

LIBRARY BOARD MEETING

JANUARY 20. 1993

THE HARTFORD CITY PUBLIC LIBRARY BOARD MET ON WEDNESDAY. JAN. 20, 1993 IN THE MEETING ROOM OF THE LIBRARY. ROLL CALL SHOWED MEMBERS DELL, BENNETT, JENNERJAHN, COOK AND SHREVES PRESENT. ALSO PRESENT WAS DIRECTOR CECIL.

MINUTES OF THE PREVIOUS MEETING WERE NOT AVAILABLE FOR PRESENTATION.

REPORTS

HOUSE COMMITTEE--GENE COOK PRESENTED THE FOLLOWING INFORMATION:

1. LIGHTS-DICK FORD IS WORKING ON IMPROVING THE LIGHTING OF THE BACK ENTRANCE .
2. 3-WAY BUILDERS IS WORKING ON PATCHING THE ROOF, REPAIRING DAMAGED CEILING TILE NEAR THE ELEVATOR AND SEALING THE MORTOR JOINTS (POINTS) IN THE NORTHEAST CORNER OF THE BUILDING.
3. PHIL KLINK IS REMEASURING FOR THE BOOK DROP.
4. THOMAS HEATING AND REFRIGERATION. ~~PER THE MAINTENANCE AGREEMENT~~, IS FIXING THE THERMOSTAT WITH FILTER REPLACEMENT.
5. CECIL DREW COOK'S ATTENTION TO THE FALLING TILE IN THE STAFF LOUNGE. COOK STATED THAT HE WOULD HAVE SOMEONE LOOK AT THE READJUSTMENTS OF THE GRATING.

OFFICERS

DIRECTOR CECIL STATED A ROUTINE TWO YEAR NOTICE WAS SENT TO ALL LOCAL BANK DEPOSITORIES FOR REVIEW AND PROPOSAL BIDDING OF THE LIBRARY'S ACCOUNTS. ALL DEPOSITORIES HAVE UNTIL FEBRUARY 15. 1993 TO RESPOND.

DIRECTOR

1. PLAC

CECIL STATED THAT ONLY ONE PLAC CARD HAD BEEN SOLD AT THE HARTFORD CITY LIBRARY.

2. AUTOMATION/CIRCULATION ON LINE

CECIL REPORTED THAT THE STATE LIBRARY ESTABLISHED GOALS OF AUTOMATION:

- A. NETWORK DATABASES-FOR ALL LIBRARIES
- B. BIBLIOGRAPHICAL RECORD-ALL HOLDINGS OF ALL LIBRARIES MUST HAVE THREE MARKS OF IDENTIFICATION-OCLC, MARC RLIN AND MARC. (ESTABLISHED BY USMARC)

C. RESOURCE SHARING-LEAD TO HIGHER PRODUCTIVITY TO OTHER LIBRARIES AND QUICKER TURNAROUND OF BOOKS.

D. ALL LIBRARIES OF THE STATE MUST BE AUTOMATED OR IN THE PROCESS OF IMPLEMENTATION OF AUTOMATION BY 1995.

WITH THE ABOVE IN MIND, DIRECTOR CECIL PRESENTED AN OVERHEAD OUTLAY OF THE TOP THREE AUTOMATION SOFTWARE

PACKAGES: 1. CLSI \$8,835
2. FOLLETT \$3,190
3. DYNX \$3,410

TRAINING COMES WITH ALL THREE COMPANIES. MONTPELIER, BLACKFORD HIGH SCHOOL AND BLUFFTON HAVE THE FOLLETT SYSTEM.

CECIL COMMENTED THAT THE AUTOMATING OF 44,000 BOOKS WOULD BE VERY TIME CONSUMING AND THAT LATER THE BOARD MAY WISH TO CONSIDER HIRING COMPETENT HIGH SCHOOL STUDENTS FOR THIS TASK.

HARDWARE EQUIPMENT WILL BE SERIOUSLY DISCUSSED AT A LATER DATE, HOWEVER, COMMENTS WERE OFFERED TO LOOK AT OUR LOCAL COMPUTER BUSINESSES AS WELL AS OUTSIDE SOURCES FOR OUR HARDWARE NEEDS.

3. EQUIPMENT DISPOSAL

CECIL STATED THAT OUR BELL AND HOWEL MICROFILM PRINTER IS NOISY AND TAKES UP NEEDED SPACE. THE PATRONS ARE ENJOYING THE NEW PRINTER. CECIL ASKED FOR THE BOARD'S WISHES ON HOW TO DISPOSE OF THE OLD PRINTER. AFTER SOME DISCUSSION, JENNERJAHN MOVED THAT THE BOARD SUBMIT AN ADVERTISEMENT IN OUR LOCAL NEWSPAPER FOR DONATION OF THE OLD PRINTER. COOK SECONDED THE MOTION. MOTION CARRIED.

