

Hartford City Library Board Minutes
January 8, 1992

President, Joyce Needler, called the Hartford City Library Board meeting to order in the community room of the library.

Minutes of the December 11 and December 30, 1991 meeting were read and corrected. Kouns moved and Dell seconded that the minutes be approved as corrected.

Director Miller informed the board of her need for two part-time employees. After discussion, Jennerjahn moved and Kouns seconded that two part-time people be hired and used with discretion as needed. The motion passed.

No claims nor checks were presented for payment.

Director Miller presented the following Fund balances:

Operating Fund Balance	\$185,244.30
All Funds Balance	248,568.30
BIRF	51,903.22
LIRF	11,316.19

Director Miller inquired whom she should contact when repairs were needed in the absence of Gene Cook. She was directed to call Jim Kouns in an emergency.

Miller reported that the record collection would be "weeded" and moved to the 3rd floor.

Seymour moved and Kouns seconded that the meeting be adjourned.

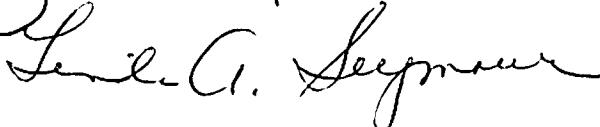
Present: Forcum, Dell, Kouns, Seymour, Needler, Miller, and Jennerjahn.

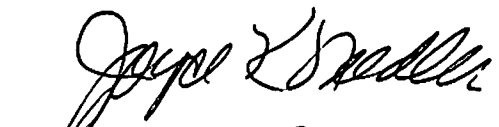
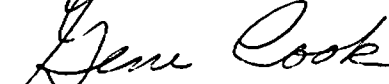

Respectfully submitted,


Ruth Jennerjahn


Ruth Henderson


James E. Kouns


Linda A. Seymour


Joyce Needler

Gene Cook

David H. Dell

SPECIAL BOARD MEETING
Hartford City Public Library
February 19, 1992

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

President Joyce Needler called the special meeting of the Hartford City Library Board to order at 7 P.M. on February 19 in the Community Room of the library.

The minutes of the February 12, 1992 meeting were read and corrected. Seymour moved and Henderson seconded a motion that the minutes be accepted as corrected.

The minutes of the December 30 meeting were corrected to note that \$699 of 1991 funds would be encumbered to be used in 1992.

Director Miller presented claims and checks for \$15200.31. Henderson moved the bills be paid and Cook Seconded. Motion carried.

Circulation was passed.

Kouns announced that he had inspected the safety deposit box and that it contained a certified check from Hoover Needler and several insurance policies. The check from Hoover Needler was to be held in escrow during the remodeling for carpet to be laid by Hoover Needler. The check will be returned to Hoover Needler. Miller's name will be added as a person who may have access to the safe-deposit box. Kouns also noted that no abstracts were in the safe-deposit box.

Kouns questioned Director Miller as to whether she had had a chance to have a staff meeting. She has not yet had the opportunity but will do so.

Seymour moved that the meeting be recessed for an executive session. Dell seconded, motion passed.

Meeting was recessed and then adjourned
Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn

Ruth Henderson

Joyce Needler

David A. Dell

Gene Cook

Linda Seymour

Hartford City Library Board Minutes
February 12, 1992

Present: Dell, Cook, Seymour, Needler, Miller, Kouns, Henderson, Jennerjahn, Forcum and Staff members Schermerhorn, Goetz, Fuller, and Musser.

President Joyce Needler called the February 12, 1992 meeting of the Hartford City Library Board to order in the Community Room of the library.

The minutes of the January 8th meeting were read. Seymour moved and Henderson seconded that the minutes be approved as read.

Claims of \$13,547.12 were read. Because the budget report sheet was not balanced the board could not approve the claims. Jennerjahn suggested that since the bills were legitimate and the money in the account, perhaps the board could approve their payment before the sheet was corrected. The board and Attorney Forcum stated, however, that the checks could not be released until approval of payment was made. Such a release, Forcum stated, would be improper and illegal. Approval was withheld.

No circulation was passed.

Miller questioned the contents of the Safety Deposit Box. She is not allowed access to the box. After discussion, the board directed Kouns to check the contents of the box to see if we wanted to continue renting the box.

Miller recommended the hiring of Marian Boots and Karen Cline as Clerk/Reference Assistants. She recommended a beginning wage of \$5.34 per hour since both women have work experience. Cook moved and Henderson seconded that the recommendation be implemented. Motion passed.

develop a policy for a lunch period
system Miller recommended that the library ~~include a policy for a 1 hour lunch period.~~ Several members of the board felt the present policy was appropriate since it was convenient to the staff members. Miller would prefer a policy change. She will study the options and bring another recommendation to the next meeting.

Miller suggested that several additional holidays be observed by the library. After considerable discussion, the board decided to eliminate Washington's Birthday but add Presidents Day. In addition the library will also observe as a holiday Christmas Eve Day and New Years Eve Day. The library will not close early on Maunday Thursday. Jennerjahn moved and Cook seconded that the following Holiday Schedule be adapted:

New Years Day
Presidents Day
Good Friday until 3 p.m. (library open 3-8 P.M.)
Memorial Day

Fourth of July
Labor Day
Veterans Day
Thanksgiving Day
Christmas Eve Day
Christmas
New Years Eve Day

motion carried.

Miller requested permission to attend a conference on March 24 and 25th, MARKETING FOR PUBLIC LIBRARIES, in Marshall, Indiana. The conference fee will be \$35. Additional costs of \$84 per night and mileage will be incurred. The board approved Miller's attendance.

Jim Kouns suggested a policy be developed for occasions when difficulties arise between staff and director. He will bring for discussion a policy for the resolution of such difficulties to the next meeting.

Kouns also suggested that the Director hold formal staff meetings on a fairly regular basis. The board agreed with Kouns and Miller was instructed to begin such meetings.

A considerable discussion concerning fine-free months was held. Fine-free months will continue with the staff recording statistics as to how many books are returned, etc.

Needler invited staff members present at the meeting to voice any concerns or questions.

Seymour moved and Dell seconded that the meeting be adjourned.

Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn

Ruth Henderson

James E. Kouns

Joseph E. Needler

Lyle A. Seymour

Dene Cook

Dell Dell

BOARD MEETING
Hartford City Public Library
March 11, 1992

Present: Seymour, Needler, Jennerjahn, Cook, Dell, Henderson,
Forcum and Director Miller

President Joyce Needler called the March 11 meeting of the
Hartford City Library Board to order at 7 P.M. in the Community
Room of the library. Minutes of the February 19 meeting were
read. Henderson moved they be accepted as read; Dell seconded;
motion carried.

Circulation was passed.

Claims and Receipts totalling \$20923.19 were read. Dell moved
the claims be paid. Cook seconded. Motion carried. Director
Miller informed the board that a representative of the State
Board of Accounts had been to the library several times to help
her reconcile the books and that they were now reconciled. Dell
asked if there would be a charge for help from the State Board of
Accounts. Miller informed the board that the State Board does
not charge for their help.

Miller also announced the library is in compliance with the
Standards for Public Libraries.

Miller announced there is \$51903.32 in the Bond Interest and
Redemption Fund.

Miller reported to the board that the State Board of Accounts
recommended that a set percentage of the interest earned from the
checking and savings account each month be added to the LIRF
fund. ~~Cook~~ *Cook* moved that 5% of the interest be
added to LIRF each month. Henderson seconded. Motion
carried.

