able to change elevator maintenance firms this year. The fee went from \$85/month to \$89.25.

The board was informed that ^{Corby}~~Corby~~ Rober~~x~~son will be hired as the new page for downstairs and will begin on August 27.

Kouns moved and Cook seconded that a copier be purchased from Dan Young of Advanced Copier~~y~~ for \$2095. The motion carried.
on recommendation of staff

Bob Murphy, acting bookkeeper, informed the board that the petty cash was currently being held at the bank, making it impossible for the library to effectively use the cash. Seymour made and Jennerjahn seconded a motion to move the petty cash back to the library. Motion coarried.

The recent state audit was reviewed. The audit indicated that the books have been kept very well. The minor suggestions for improvement were reviewed and they are attached to these minutes.

Jane Miller, new librarian, has been sent an employment contract. She will begin work on August 26 and will be paid 1/52nd of her annual salary for the last week in August.

Cook reported that a downspout has unhooked and the gutter may be plugged. He suggested repairs be made. Virgil Davis will see that repairs are made.

The 1992 budget was presented for public hearing. No adverse comment was offered.

Ruth Henderson expressed appreciation to Carolyn Goetz, acting librarian, and Bob Murphy, acting bookkeeper, for their help during the period without a librarian.

Kouns moved and Seymour seconded that the meeting be adjourned.

Present: Seymour, Needler, Kouns, Henderson, Cook, Murphy, Jennerjahn, and Goetz, Forcum

Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn, Secretary

SPECIAL MEETING
HARTFORD CITY
LIBRARY BOARD
August 28, 1991

President, Joyce Needler, called the special meeting of the library board to order at 7 P.M. The 1992 Library Budget was presented for public comment. Seymour moved and Kouns seconded that we accept the budget as presented.

Jane Miller, new librarian, was welcomed.

The meeting was adjourned.

Present: Jennerjahn, Dell, Henderson, Kouns, Miller, Needler, Seymour, Cook and Murphy.

Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn, Secretary.

Ruth Henderson

Gene Cook

Linda Seymour

James E. Kouns

Del. Dell

The Hartford City Library Board met on Sept. 11, 1991 at 7:00 p.m. Members present were Kouns, Dell, Cook, Henderson and Seymour. Also in attendance were Attorney Jim Forcum and Librarian Jane Miller.

Minutes of the previous meeting were read and corrected on a motion by Henderson second by Cook.

Librarian Miller requested that a railing be put on the southside of the front steps. Gene Cook will contact Irish Tool to get it done. She also expressed concern about bird droppings on the front sidewalk that are being tracked into the Library. Gene Cook is to contact someone to cut the overhanging limb for a temporary solution.

Phil Klink presented a landscaping plan for flowers around the library. A bid of \$588 was presented (\$313 for flower bed area and \$275 for plant material allowance). The board advised Librarian Miller to request that he resubmit a bid with the flowers being closer to the building.

On a motion by Cook second by Henderson it was decided to use grass seed instead of sod on the front lawn. Motion carried.

Librarian Miller approached the board about enforcing the overdue book fine policy. She reported that fines are usually not collected. After much discussion the board agreed that the fine policy should be enforced up to a maximum of \$2.00.

The board agreed to send the Librarian and the Childrens Librarian to a Summer Reading Program Conference targeting the middle school age child to be held on Oct 2 at Carmel Clay Public Library. The Librarian will also be attending a Personnel Management Workshop on Oct 9 & 10. It was agreed to change the Oct board meeting to the 16th.

Dell moved and Cook seconded to purchase a maintenance service for the new copy machine at a cost of \$27.60 per month. Motion carried.

Claims and checks for \$10,991.56 were approved on a motion by Seymour, second by Dell.

The board, on Gene Cook's recommendation, agreed that there should be a twice a year maintenance schedule to keep the downspouts open. The Librarian was instructed to put on her calendar to get someone to do this in the Spring and Fall of each year.

Jane requested to purchase an electric typewriter for the work area. Jim Kouns suggested that the computer be used. He will get with the librarian to train her on its use in the near future.