4. CECIL HAD EXAMPLES FOR THE BOARD'S VIEWING OF THE NEW LEASED BOOKS FROM BAKER AND TAYLOR.

UNFINISHED BUSINESS

AFTER SOME DISCUSSION BY THE BOARD MEMBERS, SHREVES MOVED THAT AN OPEN HOUSE BE GIVEN IN HONOR OF BECKY MUSSER'S 25 PLUS YEARS OF DEDICATED SERVICE TO THE COMMUNITY AND THIS LIBRARY. THE OPEN HOUSE WILL BE ON SATURDAY FEBRUARY 13, 1993 FROM 10:00 A.M. TO 5:00 P.M.. AT THIS TIME, BECKY MUSSER WILL BE PRESENTED WITH A CORSAGE AND A PLAQUE COMMEMORATING HER SERVICE. THE PLAQUE IS TO BE ENGRAVED BEARING HER NAME AND WILL BE HUNG IN THE MEETING ROOM. AN ANNOUNCEMENT IN THE LOCAL NEWSPAPER WILL BE POSTED TWO WEEKS PRIOR TO INVITE ALL OF BECKY MUSSER'S FRIENDS AND FAMILY. JENNERJAHN SECONDED THE MOTION. THE MOTION CARRIED.

NEW BUSINESS

PRESIDENT DELL APPOINTED COOK, JENNERJAHN AND SHREVES TO CONSIDER IMPLEMENTING A VACATION AND PERSONAL DAYS POLICY FOR THE DIRECTOR. THIS COMMITTEE IS TO REPORT TO THE BOARD NEXT MEETING FEB. 10, 1993

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, FEBRUARY 10, 1993 IN THE MEETING ROOM OF THE HARTFORD CITY LIBRARY. MEMBERS PRESENT WERE SHREVES, JENNERJAHN, DELL, HENDERSON, LARRY BENNETT AND LINDA BENNETT. ALSO PRESENT WERE LIBRARIAN CECIL AND ATTORNEY FORCUM.

MINUTES OF THE PREVIOUS MEETING WERE READ AND CORRECTED AS FOLLOWS:

THE WORDS "PER THE MAINTENANCE AGREEMENT" WERE ELIMINATED PERTAINING TO #4 UNDER REPORTS OF HOUSE COMMITTEE; AND THE WORD "IMPLEMENTING" WAS REPLACED WITH "REVIEW" AND "FOR THE DIRECTOR" WAS ELIMINATED IN THE FIRST PARAGRAPH UNDER NEW BUSINESS. JENNERJAHN MOVED TO ACCEPT THE MINUTES AS CORRECTED, HENDERSON SECONDED. MOTION PASSED.

REPORTS:

LIBRARIAN CECIL REPORTED THAT THE BOOK DROP IS COMPLETED AND THE STAFF IS VERY PLEASED WITH THE PROJECT.

OFFICERS:

AFTER SOME DISCUSSION ON THE BANK DEPOSITORIES AND APPLICATIONS WERE PASSED AND REVIEWED JENNERJAHN MOVED TO KEEP THE DEPOSITORIES AS THEY ARE NOW (PACESETTER BANK AND CITIZENS) AS THE MAIN DEPOSITORIES. SHREVES SECONDED THE MOTION. MOTION CARRIED. ATTORNEY FORCUM RECOMMENDED THAT IF THERE IS MONEY NOT BEING USED IT SHOULD BE PLACED IN A CERTIFICATE OF DEPOSIT.

DIRECTOR REPORTS:

AUTOMATION UPDATE: CECIL REPORTED THAT WE HAVE RECEIVED BIDS FROM BILL CAMPBELL AND MIKE SHAEFFER AND ARE WAITING ON ONE MORE BID. THESE WILL BE REVIEWED AT THE NEXT MEETING.

THERE HAVE BEEN TWO RESPONSES ABOUT THE DISPOSAL OF THE BELL AND HOWELL MICROFILM PRINTER. JENNERJAHN MOVED TO GIVE THE MICRO FILM PRINTER TO THE HARTFORD CITY NEWS TIMES WITH THE UNDERSTANDING THAT WE CAN USE IT IF NECESSARY. SHREVES SECONDED THE MOTION. MOTION CARRIED.