A fine-free month will be held in April. A total of 495 overdue
items for the 1991 year break down as follows:

	<u>children's</u>	<u>adult's</u>	<u>Total</u>
books	144	250	394
magazines	4	63	67
sound recordings	10	24	34

Henderson suggested the schools be informed about fine-free
month.

Miller reported she would be absent from the library while
attending the Indiana Librarian's Association Convention *Small Library Meeting*

Secretary Jennerjahn reminded the board that it needed to
finalize the signing of the employment contract of Director
Miller. President Needler assured the board that both a board
member and Miller had signed two contracts and that the board

March 13, 1992

Name: Corby Roberson

Job Title: Library Paige

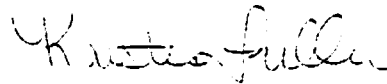
Evaluation: 6 months post hiring.

Corby has been doing the usual paige work along with several clerk duties I have assigned her. She shows a willingness to learn new ideas and procedures. She has a good working relationship with the other employees, and is able to manage the Children's Dept. in my absence. She works well on her own without supervision and makes useful suggestions for improvements.

A list of her duties follows:

1. checks in books and shelves them.
2. checks out books.
3. writes overdue notices and mails them.
4. helps with typing and filing of catalog cards. (with supervision)
5. helps with children's programming, and has done several craft times for the 6 to 9 year old children by herself.
6. helps children with card catalog skills.
7. dusts shelves and straightens books.
8. repairs damaged books.

Because of her positive attitude toward the Library, I feel that she should be given a raise in salary.



Kristie Kay Fuller

Children's Librarian

was given to Miller and another copy would be placed in the Lock Box.

The board questioned the uses of LIRF monies. Miller will find out how LIRF monies can be used.

An extensive discussion on bond interest was held. Forcum will research the bond interest.

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

Respectfully submitted,

Ruth Jennerjahn

Ruth Jennerjahn

Gene Cook

Larry Benson

Lila Seymour

Jayce Redler

*Meeting on 13 because
Quaram could not meet 4-13*

HARTFORD CITY LIBRARY BOARD MINUTES
April 13, 1992

Present: Miller, Cook, Seymour, Needler, Bennett, Jennerjahn,
Forcum and members of the public

President Joyce Needler called the Hartford City Library Board to order in the meeting room of the library at 7 p.m. on April 13.

The minutes of the previous meeting were read. Seymour moved the minutes be approved as read. Cook seconded. The motion passed.

Claims for \$17289.91 were submitted. Cook questioned the purchase of a new adding machine. Jennerjahn questioned the purchase of software the library was not yet able to use. The claims were approved.

Circulation was passed.

Miller informed the board she would like to attend a Mac Workshop on May 7 and 8th to learn to run a computer program she has purchased to make labels for envelopes. The board O.K.ed the request.

Miller would like to purchase another computer printer to be able to use the software she has already purchased and that she will learn to use at the computer workshop mentioned earlier. Our present computer printer will not print labels because the program requires a pin feeder printer. She has also received cataloguing software that she hopes to be able to use. She feels sure that a proper printer will enable use of this new software. The board directed Miller to get this printer on approval only since the program did not work with the last printer tried and there was no overall computer plan for the library.

Miller asked for a raise for the page. Seymour asked that she bring in more information as to how costly such a raise will be for the year and suggested the request be tabled until more information was provided.

Miller handed out printed information to board members concerning LIRF. After discussion of the various accounts, Jennerjahn moved that a separate savings account for the BIRF account be established so that all interest earned on that account could be attributed to that account.

Miller asked for several new magazine racks for the children's department. Because many new magazines have been ordered there is no appropriate place to display them. The request was tabled until Miller has more information on costs.

Miller announced she had attended the Small library Conference on March 11, 12, 13th.

Miller informed the board she will be attending the Eilasa Board meeting in Hagerstown on April 16th.

Miller also informed the board she will be attending the Midwest Mystery and Suspense Convention in Omaha, Nebraska on May 28-31. She will provide her own housing and transportation for the 4 days. She requested \$68 for the registration fee. The board granted the request.

Miller announced that she had attended the Fred Mustard Stewart day celebration in Anderson on April 9. She took children's librarian, Kristi Fuller, with her.

Miller recommended that payroll checks be held at least 1-2 days after the 15th and 30th of the month in order to make sure all bookkeeping, hours, etc. are correct.

Miller informed the board that she had written several checks to petty cash this month and would be continuing to do so. She feels the \$30 now allowed is not adequate and requested the amount in petty cash be increased to \$100. Cook so moved. Seymour seconded. Motion carried.

New board member, Larry Bennett was introduced and welcomed.

Citizen Bob Murphy who has helped the library with bookkeeping in the past suggested that the budget process is long and time consuming and that Miller should begin work on it.

Miller informed the board that the library has qualified for summer work study reimbursement again. Miller says the program has agreed to reimburse us dollar for dollar. We qualify for 1 full time employee and 1 part time employee. The library has received a check for \$493.00 which was deposited this month.

for this program last year
Seymour moved that the meeting be adjourned. Cook seconded. Motion carried.

Respectfully submitted,

Ruth Jennerjahn
Ruth Jennerjahn

Linda Seymour
Dyl A. Dell
Gene Cook

HARTFORD CITY LIBRARY BOARD MINUTES
MAY 13, 1992

Present: Gene Cook, Linda Seymour, Jim Forcum, Dave Dell, Larry Bennett, Ruth Jennerjahn, and Joyce Needler.

President Needler called the Hartford City Library Board to order in the meeting room of the library at 7 p.m. on April 13. Needler told the board that Director Miller had called her to tell her that she was too ill to attend the meeting. She did not send any claims or checks with Needler. No claims were presented for payment for the month of May.

Phil Klink presented the following bids on various projects:

1. Changes to the record cabinets to accommodate CDs and video tapes--\$1134.00
2. Record album storage -- \$379.
3. Children's magazine racks -- 3 for \$1479.
4. A fourth children's magazine rack for \$300.
5. A plant ledge below the green house to catch dripping water--\$395.

The minutes of the previous meeting were read. Seymour moved that the minutes be approved as corrected. Cook seconded the motion. It carried.

Needler then presented copies of State Law 20-14-3-13 which Miller asked her to present to explain why she paid many bills without authorization. Forcum explained that Director Miller misunderstood the bill. He explained that the (b) section of the bill has nothing to do with bill paying. It refers to bidding procedures. He further explained that the (a) section says very clearly that quote the library director must certify to the library board before payment that EACH claim for payment is true and correct unquote. He explained that an example of a bill that might be paid ahead of time would be a budget payment for utilities, but that the exact amount of that budget payment must still be presented by the director to the board. If the exact amount is known it may be presented as a claim before the actual bill has been received. He emphasized that paying a bill without a presented claim is illegal according to the state code.

The board felt that since the director did not understand the law, a further clarification should be made. Seymour moved that the librarian may not pay any item in advance without specific board approval for each item, but is authorized to continue to pay payroll as she has been paying payroll. Jennerjahn seconded the motion. Motion carried.

Further discussion was held because the board was not being made aware of all bills received by the library up to the time of the monthly meeting as the board had been under the prior director. Because board members were not fully aware of amounts of money that had already been committed, members could not make good decisions on what purchases to allow. Bennett moved that all outstanding bill be presented at each meeting even though the librarian might not have had time to prepare a claim for these bills. Jennerjahn seconded. Motion carried.