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

Respectfully submitted

Linda Seymour
Linda Seymour, acting secretary

James E. Kouns
Ruth Henderson
Gene Cook
Ruth J. Joseph

Library Board Minutes
October 16, 1991
Hartford City, IN 47348

The October meeting of the Hartford City Library Board was called to order in the ~~basement~~ ^{meeting room} of the library at 7 p.m. on October 16, 1991 by Jim Kouns in the absence of President, Joyce Needler. Present were board members Dell Henderson, Kouns, Cook, and Jennerjahn and Director Jane Miller and Bob Murphy who has done interim bookkeeping.

The minutes of the previous meeting were read. Henderson moved the minutes be approved as read and Dell seconded. Motion carried.

Circulation was passed.

Bob Murphy presented the budget allowance from the tax commissioner for 1992. The operating rate will be .2764 and the rate for bond and interest will be .1632.

Vouchers for \$22,071.02 were presented for payment. Jennerjahn moved the bills be paid and Cook seconded and the motion passed.

Director Miller reported that several music CDs had been stolen. Discussion concerning the handling of this problem ensued. Miller will continue to monitor the situation.

Miller discussed information from the IN-Place conference that may affect our library in 1992. Issues included fire alarm systems, sign language and visual fire alarms. Jim Forcum will research what fire alarm requirements are necessary.

The large tree in the back yard is dying. Concern over damage from breaking branches was expressed. The tree damage will continue to be monitored.

A need for new electric typewriters was expressed by Jane Miller. Ruth Henderson moved that 3 typewriters be purchased. Cook seconded the motion and the motion carried.

Gene Cook discussed a service contract for various electrical services needed by the library. Cook will discuss the contract idea with Dick Ford.

The board discussed a need for policy revisions and updating of the policies. Miller will present suggestions for change at the next meeting.

Miller would like to attend the Indiana Federation District meeting in Richmond on October 18, 1991. Henderson moved that the board approve her attendance at this meeting. Jennerjahn seconded the motion and it carried.

Jennerjahn moved the meeting be adjourned; Dell seconded and the motion carried.

Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn, Secretary

David Dell

Leida Symons

Jose Medler

James E. Kous

Minutes of Hartford City Library Board

November 13, 1991

Present: Jim Kouns, Joyce Needler, Linda Seymour, Dave Dell, Ruth Henderson, Ruth Jennerjahn, Bob Murphy, and Jane Miller

President, Joyce Needler, called the Hartford City Library Board to order at 7 P.M. in the Library Community Room.

Dave Dell moved and Ruth Henderson seconded the minutes be approved as read by secretary, Ruth Jennerjahn. The motion passed.

Circulation for October was passed.

Jane Miller reported that a tree surgeon had been called to check the trees in the rear of the library. The surgeon will report as to whether or not the trees can be saved. The board noted that the expert will have to look inside of the tree to be able to judge its health.

Vouchers for ~~\$5236.75~~ were presented for payment. Linda Seymour moved they be paid and Jim Kouns seconded the motion. It passed.

Director Miller reported that juveniles were causing trouble in the library. The group discussed having clients of the Blackford Correction Department help at the library as part of their required community service. The idea was rejected. Miller was asked to investigate the use of closed circuit televisions to monitor juvenile misbehavior.

Jane Miller reported that she had recently attended a conference in which automation of bookkeeping and payroll was urged.

Miller also reported that she was not satisfied with the current handling of the exit light repair. She asked to be allowed to call in another professional electrician. The board o.k.d that request. Mrs. Miller also expressed her concern about adequate fire alarm systems and sprinkler systems. Jennerjahn moved that the Director contact the library architect to ask what fire, smoke, and heat alarm systems as well as sprinkler systems our library needs to meet all codes for 1992. Seymour seconded the motion and it passed.

Citizen Bob Murphy discussed the Library Improvement Fund and also the possible need for more staffing since several time-periods are occasionally understaffed.

Various library policies were discussed. The group deleted policy X regarding Meetings. Also eliminated was the line under XI. Personnel which reads: Close relatives of library employees and board members will not be considered for employment.

The new policy on Fines shall read:

Borrowers are charged for overdue books, audio materials and periodicals at the rate of five (5) cents per day per item. The maximum charge per item cannot exceed \$2.00 per item.