BEHAVIOR POLICY: THE DIRECTOR REPORTED THAT THERE SEEMS TO BE A PROBLEM WITH AFTERSCHOOL CHILDREN USING THE LIBRARY AS A MEETING PLACE FROM THE TIME SCHOOL ENDS UNTIL THE LIBRARY CLOSES. THERE ARE SOME CHILDREN STAYING OUTSIDE AFTER CLOSING SINCE THEY HAVE NO WAY HOME. SHREVES READ OUR POLICY FOR DISRUPTIVE BEHAVIOR FROM THE POLICY MANUAL. IT WAS SUGGESTED THAT THE STAFF REVIEW THIS AT THEIR NEXT STAFF MEETING AND AFTER ANY ADDITIONS ARE MADE THAT THEY FEEL NECESSARY IT SHOULD BE POSTED AND ALSO PUT IN THE NEWSPAPER. THE BOARD ALSO FELT PHONE USAGE PROCEDURES SHOULD BE INCORPORATED INTO THIS POLICY.

PARKING: CECIL FEELS THERE IS A DEFINITE PARKING PROBLEM. AFTER SOME DISCUSSION IT WAS DECIDED TO ASK DEAN YOUNG IF THE STAFF COULD USE FOUR PARKING SPACES IN HIS LOT TO HELP ELIMINATE THIS PROBLEM.

UNFINISHED BUSINESS:

THE BOARD WAS REMINDED OF THE OPEN HOUSE HONORING BECKY MUSSER TO BE HELD SATURDAY, FEBRUARY 13 FROM 10:00 - 5:00.

NEW BUSINESS:

A LAWN MAINTENANCE CONTRACT WAS PASSED FROM TURF MANAGEMENT. IT WAS DECIDED TO CHECK FOR BIDS FROM PRO TURF AND PHIL KLINK BEFORE MAKING A DECISION.

VICKI CECIL AND LINDA BENNETT WILL INVENTORY THE LOCK BOX AND GET WITH THE ATTORNEY TO SEE WHAT NEEDS TO BE KEPT.

CECIL ASKED THE BOARD'S PERMISSION TO PURCHASE A POLAROID CAMERA FOR APPROXIMATELY \$30.00 TO BE USED TO TAKE PICTURES OF THE ART PRINTS TO KEEP FOR INVENTORY RECORDS. THE BOARD AGREED BY CONSENSUS.

CLAIMS AND CHECKS IN THE AMOUNT OF \$12,053.39 WERE APPROVED ON A MOTION BY JENNERJAHN, SECOND BY HENDERSON.

MISC. BUSINESS:

PRES. DELL BROUGHT UP THE DISCUSSION OF A FLAGPOLE FOR THE LIBRARY THAT HAD BEEN TABLED AT THE LAST MEETING. THIS DISCUSSION DIED FOR LACK OF A MOTION.

DIRECTOR CECIL HAD APPROACHED THE BOARD ABOUT SOME NEED FOR A FAX MACHINE. ATTORNEY FORCUM TOLD HER THAT THE LIBRARY MAY USE THE MACHINE AT HIS OFFICE WHENEVER NECESSARY.

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

RESPECTFULLY SUBMITTED

Linda Bennett
LINDA BENNETT
SECRETARY

Larry Bennett
Ruth Henderson
Linda Bennett
Gene Cook
Ruth Jennerjahn

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, MARCH 10, 1993 AT 7:00 P.M. IN THE MEETING ROOM OF THE HARTFORD CITY LIBRARY. MEMBERS PRESENT WERE COOK, HENDERSON, JENNERJAHN, LARRY BENNETT & LINDA BENNETT.

MINUTES WERE READ AND APPROVED.

THE VACATION REVIEW COMMITTEE REPORTED THAT THEY RECOMMEND LEAVING THE POLICY AS IS WITH THE DIRECTOR BEING GIVEN LEEWAY WITH BOARD'S APPROVAL.

OFFICERS:

NEW OFFICERS WERE ELECTED AS FOLLOWS:

PRESIDENT:	DAVID DELL
VICE PRES:	LARRY BENNETT <i>Gene Cook</i>
SECRETARY:	RUTH JENNERJAHN
TREASURER:	LINDA BENNETT

UNANIMOUS VOTE ON A MOTION BY HENDERSON, SECOND BY JENNERJAHN.

DIRECTOR'S REPORT:

THERE WAS SOME DISCUSSION ON INVESTMENT OF FUNDS IN CD'S. IT WAS RECOMMENDED BY BOB MURPHY THAT ANY CD'S PURCHASED SHOULD BE \$25,000. NOTHING WAS DEFINITELY DECIDED ON THIS MATTER.

VICKI REPORTED THAT SHE AND LINDA BENNETT WILL BE INVENTORYING THE LOCKBOX AT CITIZENS STATE BANK SOME TIME IN THE NEAR FUTURE.