Jennerjahn moved that the board rescind permission for the director to attend the Midwest Mystery and Suspense Convention in Omaha. Dell seconded. The vote was 3-3. Motion defeated.

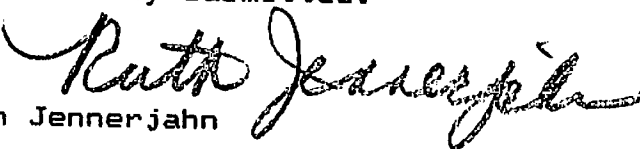
Seymour reported the following slate of officers to be presented for approval:


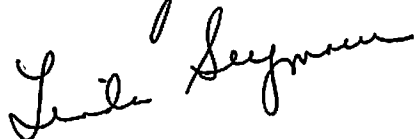
- President - Dave Dell
- Vice-Pres - Gene Cook
- Secretary - Linda Seymour
- Treasurer - Ruth Jennerjahn

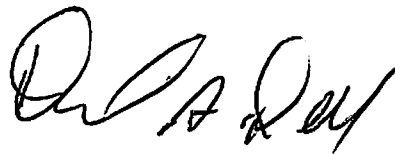
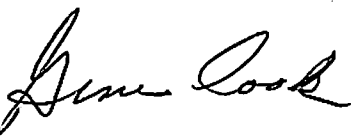
Needler asked for nominations from the floor. There were none. Jennerjahn moved the nominations be accepted as presented. Cook seconded. Motion carried.

Cook moved the meeting be adjourned. Seymour seconded. Motion carried.

Respectfully submitted.


Ruth Jennerjahn

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, JUNE 10, 1992 AT 7:00 P.M. IN THE BOARD ROOM OF THE HARTFORD CITY LIBRARY. MEMBERS PRESENT WERE COOK, DELL, SHREVES, SEYMOUR, JENNERJAHN. ABSENT: BENNETT, HENDERSON. ALSO IN ATTENDANCE WERE LIBRARIAN MILLER AND ATTORNEY ROB FORBES.

PRESIDENT DAVID DELL OPENED THE MEETING BY WELCOMING NEW BOARD MEMBER PATTY SHREVES.

MINUTES WERE READ AND APPROVED ON A MOTION BY JENNERJAHN SECOND BY COOK.

LIBRARIAN MILLER REPORTED THAT THE SUMMER READING PROGRAM "FLY HIGH WITH KITES" IS IN FULL SWING AND OFF TO A GOOD START. KAREN SNOW HAS BEEN HIRED TO SERVE AS A SUMMER PAGE FOR JUNE AND JULY.

MILLER REPORTED THAT SHE HAD ATTENDED TWO SESSIONS IN THE LAST MONTH: A MYSTERY MEETING IN OMAHA AND THE INDIANA LIBRARY FEDERATION CONFERENCE IN INDIANAPOLIS. SHE FELT THAT BOTH HAD BEEN BENEFICIAL AND WOULD HELP IN HER WORK AT THE LIBRARY. THE BOARD QUESTIONED HOW BENEFICIAL THE COMPUTER WORKSHOP WAS TO THE LIBRARIAN AND WHEN THE KNOWLEDGE THAT SHE HAD ACQUIRED AT THESE SESSIONS WOULD BE PUT TO USE ON A DAY TO DAY BASIS. MILLER ANSWERED THAT SHE WAS IN THE PROCESS OF IMPLEMENTING THIS.

DAVID DELL QUESTIONED MILLER AS TO IF SHE HAD BEEN HOLDING STAFF MEETINGS AND WAS DIRECTED BY THE BOARD. MILLER STATED THAT SHE HAS ONLY HAD ONE SO FAR. DELL DIRECTED HER TO HAVE ONE ON A SET DAY OF EVERY MONTH. MILLER REPLIED THAT SHE WAS GOING TO TRY FOR A MEETING ON THE MONDAY AFTER BOARD MEETINGS AT 9:00 A.M.

UNFINISHED BUSINESS:

GENE COOK MOVED TO ACCEPT THE BID FROM PHIL KLINK FOR FLOWERS NOT TO GO OVER \$700.00. JENNERJAHN SECONDED THE MOTION. MOTION PASSED.

THE BOARD REVIEWED THE FOLLOWING BIDS FROM PHIL KLINK:

CD & VIDEO TAPE STORAGE UNITS	\$1134.00
MAGAZINE RACKS (3)	1479.00
LAMINATE THE WINDOW LEDGE	395.00

ACCORDING TO THE PREVIOUS MINUTES HE HAD ALSO BID ON A RECORD ALBUM STORAGE CABINET. MILLER SUGGESTED NOT GOING WITH THE CABINET AT THIS TIME BECAUSE RECORD PURCHASES ARE BEING ELIMINATED AND SHE DIDN'T SEE THE NECESSITY OF A STORAGE CABINET. JENNERJAHN ASKED WHEN THE RECORDS WOULD BE BROUGHT DOWN FROM THE THIRD FLOOR. MILLER STATED THAT IT WOULD BE DONE WITHIN A MONTH.

JENNERJAHN SUGGESTED TO WATCH THE CIRCULATION BEFORE PURCHASING THE CHILDREN'S MAGAZINE RACK.

JENNERJAHN SUGGESTED TABLING THE PURCHASE OF THE CD AND VIDEO TAPE STORAGE UNITS UNTIL WE CAN SEE EXACTLY WHAT THEY WILL LOOK LIKE AND ASKED THAT A ROUGH DRAWING BE SUBMITTED BEFORE A DECISION BE REACHED.

COOK MOVED TO ACCEPT THE BID OF \$395.00 TO LAMINATE THE WINDOW LEDGE. JENNERJAHN SECONDED THE MOTION. MOTION CARRIED.

IT WAS ALSO DISCUSSED THAT THE WINDOWS NEED PAINTING ON THE OUTSIDE OF THE BUILDING. COOK THINKS THIS IS DOWN ON NEXT YEARS MAINTENANCE SCHEDULE AND WILL CHECK.

NEW BUSINESS:

MILLER HANDED OUT INFORMATION ON THE MINOLTA MICROFILM MACHINE. A COMMITTEE OF GENE COOK AND RUTH JENNERJAHN WAS APPOINTED TO CHECK ON THE PROCEEDINGS OF A NEW MICROFILM MACHINE PURCHASE AND REPORT BACK AT THE NEXT MEETING.

MILLER WAS ASKED ABOUT THE STATUS OF THE BUDGET WORK. SHE REPORTED THAT SHE IS WORKING CLOSELY WITH BOB MURPHY AND THAT SHE ATTENDED A STATE BUDGET MEETING LAST MONDAY. JENNERJAHN QUESTIONED THE SCHEDULE OF DATES AND MILLER PASSED THE SCHEDULE RECEIVED FROM THE COUNTY AUDITOR FOR THE BOARDS INSPECTION. SHE SAID THAT SHE SHOULD BE RECEIVING THE STATE BOARD'S SCHEDULE BY NEXT WEEK AND AGAIN CONFIRMED THAT SHE WILL BE WORKING CLOSELY WITH BOB MURPHY DURING THE ENTIRE BUDGET PROCEEDINGS.