The new policy of Gas Mileage Reimbursement shall read:

The amount to be reimbursed for gas mileage is to be the same as what the IRS allows for tax deductions. This rate is to adjust according to the IRS guideline without having this policy revised with each change.

The group also discussed the use of ^{policies} the meeting room. Jane Miller informed the group that state laws prohibit the use of the room by groups unless the group opens the meeting to the public. The public may not use the kitchen.

Jennerjahn moved the meeting be adjourned; Dell seconded and the motion carried.

Ruth Jennerjahn
Dell A Dell
Linda A. Seymour
James K. Dredler

Hartford City Library Board Meeting Minutes
December 11, 1991

Present: Needler, Seymour, Dell, Jennerjahn, Henderson, and Jane Miller

President, Joyce Needler, called the Hartford City Library Board Meeting to order at 7 p.m. on December 11, 1991, in the Community Room of the library.

Linda Seymour moved and Dave Dell seconded a motion that the minutes of the November meeting be approved as read. Motion carried.

The final meeting of the year to complete any unfinished business was set for 7 p.m. on December 30, 1991.

Receipts for \$18,205.97 were presented for payment. Henderson moved and Seymour seconded the bills be paid. The motion carried.

Henderson moved and Seymour seconded a motion that \$15000 from the Pacesetter savings account be transferred to the checking account. Jennerjahn moved and Henderson seconded a motion that \$5000 be transferred from the Operating fund to LIRF. Both motions carried. Miller noted that reimbursements for taxes should occur on or about 12/26/92 in the amount of \$63,834.76.

The board discussed security at the library. Miller was directed to contact Radio Shack for a price on a fake video camera. Miller noted that the emergency light was installed and is working. The cost of the repair was \$211.56. We were advised that the local fire laws do not require any type of fire alarm system. Miller was directed to contact Gene Cook about the crumbling wall in the ~~staff lounge~~ *clock room hallway*

The board discussed goals for 1992. Goals included increased programming for the community, appropriating moneys according to circulating statistics, creating a newsletter for library card holders, positive interaction with the Chamber of Commerce and staff meetings to keep the staff informed.

Miller recommended that the salary increases for staff members be as follows: Because the director and Corby have just begun their jobs, each staff person except the director and Corby will move one step up on the salary scale.

Bob Murphy will be invited to the January meeting to explain the budget to the board.

Dell moved and Seymour seconded the meeting be adjourned. Motion carried.

Respectfully submitted by Ruth Jennerjahn

Ruth Jennerjahn *David A. Dell*
Linda Seymour *James E. Korman*
Joyce E. Needler

Hartford City Library Board Minutes
December 30, 1991

Present: Kouns, Seymour, Dell, Cook, Jennerjahn, Forcum and J. Miller

In the absence of President Joyce Needler, Vice-President Jim Kouns called the Hartford City Library Board meeting to order.

Secretary, Ruth Jennerjahn, failed to bring the minutes of the previous meeting. So they were not read.

Claims and checks totaling \$66,212.03 were read. Seymour moved and Dell seconded they be paid. The motion carried.

The board discussed the purchase of a computer desk for the library. Seymour moved the desk be purchased at a cost of \$699. Kouns seconded the motion. Two members voted in favor of the motion. Since there were no opposing votes the two votes carried the motion.

Miller reported that she is working with the middle school librarian on a middle school reading program which will share resources of both the middle school and the library to the greatest advantage for both institutions and for the children.

Miller also reported that the Compact Disk cases will be kept out in the library proper where they can be examined, but for security reasons the CDs themselves will be kept behind the desk.

Miller discussed the need for shelves, keylocks for the restrooms, and repair of deteriorating walls. Dell moved and Jennerjahn seconded that the shelves be installed. Motion carried. Dell moved and Jennerjahn seconded that keylocks for the restrooms be installed. Motion carried. Jennerjahn moved and Kouns seconded that the deteriorating wall be repaired as recommended by Gene Cook. The motion carried.

Seymour moved and Cook seconded that the meeting be adjourned.

Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn

David A. Dell
James A. Kouns
Linda Seymour
Gene Cook