IN RESPECT TO LONG RANGE PLANNING SHE TOLD THE BOARD THAT WE ARE ALREADY OUT OF ROOM FOR SHELVES AND WILL PROBABLY HAVE TO EXPAND TO THE THIRD FLOOR.

THE ILF CONFERENCE WILL BE HELD IN INDIANAPOLIS ON MAY 5, 6, & 7. LIBRARIAN CECIL SUGGESTED THAT SHE WOULD LIKE MOST OF THE STAFF TO BE ABLE TO ATTEND SOME OF THE CONFERENCE. AFTER SOME DISCUSSION IT WAS DECIDED THAT CECIL WOULD ATTEND ALL OF THE CONFERENCE; CHRISTI & BECKY WOULD ATTEND ON MAY 6 AND ANN & CAROLYN ON MAY 7.

THE STAFF HAS BEEN PARKING IN DEAN YOUNG'S PARKING LOT FOR THE LAST MONTH. CECIL FEELS THIS IS HELPING TO ELIMINATE SOME OF THE PARKING PROBLEMS FOR THE LIBRARY.

FRONT DOOR IT WAS REPORTED THAT SOMEONE HAS ENTERED INTO THE LIBRARY THROUGH ~~A OPENED WINDOW~~. ONE OF THE STAFF HAD KEYS STOLEN OUT OF THEIR COAT. THE POLICE WERE CALLED AND TIGHTER SECURITY MEASURES ARE BEING IMPLEMENTED SUCH AS LOCKING THE KITCHEN AND OTHER AREAS WHEN NOT IN USE.

NEW BUSINESS:

ON A MOTION BY JENNERJAHN, SECOND BY L. BENNETT IT WAS AGREED TO PAY DIRECTOR VICKI CECIL A SALARY OF \$26,000 FOR THE COMING YEAR.

CLAIMS WERE READ IN THE AMOUNT OF \$18,321.90 AND WERE APPROVED ON A MOTION BY HENDERSON, SECOND BY JENNERJAHN.

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

RESPECTFULLY SUBMITTED

Linda Bennett

LINDA BENNETT
SECRETARY

Patty Shreves
Larry Bennett
Ruth Henderson
Ruth Josephson
Gene Cook

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PRESIDENT DAVID DELL CALLED TO ORDER THE MEETING OF THE HARTFORD CITY LIBRARY ON APRIL 14, 1993 AT 7:00 P.M. MEMBERS PRESENT WERE DELL, HENDERSON, JENNERJAHN, LARRY BENNETT, SHREVES, COOK AND LINDA BENNETT.

CIRCULATION WAS PASSED.

MINUTES OF THE MARCH MEETING WERE READ AND APPROVED AS CORRECTED.

HOUSE COMMITTEE:

GENE COOK REPORTED THAT IT HAS BEEN DECIDED TO ASK TOM WILLMANN TO CHECK ON THE HEATING & COOLING SYSTEM FOR THE LIBRARY INSTEAD OF CONTRACTING A MAINTENANCE AGREEMENT WITH A PRIVATE SOURCE.

DIRECTOR REPORTS:

CECIL REPORTED THE FOLLOWING:

THE 1994 EMPLOYER RATE HAS RISEN TO 7.75 WHICH WILL AFFECT 3 ON OUR STAFF. ^{PERF}

A REQUEST FORM WAS PASSED AND SIGNED BY BOARD MEMBERS FOR PUBLIC LIBRARY STATE FUNDS.

REQUESTED THAT THE LIBRARY CLOSE AT 6:00 P.M. ON THURSDAY, MAY 6 BECAUSE OF UNDERSTAFFING DUE TO THE ILF CONFERENCE. JENNERJAHN MOVED AND COOK SECONDED THE MOTION TO APPROVE THE REQUEST. MOTION CARRIED.

ASKED THE BOARD ABOUT LETTING TOM WILLMANN DO THE LAWN TREATMENT INSTEAD OF A PRIVATE CONTRACTOR. IT WAS AGREED BY CONSENSUS AS LONG THE CORRECT APPLICATION IS USED.

SUGGESTED THAT WE PUT DISPLAY CASES WHERE THE RADIATORS ARE. CECIL WAS REQUESTED TO CHECK ON THE INSURANCE COVERAGE WITH JULIAN INSURANCE FOR DISPLAYING COLLECTIBLES & TO GET AN ESTIMATE ON REMOVING THE RADIATORS AND BUILDING THE CASES.

UNFINISHED BUSINESS:

PRESIDENT DELL TOLD THE BOARD THAT HE FEELS WE NEED TO BE MOVING FORWARD ON OUR AUTOMATION PROGRAM & NEED TO DECIDE ON HARDWARE AND TIME PHASING. HE AND VICKI CECIL WILL BE WORKING ON A PLAN TO PRESENT TO THE BOARD AT A FUTURE DATE.