CLAIMS & CHECKS:

BEFORE READING THE APRIL CHECKS LIBRARIAN MILLER EXPLAINED THAT THE BAKER & TAYLOR INVOICES FOR BOOKS WERE NOT PAID BECAUSE THE INVOICES WERE RECEIVED WITHOUT THE DISCOUNT ALLOWED AND SHE DIDN'T PAY THEM UNTIL THEY WERE CORRECTED. CLAIMS WERE READ FOR \$22,382.28. JENNERJAHN QUESTIONED THE CLAIMS ON COMPUTER BILLS FOR \$475.00 AND \$372.00 FROM HIGHSMITH & HIGHSMITH AND MICROAGE. ACCORDING TO THE APRIL MINUTES THE BOARD DIRECTED MILLER TO GET THE PRINTER ON APPROVAL ONLY. THE BOARD MEMBERS STATED THAT THEY WERE NOT COMFORTABLE WITH SOFTWARE PURCHASES SINCE THERE IS NO CONSISTENCY AND MILLER DOES NOT SEEM TO KNOW EXACTLY HOW THIS SOFTWARE IS UTILIZED. IT WAS THE GENERAL CONSENSUS THAT THERE IS A NEED FOR AN OVERALL PLAN BEFORE ANY OTHER PURCHASES ARE MADE. JENNERJAHN MOVED TO APPROVE PAYMENT OF ALL CLAIMS WITH THE EXCEPTION OF HIGHSMITH & HIGHSMITH AND MICROAGE. COOK SECONDED. MOTION PASSED. COOK SUGGESTED THAT WE GET IN TOUCH WITH JIM KOUNS TO FIND OUT THE CAPABILITIES OF THE COMPUTER THAT WE HAVE AND SEE IF HE CAN GIVE US AN OVERALL PLAN FOR COMPUTERIZATION OF THE LIBRARY.

MAY CLAIMS AND CHECKS WERE READ FOR A TOTAL OF \$26,897.12. JENNERJAHN MOVED TO PAY ALL OF THE CLAIMS WITH THE EXCEPTION OF:

\$279.00 STATE BOARD OF ACCOUNTS AUDIT
392.00 TRAINING VIDEO
98.00 CONFERENCE
60.00 CHAMBER OF COMMERCE DUES

COOK SECONDED THE MOTION. MOTION PASSED.

MISC. BUSINESS:

THE CIRCULATION WAS PASSED FOR THE BOARDS INFORMATION.
Ruth Jennerjahn stated that she was not satisfied with the management of the library.
RUTH JENNERJAHN MOVED TO ASK FOR DIRECTOR MILLER'S RESIGNATION WITH 30 DAYS PAY. IF SHE PREFERS NOT TO RESIGN ASKED FOR HER IMMEDIATE TERMINATION. GENE SECONDED THE MOTION. MOTION PASSED ON A 3-1-1 VOTE WITH SHREVES ABSTAINING. * PRESIDENT DELL ASKED FOR THE LIBRARIAN'S DECISION A.S.A.P. AND TOLD HER THAT THIS WAS HER LAST DAY. THE ATTORNEY WAS ASKED TO ACCOMPANY HER TO HER OFFICE WHILE SHE COLLECTED HER PERSONAL ITEMS AND TURNED IN HER KEYS.

*Vote count was Aye - Jennerjahn, Dell, Cook
Nay - Seymour
Abstain - Shreves

CAROLYN GOETZ WAS ASKED TO FILL IN AS ACTING LIBRARIAN.

THE MAINTENANCE AGREEMENT WITH ^{ABELL} ~~ABLE~~ ELEVATOR WAS DISCUSSED. GOETZ WAS ASKED TO CHECK ABOUT BIDS FROM AMCO AND ^{ABELL} ~~ABLE~~ FOR MAINTENANCE AND REPORT CK TO THE BOARD.

PRESIDENT DELL REQUESTED THAT A COMMITTEE BE FORMED TO REVIEW LIBRARY POLICY. PATTY SHREVES AND LINDA SEYMOUR WERE APPOINTED TO SERVE ON THAT COMMITTEE.

A COMMITTEE WAS FORMED TO ESTABLISH CRITERIA AND JOB DESCRIPTION BEFORE WE BEGIN THE SEARCH FOR A NEW LIBRARIAN. THE COMMITTEE WILL CONSIST OF DAVID DELL, LINDA SEYMOUR AND LARRY BENNETT. THE STAFF WILL HAVE INPUT WITH CAROLYN GOETZ SERVING AS LIAISON. THE FIRST MEETING WILL BE HELD NEXT WEDNESDAY, JUNE 17 AT 7:00 P.M.

WITH NO OTHER BUSINESS AT HAND THE MEETING WAS ADJOURNED ON A MOTION BY COOK SECOND BY SHREVES.

RESPECTFULLY SUBMITTED

Linda Seymour
LINDA SEYMOUR
SECRETARY

Larry Bennett
Patty Shreves
Ruth Joseph
Gene Cook
Ruth Henderson

Carl Dell

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, ^{July} ~~JUNE~~ 8, 1992 AT 7:00 P.M. MEMBERS PRESENT: SHREVES, BENNETT, COOK, HENDERSON, DELL, JENNERJAHN, AND SEYMOUR. ALSO PRESENT ACTING LIBRARIAN CAROLYN GOETZ, ATTORNEY JIM FORCUM AND BOB MURPHY.

MINUTES WERE ACCEPTED AS CORRECTED, AND THE MINUTES FROM THE APRIL MEETING WERE PASSED FOR SIGNATURES.

COMMITTEE REPORTS:

MICRO FILM COMMITTEE: GENE COOK AND RUTH JENNERJAHN REPORTED THAT THEY HAVE MET WITH JIM BORN BROOK, DISTRIBUTOR FOR 3M AND OTHER PRODUCTS, AND AT THIS POINT ARE QUESTIONING IF WE REALLY NEED TO PURCHASE A NEW MACHINE SINCE THEY FIGURE WE MAKE APPROXIMATELY 1,000 COPIES PER YEAR. THEY WILL CONTINUE TO INVESTIGATE AND REPORT BACK AT THE NEXT MEETING.

POLICY COMMITTEE: PATTY SHREVES AND LINDA SEYMOUR PRESENTED THE REVISED POLICY BOOK TO THE BOARD. SEVERAL SUGGESTIONS WERE MADE BY THE BOARD MEMBERS. THE BOARD WAS ADVISED TO TAKE HOME THE POLICY BOOKS AND DISCUSSION AND ADOPTION WILL TAKE PLACE AT THE NEXT MEETING. ONE SUGGESTION MADE WAS FOR GENE COOK TO CHECK WITH OUR INSURANCE CARRIER TO SEE IF WE ARE COVERED FOR LIABILITY.

DIRECTOR ^{selection} SUGGESTION COMMITTEE: 18-20 APPLICATIONS HAVE BEEN RECEIVED SO FAR. FOUR QUALIFIED APPLICANTS HAVE BEEN CHOSEN FOR INTERVIEWS. THE INTERVIEWS WILL BE SET FOR JULY 29, 1992.

NEW BUSINESS:

JENNERJAHN MOVED AND HENDERSON SECONDED TO ACCEPT A RESOLUTION FOR ADDITIONAL APPROPRIATIONS FOR THE LIBRARY OPERATION FUND UNDER SERVICES AND CHARGES FOR THE PRINTING AND ADVERTISING FOR A DIRECTOR IN THE AMOUNT OF \$300.00.

IT WAS REPORTED THAT A SEPARATE ACCOUNT FOR THE BOND REDEMPTION FUND INTEREST HAS BEEN ESTABLISHED SO THAT INTEREST ACCRUED WILL GO INTO THAT ACCOUNT.

THE BOARD AGREED BY CONSENSUS TO DIRECT THE JANITOR TO DO THE NEEDED MAINTENANCE FOR WEEDING OF THE FLOWERS.

CAROLYN GOETZ WAS DIRECTED TO DO WHATEVER NEEDS TO BE DONE TO GET THE CARPET STRETCHED WHERE NECESSARY AND CLEANED.

ON A MOTION BY JENNERJAHN, SECOND BY HENDERSON KAREN SNOW IS WORK AS NEEDED BY THE ACTING DIRECTOR.

GOETZ REPORTED THAT AMCO ELEVATOR WOULD LIKE TO BID ON THE ELEVATOR MAINTENANCE AGREEMENT. IT WAS THE CONSENSUS OF THE BOARD TO CONTINUE WITH ABELL SINCE THEY HAVE BEEN GIVING US GOOD SERVICE AND THE PRICES ARE COMPARABLE.

THE BOARD DIRECTED GOETZ TO GET IN TOUCH OF PHIL KLINK AND HAVE HIM BUILD DIVIDERS FOR THE RECORD BINS TO STORE THE C.D.'S AND CASSETTES.

ON A MOTION BY JENNERJAHN, SECOND BY SHREVES THE BOARD ACCEPTED A BID FROM HENRY BATTEN TO WASH, PUTTY AND REPAINT THE WINDOWS IN THE LIBRARY AT A COST OF \$1880.00.

BOB MURPHY PRESENTED THE PRELIMINARY FIGURES FOR THE 1993 BUDGET. THE BOARD ASKED HIM TO GO AHEAD WITH THE BUDGET PROCEDURES AND REPORT BACK TO THEM AT THE CALLED MEETING ON JULY 29.

JENNERJAHN MOVED AND SHREVES SECONDED TO ESTABLISH THE SALARY OF THE ACTING DIRECTOR AND BOB MURPHY AT \$10.00 PER HOUR, RETROACTIVE TO JUNE 11, 1992. MOTION PASSED.

IT WAS AGREED TO TABLE THE DECISION FOR SALARIES OF THE REST OF THE STAFF UNTIL A NEW DIRECTOR IS HIRED.

RUTH JENNERJAHN REPORTED THAT FRIENDS OF DEE JACKSON WOULD LIKE TO PLANT AN ORNAMENTAL TREE AT THE LIBRARY IN HER MEMORY. THE BOARD ASKED HER IF SHE WOULD GET IN TOUCH WITH PHIL KLINK FOR SOME DIRECTION.

AFTER SOME DISCUSSION RUTH JENNERJAHN MOVED THAT THE HARTFORD CITY LIBRARY BOARD OF TRUSTEES SHALL BE INDEMNIFIED BY THE LIBRARY AGAINST ANY AND ALL LIABILITY AND REASONABLE EXPENSES INCURRED BY ANY PERSON IN ANY THREATENED, PENDING OR CONTEMPLATED ACTION, SUIT OR PROCEEDING, WHETHER CIVIL, CRIMINAL, ADMINISTRATIVE OR INVESTIGATIVE AND WHETHER FORMAL OR INFORMAL, BECAUSE SUCH PERSON IS OR WAS A MEMBER OF THE HARTFORD CITY LIBRARY BOARD OF TRUSTEES. THE LIBRARY SHALL ADVANCE TO SUCH PERSON THE REASONABLE EXPENSES, INCLUDING ATTORNEYS FEES AND RETAINER FEES, INCURRED BY HIM OR HER IN CONNECTION WITH ANY SUCH ACTION, SUIT OR PROCEEDING. GENE COOK SECONDED THE MOTION. MOTION PASSED.

UNFINISHED BUSINESS:

LARRY BENNETT ASKED ABOUT THE RECOMMENDATION IN APRIL FOR A RAISE FOR THE PAGE AT THE LIBRARY THAT WAS TABLED. RUTH JENNERJAHN MOVED ~~THE~~ TO PAY THE PAGE \$4.50 PER HOUR AS OF JANUARY 1, 1993. GENE COOK SECONDED THE MOTION. MOTION CARRIED.

CLAIMS:

CLAIMS WERE READ FOR JUNE TOTALING \$15,235.58
JULY TOTALING \$ 3,476.11

ON A MOTION BY JENNERJAHN, SECOND BY HENDERSON THEY WERE APPROVED TO BE PAID.

MISCELLANEOUS BUSINESS:

A DISCUSSION FOR THE SECURITY SYSTEM AT THE LIBRARY WAS TABLED UNTIL A LATER DATE.

CIRCULATION WAS PASSED.

IT WAS NOTED THAT RUTH HENDERSON HAS BEEN REAPPOINTED BY THE COMMON COUNCIL FOR ANOTHER TERM.

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

RESPECTFULLY SUBMITTED

Linda Seymour
Secretary
Ruth Jennerjahn

Ruth Henderson
Gene Cook
Dan Adell
Larry Bennett

July 29, 1992 - 6:30 p.m.

The Hartford City Library Board met in special session to hear the budget report from Bob Murphy. Members present were Jennerjahn, Dell, Cook, Henderson, Bennett, Seymour. Absent - Shreves.

Cook moved and Henderson seconded for Bob Murphy to proceed with the budget hearings with the figures presented.

The Board then went into executive session to interview prospective job applicants for the position of Library Director.

Respectfully submitted

Lila Seymour

Ruth Jennerjahn

Ruth Henderson
Gene Cook

Wal Dell

Harry Bennett

Patty Shreves

The Hartford City Public Library Board held a special meeting on August 26, 1992 at 7:00 p.m. in the library conference room.

Members attending were Cook, Seymour, Henderson, Bennett, Shreves and ~~Bell~~. Also in attendance were acting director Goetz and Robert Murphy.

The 1993 budget appropriations of \$247,500 for the Operating Fund and \$75,000 for the Bond and Interest Redemption fund were approved on a motion by Henderson second by Cook.

The Board was advised that a letter has been sent to Vicki Cecil offering her the position of Director.

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

Respectfully submitted

Linda Seymour
Linda Seymour
Secretary

Larry Bennett
Gene Cook
Ruth Joseph
Ruth Henderson
Patty Shreves

HARTFORD CITY LIBRARY BOARD MINUTES

AUGUST 19, 1992 7:20 P.M.

THE BOARD MET IN SPECIAL SESSION FOR THE PURPOSE OF HIRING A NEW DIRECTOR. THOSE MEMBERS PRESENT WERE DAVID DELL, LARRY BENNETT, RUTH HENDERSON, GENE COOK AND PATTY SHREVES. ACTING DIRECTOR, CAROLYN GOETZ, WAS ALSO PRESENT.

PRESIDENT DELL CALLED THE MEETING TO ORDER AND ASKED FOR RESPONSES FROM BOARD MEMBERS WHO HAD CALLED REFERENCE REFERRALS CONCERNING VICKI CECIL. THE MAJORITY OF THE RESPONSES WERE VERY FAVORABLE AND COLLECTIVELY EXPRESSED A POSITIVE RECOMMENDATION ON MRS. CECIL'S BEHALF.

AFTER SOME DISCUSSION, LARRY BENNETT MOVED THAT THE BOARD OFFER THE POSITION OF LIBRARY DIRECTOR TO VICKI J. CECIL FOR, \$22, 890.00. GENE COOK SECONDED. THE MOTION CARRIED.

THE BOARD REQUESTED THAT LINDA SEYMOUR COMPOSE A LETTER INFORMING MRS. CECIL OF HER SELECTION AND THAT MRS. CECIL RESPOND TO THE BOARD'S OFFER NO LATER THAN SEPTEMBER 8, 1992.