NEW BUSINESS:

A LOCAL AGREEMENT WITH MONTPELIER WAS ACCEPTED ON A MOTION BY JENNERJAHN, SECOND BY SHREVES WHICH WILL ENABLE HARTFORD CITY AND MONTPELIER PATRONS TO USE EACH OTHER'S LIBRARIES FREE OF CHARGE. MOTION CARRIED.

ON A MOTION BY JENNERJAHN, SECOND BY COOK IT WAS AGREED TO TAKE PLAC QUARTERLY REPORT FUNDS OUT OF LINE ITEM #54 (DUES, INTEREST & TAXES). MOTION CARRIED.

THE DIRECTOR ASKED THE BOARD ABOUT COMPENSATION FOR THE PAGES FOR SUMMER EMPLOYMENT. COOK MOVED TO INCREASE THE RETURNING PAGE'S SALARY BY 3% DUE TO HER EXPERIENCE. HENDERSON SECONDED THE MOTION. MOTION CARRIED.

CLAIMS AND CHECKS IN THE AMOUNT OF \$25,868.45 WERE APPROVED ON A MOTION BY HENDERSON, SECOND BY SHREVES.

MISCELLANEOUS BUSINESS:

VICKI CECIL WILL REVIEW THE SALARY SCHEDULE AND MOVE UP PERCENTAGES TO PRESENT TO THE BOARD AT THE NEXT MEETING.

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

RESPECTFULLY SUBMITTED:

Linda Bennett

LINDA BENNETT
SECRETARY

Ruth Joseph
Patty Shreves
Linda Bennett
Dan A. Dell

THE HARTFORD CITY LIBRARY BOARD MET ON WEDNESDAY, MAY 12, 1993 IN THE MEETING ROOM OF THE LIBRARY. MEMBERS PRESENT WERE JENNERJAHN, DELL, SHREVES, AND LINDA BENNETT. ABSENT WERE HENDERSON, COOK, & LARRY BENNETT.

CIRCULATION WAS PASSED.

MINUTES OF THE PREVIOUS MEETING WERE READ AND APPROVED AS CORRECTED BY ADDING THE WORD P.E.R.F. TO THE 1994 EMPLOYER RATE.

DIRECTORS REPORT:

LIBRARIAN CECIL GAVE A BRIEF REPORT ON THE ILF CONFERENCE ATTENDED BY ALL OF THE STAFF AND FELT THAT IT WAS BENEFICIAL FOR ALL WHO ATTENDED.

THE SALARY SCHEDULE WILL BE READY FOR THE JUNE MEETING AS THE DIRECTOR AND STAFF ARE IN THE PROCESS OF WORKING ON JOB DESCRIPTIONS NOW.

WE HAVE RECEIVED \$406.00 FROM RECIPROCAL BORROWING MONEY THIS YEAR. A GOOD PORTION WILL BE USED FOR THE CHILDRENS LIBRARY AND THE BOARD AGREED BY CONSENSUS TO PURCHASE UPDATED MEDICAL BOOKS WITH THE REMAINDER.

LIBRARIAN CECIL PRESENTED AN OVERHEAD PRESENTATION TO THE BOARD ON UPDATING THE FINES & FEES. SEVERAL SUGGESTIONS FROM THE STAFF INCLUDE CHANGING THE MAXIMUM FINE FOR ART PRINTS AND VIDEO'S. AFTER MUCH DISCUSSION IT WAS DECIDED TO TAKE SEVERAL DIFFERENT SUGGESTIONS BACK TO THE STAFF AND THE ATTORNEY AND CECIL WILL RETURN TO THE BOARD WITH THEIR FINDINGS NEXT MONTH. THE DIRECTOR RECOMMENDED THAT NO INDIANA PAPERS OR THE WALL STREET JOURNAL BE CIRCULATED BUT THAT THE NEW YORK TIMES WOULD BE ALLOWED TO CONTINUE TO CIRCULATE.

SHREVES MOVED THAT WE ACCEPT THE DIRECTORS RECOMMENDATION ON CIRCULATION AS EXPLAINED ON THE OVERHEAD PRESENTATION, JENNERJAHN SECONDED THE MOTION. MOTION PASSED.

THE BOOK SALE IS SCHEDULED FOR JUNE 19 AND POSSIBLY THE FOLLOWING WEEK. IT WAS AGREED TO SELL THE EQUIPMENT AND FURNITURE THAT IS NOW IN THE ATTIC. IT WAS SUGGESTED THAT REX SHADLE BE CONTACTED TO GIVE US A PRICE APPRAISAL.