THE BOARD INSTRUCTED LETTERS TO BE SENT TO ALL OTHER APPLICANTS TO INFORM THEM THAT THE DIRECTOR POSITION HAD BEEN FILLED.

IN OTHER BUSINESS, CAROLYN GOETZ ASKED FOR THE BOARD'S APPROVAL FOR A "FINE FREE MONTH". THE APPROVAL WAS GRANTED.

GENE COOK REPORTED THAT THE INSURANCE CARRIER STATED THAT ALL ITEMS BROUGHT ONTO THE LIBRARY PREMISES WERE COVERED FOR LOSS OR DAMAGE MINUS THE DEDUCTIBLE.

CAROLYN GOETZ REQUESTED, WITH THE BOARD'S APPROVAL, THAT AN IN-SERVICE WITH ALL STAFF MEMBERS BE HELD SATURDAY AUGUST 22, 1992 TO GO OVER THE NEWLY ADOPTED POLICY. THE BOARD APPROVED AND ASKED THAT AN ANNOUNCEMENT OF SAID IN SERVICE BE PUBLISHED IN THE LOCAL NEWSPAPER AND POSTED ON THE LIBRARY ENTRANCES TO INFORM THE PUBLIC THAT THE LIBRARY WOULD BE CLOSED FROM 9:00 A.M. TO 12:30 P.M..

THE BOARD ONCE AGAIN, EXPRESSED THEIR APPRECIATION TO CAROLYN GOETZ FOR HER DEDICATED SERVICE AS ACTING DIRECTOR.

WITH NO FURTHER BUSINESS TO CONDUCT, PATTY SHREVES MOVED TO ADJOURN AND LARRY BENNETT SECONDED. THE MOTION CARRIED.

RESPECTIVELY SUBMITTED,

Patty Shreves
PATTY SHREVES FOR LINDA SEYMOUR

Patty Shreves
Linda Seymour

Larry Bennett
Gene Cook
Ruth Henderson

MINUTES OF THE 1993 BUDGET HEARING

AUGUST 19, 1992 7:00 P.M.

THE HARTFORD CITY PUBLIC LIBRARY BOARD MET IN SPECIAL SESSION FOR THE HEARING OF THE 1993 BUDGET PRESENTED BY BOB MURPHY. THOSE PRESENT, IN ADDITION TO MURPHY, WERE DAVID DELL, LARRY BENNETT, PATTY SHREVES AND CAROLYN GOETZ.

ONE PATRON ATTENDED.

THERE WERE NO ADVERSE PUBLIC CONCERNS VOICED WITH THE OPERATING FUND OR THE BOND REDEMPTION FUND.

MR. MURPHY REMINDED THE BOARD FOR THE NEED OF A PROOF OF PUBLICATION FOR THE NEW BUDGET FROM THE TWO COUNTY NEWSPAPERS.

WITH NO FURTHER COMMENTS CONCERNING THE HEARING OF THE 1993 BUDGET, GENE COOK MOVED THAT THE MEETING BE ADJOURNED. MR. LARRY BENNETT SECONDED. MOTION CARRIED.

RESPECTIVELY SUBMITTED,

Patty Shreves

PATTY SHREVES FOR LINDA SEYMOUR

Larry Bennett
Gene Cook
Ruth Jesserph
Ruth Henderson
Patty Shreves
Linda Seymour

Hartford City Library Minutes
August 12, 1992

President David Dell called the meeting of the Hartford City Library Board to order at 7 p.m. in the meeting room of the Hartford City Library. Present were Acting Director Carolyn Goetz and Acting Bookkeeper Bob Murphy and board members Dell, Henderson, Cook, Bennett, Jennerjahn and Shreves.

The minutes of the July 29 and July 8 meeting were read and approved as corrected. Circulation was passed.

Bob Murphy announced that he had published the notice of a public hearing for the 1993 budget to be held on August 19 and a meeting for final approval on August 26.

Committee Reports:

House - Cook informed the board that Batten will begin painting and washing windows, etc. the last week of August.

Policy - Shreves presented the new policy for review. Several changes were accepted. The changed policy will be given to Atty. Forcum to review and will then be accepted.

Book - The board agreed to eliminate this committee. The board felt that the Director was better qualified to choose books.

Goetz informed the board of the following developments:

Corby Roberson, page, will be attending Ball State. Goetz will look for a new page.

The carpet has been cleaned and will be stretched.

Phil Klink has installed the ledge in the children's library.

The Janitor will put shelves in the old furnace room.

Records are being weeded. Around 650 will be set aside for sale.

One light above the circulation desk needs attention. Cook will take care of this.

Signs have been installed.

Claims and checks for \$19983.41 were presented for payment. Cook moved the bills be paid. Shreves seconded the motion and it carried.

Shreves moved the meeting be adjourned; Henderson seconded. Motion carried.

Respectfully submitted by acting secretary:

Ruth Jennerjahn

Ruth Jennerjahn
Larry Bennett
Gene Cook
Ruth Henderson
Patty Shreves
John Seymour

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, SEPTEMBER 9, 1992 IN THE MEETING ROOM OF THE HARTFORD CITY LIBRARY. ROLL CALL SHOWED MEMBERS COOK, BENNETT, JENNERJAHN, HENDERSON, SEYMOUR & SHREVES PRESENT; DELL ABSENT. ALSO PRESENT WERE DIRECTOR CECIL, ACTING DIRECTOR GOETZ AND ROBERT MURPHY.

CIRCULATION WAS PASSED AND MINUTES OF THE AUGUST 12, 19 AND 26 MEETINGS WERE READ AND ACCEPTED AS CORRECTED ON A MOTION BY JENNERJAHN, SECOND BY SHREVES.

COMMITTEE REPORTS:

HOUSE COMMITTEE: COOK REPORTED THAT THE WINDOW WASHING AND PAINTING HAS BEEN FINISHED.

POLICY COMMITTEE: GOETZ REQUESTED THAT A CHANGE BE MADE TO THE POLICY BOOK STATING THAT VIDEO'S MAY BE CHECKED OUT FOR ONE WEEK WITH NO RENEWAL AT TWO PER FAMILY.

SEARCH COMMITTEE: VICKI CECIL WAS OFFICIALLY INTRODUCED AS THE NEW DIRECTOR WHO HAS TAKEN OVER THE POSITION AS OF SEPTEMBER 8, 1992.

MICRO FILM READER PRINTER: THE COMMITTEE IS DISBANDING IN FAVOR OF THE NEW DIRECTOR'S CHOICES CONCERNING THIS. THE COMMITTEE GAVE HER SEVERAL RECOMMENDATIONS FROM THEIR PAST WORK AND SHE WILL CONTINUE ALONG THESE LINES.

THE DIRECTOR INFORMED THE BOARD: THAT BETSIE BAUGHEY HAS BEEN HIRED AS THE NEW PAGE. THE CARPET HAS BEEN STRETCHED AND WILL BE RECEIVING A BILL SHORTLY. SHELVES IN THE OLD FURNACE ROOM HAVE BEEN INSTALLED. INFORMATION WAS GIVEN TO THE BOARD MEMBERS OF THE INCREASE IN THE ELEVATOR MAINTENANCE CONTRACT FROM \$89.25 TO \$94.60. GOETZ HAS TALKED TO REX SHADLE ABOUT SELLING OLD RECORDS AT ONE OF HIS AUCTIONS. THE BOARD AGREED ON THIS BUT SUGGESTED THAT THEY FIRST BE OFFERED FOR SALE TO THE PUBLIC.

THE BOARD AGREED THAT DIRECTOR CECIL SHOULD ATTEND THE CHILDREN'S & YOUNG PEOPLE DIVISION CONFERENCE ON SEPT 19-22 IN INDIANAPOLIS SINCE SHE HAS ALREADY MADE RESERVATIONS AND PAID FOR THIS. THEY ALSO AGREED THAT SHE ATTEND AN ALL DAY WORKSHOP IN INDIANAPOLIS ON SEPTEMBER 9 FOR SETTING UP ACCOUNTING & BOOKKEEPING SYSTEMS ON THE COMPUTER.

UNFINISHED BUSINESS:

PEGGY WILLMANN HAS REQUESTED TO BUY A 2-WHEEL DOLLY TO CARRY STACKS OF MAGAZINES & BOOKS ON. SHE WILL CHECK LOCALLY BEFORE MAKING THE PURCHASE. THE BOARD AGREED TO GRANT HER THIS REQUEST.

GENE COOK REPORTED THAT THE ELECTRICIAN HAS ORDERED PARTS THAT ARE NEEDED BUT THEY ARE TEMPORARILY OUT OF STOCK.

AFTER SOME DISCUSSION JENNERJAHN MOVED THAT WE KEEP CAROLYN GOETZ ON THE ACTING DIRECTOR SALARY THROUGH SEPTEMBER 19, 1992. SHREVES SECONDED THE MOTION. MOTION PASSED.

ROBERT MURPHY ADVISED THAT SINCE VICKI STARTED ON THE 8TH OF SEPTEMBER HER FIRST PAY PERIOD SHOULD BE 6/22 OF THE ANNUAL SALARY. THE BOARD AGREED AND ADVISED HIM TO PROCEED AS SUCH.

NEW BUSINESS:

ROBERT MURPHY SUGGESTED THAT THE BOARD EXAMINE AND THINK ABOUT WAYS TO REDESIGN THE BOOK RETURN. HE FEELS THAT IT IS INADEQUATE AND CREATES QUITE A PROBLEM FOR THE STAFF TO RETRIEVE THE BOOKS EACH MORNING.

CLAIMS & CHECKS:

CLAIMS WERE READ AND APPROVED ON A MOTION BY HENDERSON, SECOND BY SHREVES IN THE AMOUNT OF \$13,978.25.

MISC. BUSINESS:

THE LIBRARY INSURANCE POLICY WAS PRESENTED AND AVAILABLE FOR THE BOARD'S INSPECTION.

ROBERT MURPHY ASSURED THE BOARD THAT HE WILL BE AVAILABLE TO SPEND TIME WITH VICKI BUT WILL BE REDUCING HIS TIME AS IS POSSIBLE.

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

RESPECTFULLY SUBMITTED

Linda Seymour
LINDA SEYMOUR
SECRETARY

Ruth Jennerjahn
Patty Shreves
Ruth Henderson
Ruth Henderson

LIBRARY BOARD MEETING -
OCT. 14, 1992 -

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, OCTOBER 14, 1992 IN THE MEETING ROOM OF THE HARTFORD CITY LIBRARY. ROLL CALL SHOWED MEMBERS DELL, BENNETT, JENNERJAHN, HENDERSON AND SHREVES PRESENT; SEYMOUR AND COOK WERE ABSENT. ALSO PRESENT WERE DIRECTOR CECIL, ROBERT MURPHY AND ATTORNEY FORCUM.

CIRCULATION WAS PASSED AND MINUTES OF THE SEPTEMBER 9TH MEETING WERE READ AND APPROVED.

REPORTS

MICRO FILM READER PRINTER

DIRECTOR CECIL REPORTED THAT TRON-I-TECH HAD LOANED A DEMO FOR A WEEK AND THAT THE STAFF AND PATRONS THOUGHT THIS MINOLTA C-40 MODEL WAS VERY QUIET AND PERFORMED EFFICIENTLY.

SALES REPRESENTATIVE, DAVID HOFTETLER, STATED TO CECIL THAT THE COST OF THE C-40 WAS \$4,200.00 WHICH INCLUDED: SET UP, TWO LENS, PRINTER, FISH CAPABILITY, CARTRIDGE, AND TRAINING.

DIRECTOR CECIL STATED THAT THERE WAS A DEMAND FOR THE MICRO FILM READER PRINTER LOCALLY. CECIL ALSO STATED THAT SHE WOULD CONTINUE TO RESEARCH OTHER COMPANIES FOR A MID-SIZED MACHINE.

AUTOMATION UPDATE

CECIL AND SEVERAL OTHER STAFF MEMBERS HAVE BEEN OBSERVING THE FOLLETT SYSTEMS AT THE MONTEPELIER AND BLACKFORD HIGH SCHOOL LIBRARIES. THE FOLLETT SYSTEM AUTOMATES THE COLLECTION CIRCULATION AND THE LIBRARY-TO-LIBRARY HOOK UP. THE FOLLETT SYSTEM IS IBM COMPATIBLE.

CECIL WILL CONTINUE TO VISIT OTHER SURROUNDING LIBRARIES TO VIEW THEIR AUTOMATED SYSTEMS.

BOOKKEEPING-CECIL IS LOOKING AT A SYSTEM CALLED A.V.C. AND WILL CHECK WITH OTHER SURROUNDING LIBRARIES FOR MORE INFORMATION. CECIL MENTIONED THAT A SYSTEM SUCH AS A.V.C. CAN DO THE PAYROLL IN TWELVE MINUTES FOR A STAFF OF THIRTY PEOPLE COMPARED TO THREE HOURS TO COMPLETE OUR (H.C.P.L.)PAYROLL.

RECIPROCAL BORROWING

THE INDIANA STATE LEGISLATURE PASSED A LAW STATING THAT THERE WILL BE NO MORE RECIPROCAL BORROWING AFTER JANUARY 1, 1993. WE WILL, HOWEVER, RECEIVE ANY AND ALL GRANT MONIES DUE OUR LIBRARY UNTIL 1-1-93.

PUBLIC LIBRARY ACCESS CARD (PLAC)

AS OF 1-1-93 ALL STATE LIBRARIES WILL USE THE PLAC SYSTEM. THE CARD COST TO EACH PATRON WILL BE \$16.77. THIS COST MAY BE PARTIALLY OR TOTALLY SUBSIDIZED BY THE LOCAL LIBRARY. THE FEE OF PRINTING THE CARD WILL BE FUNDED BY THE STATE. THERE WILL BE PRESS RELEASES PERIODICALLY TO INFORM THE INDIANA RESIDENTS OF PLAC BEFORE 1-1-93.

BAKER & TAYLOR LEASING PROGRAM

THIS VENDER HAS A PLAN (B-1) TO LEASE TO LIBRARIES ONE HUNDRED AND TWENTY (120) BOOKS PER YEAR WITH AN ANNUAL FEE OF \$1,788.00 OR \$149.00 PER MONTH.

POSITIVE POINTS TO CONSIDER:

1. LEASING IS CHEAPER THAN BUYING THE BOOKS.
2. 800 NUMBER (QUICK CALL) TO ORDER BOOKS. GUARANTEED ARRIVAL THE NEXT DAY.
3. THE BOOKS COME ALREADY CATALOGED AND MARKED WITH AN EASILY IDENTIFIED COLORED TAG.
4. BOOK PRICES ARE DISCOUNTED.
5. BUY THE BOOKS, THEN RETURN THE ONES YOU DON'T WISH TO KEEP. FOR EVERY FIVE BOOKS RETURNED, THE LIBRARY GETS TO KEEP ONE FREE.