THE STAFF HAS SUGGESTED THAT BOOK MARKS BE PRINTED WITH THE HOURS, FINES, AND OTHER PERTINENT INFORMATION TO BE PLACED AT THE FRONT DESK. THE BOARD AGREED TO HAVE THIS DONE AFTER ALL OF THE FEES HAVE BEEN UPDATED.

DIRECTOR CECIL TOLD THE BOARD THAT SHE WOULD LIKE TO ATTEND THE ALA CONFERENCE IN NEW ORLEANS ON JUNE 24 - JULY 1. SHE WOULD PAY FOR HER OWN TRANSPORTATION. SHREVES MOVED TO ALLOW CECIL TO ATTEND THE ALA CONFERENCE WITH EXPENSES TO BE ALLOWED AT HER OWN DISCRETION. JENNERJAHN SECONDED THE MOTION. MOTION PASSED.

IT WAS ANNOUNCED THAT THERE WILL BE TWO SUMMER READING PROGRAMS FROM JUNE 5 THROUGH JULY 31. ONE WILL BE A CHILDREN'S PROGRAM AND ONE WILL BE AN ADULT PROGRAM.

THE TYPEWRITER USED BY CAROLYN GOETZ IS BROKE AND THE REPAIR WILL BE AS MUCH AS PURCHASE OF A NEW ONE. THE DIRECTOR ESTIMATED THE COST OF A NEW ONE TO BE BETWEEN \$400 - \$500. THE BOARD ADVISED THE DIRECTOR TO HAVE CAROLYN CHECK OUT DIFFERENT TYPEWRITERS BEFORE DECIDING ON WHICH ONE TO PURCHASE.

UNFINISHED BUSINESS:

CECIL REPORTED THAT AFTER CHECKING WITH JULIAN INSURANCE SHE FOUND THAT WE ARE INSURED UP TO ONE MILLION DOLLARS FOR DISPLAYING COLLECTIBLES BELONGING TO OTHER PEOPLE.

DAVID DELL GAVE AN OVERHEAD PRESENTATION OF THE HARDWARE SYSTEMS CONFIGURATION PROPOSALS AFTER MEETING WITH COMPUTER COMMUNICATIONS AND CAMPBELLS DATA SYSTEMS. AFTER GOING OVER BOTH BIDS THE COMMITTEE RECOMMENDED WE PURCHASE LANTASTIC FROM COMPUTER COMMUNICATIONS. THE BIDS WERE COMPUTER COMMUNICATIONS \$9391.00 AND \$9440.00 FOR NOVELL FROM CAMPBELLS.

IT IS EXPECTED THAT WE WILL BE RUNNING COMPLETELY BY NOVEMBER 1, 1993. THE DIRECTOR IS EXPECTING TO HIRE SOME SUMMER PART-TIME HELP FOR 16 WEEKS. THE TOTAL COST OF AUTOMATION IS EXPECTED TO BE AS FOLLOWS:

\$9391.00 FOR LANTASTIC SYSTEM
300.00 FOR CABLES AND CONNECTORS
7500.00 FOR 2 EXTRA PEOPLE FOR 16 WEEKS
5000.00 FOR THE FOLLETT PROGRAM

\$22,191.00 TOTAL COST.

JENNERJAHN MOVED THAT WE GO AHEAD AND PURCHASE THE AUTOMATION EQUIPMENT RECOMMENDED BY THE COMMITTEE. SHREVES SECONDED THE MOTION. MOTION CARRIED.

NEW BUSINESS: THE FOLLOWING OFFIERS WERE ELECTED AT THE MARCH MEETING AND WILL BEGIN SERVING AT THE JUNE MEETING:

PRESIDENT:	DAVID DELL
VICE PRESIDENT:	GENE COOK
SECRETARY:	RUTH JENNERJAHN
TREASURER:	LINDA BENNETT

CLAIMS AND CHECKS IN THE AMOUNT OF \$17,847.18 WERE APPROVED ON A MOTION BY SHREVES, SECOND BY JENNERJAHN. MOTION CARRIED.

MISCELLANEOUS BUSINESS:

DIRECTOR CECIL REPORTED THAT AN ADULT BOOK DISCUSSION WILL BE STARTED IN SEPTEMBER.

PATTY SHREVES STATED THAT SHE WOULD PUBLICLY LIKE TO COMPLIMENT CHRISTI FULLER ON THE GOOD JOB THAT SHE IS DOING GOING INTO THE SCHOOLS AND PROMOTING THE LIBRARY.