AFTER SOME DISCUSSION, JENNERJAHN MOVED THAT THE LIBRARY EXPERIMENT WITH THE BAKER & TAYLOR LEASING PROGRAM. HENDERSON SECONDED, THE MOTION CARRIED.

INDIANA LIBRARY FEDERATION

CECIL REQUESTED THAT THE STAFF BE ALLOWED TO ATTEND THE DISTRICT 8 PROFESSIONAL WORKSHOP MEETING IN ELWOOD, INDIANA ON OCTOBER 22, 1992.

AFTER SOME DISCUSSION, BENNETT MOVED THAT THE STAFF AND DIRECTOR ATTEND THE ILF MEETING, THAT THE LIBRARY BE CLOSED FOR THAT DAY, AND THAT THE BOARD AUTHORIZE PAYMENT OF MILEAGE AND MEMBERSHIP FEES (\$27.00 PER MEMBER). JENNERJAHN SECONDED, THE MOTION CARRIED.

COMMUNITY VISITS

CECIL COMMENTED ON VISITING OTHER LIBRARIES SUCH AS THE ONES AT TAYLOR, UPLAND, MONTPELIER AND BLACKFORD HIGH SCHOOL.

UNFINISHED BUSINESS

PHIL KLINK IS WORKING ON PLANS TO REDESIGN THE BOOK DROP.

NEW BUSINESS

PRESIDENT DELL COMMENTED ON THE TRACKING OF HOURS WORKED BY OUR STAFF. CECIL STATED THAT SHE WOULD BRING THIS ISSUE OF VERIFICATION OF HOURS TO THE STAFF AT THE NEXT STAFF MEETING OCTOBER 26, 1992. CECIL WAS DIRECTED BY THE BOARD TO DISCUSS WITH THE STATE BOARD OF ACCOUNTS ADVISORS AS TO WHOM SHOULD BE IN CHARGE OF PAYROLL AND HOURS

VERIFICATION. THE BOARD STRESSED THAT THERE WERE NO PROBLEMS BUT THAT THIS WOULD BE A PRECAUTIONARY MEASURE.

BENNETT STATED HIS CONCERN OVER THE DARKNESS OF THE FRONT STEPS IN THE EVENING HOURS. CECIL STATED THAT SHE WOULD LOOK INTO THIS.

THE BOARD APPROVED CECIL AS THE AUTHORIZED PERF AGENT FOR THE PENSION LIABILITY FUND.

CECIL DISCUSSED HER TRIP TO BROWN COUNTY TO ATTEND A LEGISLATIVE CONFERENCE. CECIL WAS AWARDED THE OPPORTUNITY TO ATTEND THIS CONFERENCE THROUGH A SCHOLARSHIP. CECIL ATTENDED THE CONFERENCE OCTOBER 7, 8 AND 9.

CLAIMS AND CHECKS

CLAIMS AND CHECKS WERE READ AND APPROVED ON A MOTION BY JENNERJAHN AND SECONDED BY HENDERSON IN THE AMOUNT OF \$14,826.77.

MISCELLANEOUS BUSINESS

PRESIDENT DELL COMMENTED ON THE GOOD FEELINGS FELT BY THE STAFF MEMBERS AND THE DIRECTOR.
DELL ALSO EXPRESSED THE BOARD'S APPRECIATION TO BOB MURPHY FOR ALL OF HIS EXPERT HELP. MURPHY'S DEDICATION AND COMMITMENT TO THE LIBRARY'S FUTURE WAS AND IS EVER PRESENT.

MURPHY'S REPORT

MURPHY REPORTED THAT ON OCTOBER 7, 1992, THE STATE BOARD OF TAX COMMISSIONERS APPROVED ALL APPROPRIATIONS (THE BOND FUND WAS REDUCED BY \$4,000.00 AND THE OPERATING FUND WAS GIVEN THE MAXIMUM LEVY).

ADJOURNMENT

JENNERJAHN MOVED TO ADJOURN AND SHREVES SECONDED THE MOTION.

RESPECTIVELY SUBMITTED,

Patty Shreves

PATTY SHREVES FOR LINDA SEYMOUR

Ruth Jensen
Patty Shreves
Ray Hood
Ruth Henderson

LIBRARY BOARD MEETING
December 9, 1992

President David Dell called the meeting to order. The minutes of the last meeting were not available.

The ceiling leak will be repaired as soon as the weather improves.

The disadvantages of the present book drop were discussed, namely, the physical difficulty in removing the books and the cold air blowing in around the opening. Ruth Jennerjahn moved that, if the design meets approval of staff and director and Gene Cook okays the price, Phil Klink proceed with replacing the book drop without another board meeting. Larry Bennett seconded the motion which carried.

The Library has two Christmas trees, one beautifully trimmed by Vera Foister, and the one in the children's department decorated by the youngsters.

The Board agreed to try to find a solution to our crowded parking problem. Becky Musser's car recently had \$1800 damage.

Director Vicki Cecil pointed out that when the library loses power, the thermostats go off and Thomas requests that their serviceman reset them which has cost around \$100.

PLAC--A lengthy discussion was held concerning our library's position on the amount patrons should be asked to pay of the \$16.77 fee. Bob Murphy as a patron, objected to the State Legislatures' neglecting to set up a fund for this expense. If the local library elects to pay a part of the fee, we need the State Library's written word that we may use money from one of our budgeted funds. Jennerjahn moved and Henderson seconded that anyone wanted a PLAC card pay \$8. Motion carried.

TOWNSHIP CARDS-- The library staff suggests charging \$12 for a T-card but adding \$1 for each child. Cook moved and Jennerjahn seconded that we amend our policy to add \$1 for each child on an annual basis. Motion carried.

The library has received a new reader printer. A brief discussion was held concerning disposing of the old machine. No decision was reached.

STAFF--Things to consider regarding salaries: 1. Our policy calls for 4% steps which we can go beyond for cost-of-living increases. Some staff members have gone beyond the steps already. 2. Law says performance evaluations must be oral. We wish to go over this in six months. 3. The names of some positions need to be changed: for example, "clerk."

President Dell commented on the good morale under Director Vicki Cecil because of good staff meetings.

Jennerjahn moved and Cook seconded that we give all staff positions 4% increase across the board with the understanding we re-evaluate this in 6 months. Motion carried.

Plans are progressing for a reception and gift for Becky Musser when she finishes her 25th year here in January.

The board agreed unanimously with Larry Bennett's suggestion that we give a Marsh \$25 gift certificate to all employees, with one certificate to be shared by the custodians.

Claims and Checks in the amount of \$23,324.91 were read and approved on motion of Jennerjahn, seconded by Henderson.

Director Cecil acquainted the board with a bill being presented in the State Legislature requiring board members be elected instead of appointed. The Indiana Library Federation is opposed to this, our legislators should be informed of this opposition.

The next board meeting will be on Dec. 30 at 7 P.M. for the purpose of paying last-minute bills.

The meeting adjourned on motion of Cook, seconded by Bennett.

Present: Dell, Cook, Jennerjahn, Bennett, Henderson, and Director Cecil.

Acting Secretary, Ruth Henderson

Larry Bennett
Ruth Jennerjahn
Pat Dell
Gene Cook
Patty Shreves