DIRECTOR CECIL INFORMED THE BOARD THAT THE LOCAL AGREEMENT WITH MONTPELIER IS WORKING NICELY AND CAUSING A LARGER AMOUNT OF CIRCULATION.

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

RESPECTFULLY SUBMITTED

Linda Bennett
Secretary

President. David Dell called to order the June 10th. 1993. meeting of the Hartford City Library Board at 7 p.m. in the public meeting room of the library.

Present: Linda Bennett, Dave Dell, Bob Murphy, Larry Bennett, Vicki Cecil, Ruth Jennerjahn and Ruth Henderson.

The minutes of the last meeting were read and approved.

Circulation was passed. Dell informed the group that Gene Cook, board member, had resigned. The board discussed a replacement for Cook.

Director, Vicki Cecil, gave the following updates.

1. Book Sale will be conducted June 18th and 19th in meeting room.
2. An IBM computer and 3 workstations have been donated by Pacesetter bank.
3. Cecil gave each board member a salary schedule.
4. Cecil asked for a volunteer to serve on the budget planning committee. Jennerjahn volunteered.
5. Staff would like library patrons to have cards.
6. Eight thousand dollars will be moved to LIRF. One thousand dollars will be moved from periodicals to non-printed materials.

The purchase of a new vacuum cleaner was discussed. Linda Bennett moved that the purchase decision be left to the discretion of the staff. Henderson seconded and the motion carried.

Cecil and Bennett will examine the contents of the lockbox before next meeting.

Cecil informed the group that the hardware for the computerization of the library will be delivered within the next few weeks.

An intense discussion about fines was held. The board expressed strong feelings that a fine limited to \$2 for books that average \$20 and may cost \$100 was an invitation to steal. The board feels strongly that patrons who neither return books nor pay fines must not be allowed to withdraw library materials. Cecil will discuss the policy further with the staff and the board will recommend a policy after further discussion.

Display cases are in the process of being built. Radiator pipes are a more serious problem than originally thought. At present removing the pipes will endanger the ceiling in the basement. Jim Forcum will write the renovation architect concerning who was responsible for the removal of the old heating system.

Under new business, a replacement for Gene Cook was discussed. Larry Bennett moved that Patty Shreves be asked to

serve as Vice President. Henderson seconded the motion and it carried.

There are several pieces of old furniture in the library attic. Some of them may have some value. Cecil will ask Rex Shadle to appraise the furniture. The furniture will be sold by the library eventually.

Cecil presented claims and checks for \$22,368.07. Ruth Henderson moved the bills be paid and Linda Bennett seconded the motion. It carried.

Henderson moved the meeting be adjourned and Jennerjahn seconded.

Ruth Henderson
Ruth Jennerjahn

LIBRARY BOARD MINUTES

JULY 14, 1993

PRESIDENT DAVID DELL CALLED TO ORDER THE MEETING OF THE HARTFORD CITY LIBRARY ON JULY 14, 1993 AT 7:00 P.M. . MEMBERS PRESENT WERE DELL, LARRY BENNETT, LINDA BENNETT, RUTH HENDERSON, DIRECTORY CECIL AND PATTY SHREVES. BOB MURPHY WAS ALSO PRESENT FOR A BUDGET UPDATE.

CIRCULATION WAS PASSED.

MINUTES OF THE JUNE MEETING WERE NOT AVAILABLE.

REPORTS:

- BOB MURPHY PRESENTED A PROPOSED OPERATING BUDGET FOR 1994 WITH AN OVERALL INCREASE OF LESS THAN 5% FROM LAST YEAR'S BUDGET.

ALTHOUGH THE COUNTY AUDITOR'S OFFICE HAS NO AMOUNT GIVEN FROM THE STATE ON OUR MISCELLANEOUS REVENUES, MURPHY SUGGESTED THE BOARD APPROVE THE PUBLISHING OF THE CONSERVATIVE PROPOSED 1994 BUDGET.

LINDA BENNETT MOVED THAT THE BOARD APPROVE THE PUBLISHING OF THE 1994 PROPOSED BUDGET TOTALING \$258,200.00. LARRY BENNETT SECONDED. MOTION CARRIED.

LINDA BENNETT ALSO MOVED THAT THE BOARD ACCEPT THE PROPOSED 1994 BOND AND REDEMPTION FUND BUDGET AT \$71,935.00. LARRY BENNETT SECONDED THE MOTION AND THE MOTION CARRIED.

-DIRECTOR CECIL REPORTS:

-AUTOMATION UPDATE AND TRAINING: MIKE SHAFFER HAS INSTALLED TWO NEW COMPUTERS UPSTAIRS AND ONE DOWNSTAIRS. SHAFFER WILL BE INSTALLING COMPUTER STATION AS SOON AS POSSIBLE. SHAFFER WILL ALSO BE TRAINING STAFF BEGINNING NEXT WEEK BEFORE OPENING BUSINESS HOURS.

-BAR CODING PROCEDURES ARE READY AND WAITING FOR THE FOLLETT COMPANY (SOFTWARE) TO COME AND BEGIN TRAINING THREE STAFF MEMBERS. THE BOARD RECOMMENDED TO CECIL THAT HIRING OF BAR CODERS BEGIN AS SOON AS POSSIBLE.

-BOOK SALES DURING HERITAGE DAYS WENT WELL WITH SALES TOTALING \$280.00. BACK PERIODICAL ISSUES NOT SOLD ARE TO BE DONATED TO THE JAY COUNTY LIBRARY AS THEY HAVE LOST 20% OF THEIR ISSUES TO FLOODING. BOOKS NOT SOLD WERE RECYCLED.

-BONDING-BOARD ATTORNEY, JIM FORCUM RECOMMENDED THAT THE BOARD BOND ANY BOARD MEMBER WHO HAS CHECK WRITING AUTHORITY. BOND PREMIUM WILL COST \$50.00.

-PLAC-NOW THERE WILL BE A NEW TAXING POLICY TO CHARGE A FEE FOR A NON-RESIDENT BEGINNING 8-1-93.

-AMERICAN LIBRARY ASSOCIATION CONVENTION AT NEW ORLEANS-ATTENDED BY DIRECTORY CECIL. RECEIVED INFORMATION ON THE LATEST FOLLETT SOFTWARE. ALSO, CECIL WON FOR OUR

CHILDREN'S LIBRARY A \$300.00 BOOK RACK. THIS WAS VERY MUCH NEEDED AND APPRECIATED.

-NEW LIBRARY CARDS-CECIL REPORTED THAT THE STAFF DOES NOT LIKE WORKING WITH THE ROLEDIX. THEY WOULD MUCH PREFER CARDS BE ISSUED TO ALL PATRONS. THE CARDS WOULD BE PLASTIC AND HAVE A BAR CODING CAPABILITY. THE CARDS COST APPROXIMATELY 29 CENTS EACH.

-CECIL REPORTED THAT THE JOB DESCRIPTIONS AND SALARY SCHEDULES HAVE BEEN COMPLETED.

LOCK BOX-NO ACTION

-FINED AND FEES-THE STAFF WOULD LIKE TO MEET INFORMALLY WITH THE BOARD TO DISCUSS.

-CECIL REPORTED THAT THE BOOK CASES AND VIDEO SHELVES HAVE BEEN INSTALLED AND THE EXPOSED PIPES HAVE BEEN REMOVED.

-LEAKING ROOF-STILL A PROBLEM. THE BOARD DISCUSSED WHOSE RESPONSIBILITY. JIM FORCUM WILL GO THROUGH PAPERS FROM LAST REMODELING OF 1988 TO CHECK ON WARRANTY.

-THIRD FLOOR- NOT TOO CROWDED. DELL HAS ASKED CECIL TO CONSIDER GOOD USAGE OF SPACE IN THAT AREA.

-GENE COOK REPLACEMENT- MAYOR BENNETT IS MAKING CALLS FOR REPLACEMENT. CECIL WILL WRITE A THANK YOU LETTER TO GENE COOK FOR ALL OF HIS YEARS OF DEDICATED SERVICE TO THE LIBRARY.

NEW BUSINESS-NONE

CLAIMS AND CHECKS IN THE AMOUNT OF \$53,427.98 WERE APPROVED ON A MOTION BY RUTH HENDERSON AND SECONDED BY LINDA BENNETT.

MISCELLANEOUS BUSINESS: NONE

WITH NO FUTHER BUSINESS TO REPORT, THE MEETING WAS ADJOURNED ON A MOTION BY LINDA BENNETT AND SECONDED BY RUTH HENDERSON.

RESPECTIVELY SUBMITTED,

A handwritten signature in cursive script that reads "Patty Shreves".

PATTY SHREVES

Aug.

Dave Dell called to order the August 18th meeting of the Hartford City Library Board at 7:05 P.M. in the public room of the library.

Present: Dell, Henderson, Jennerjahn, Larry Bennett, Bob Murphy and Director Cecil.

Circulation was passed. The minutes of the June 10 and July 14 meetings were read and approved as corrected.

A long range planning committee was discussed, membership to include a board member, a staff member, the director and a community member. Shreves, Jennerjahn and Cecil will comprise part of the committee and Ann Schermerhorn and Carolyn Goetz will represent the staff and the community.

The director presented the 1994 budget. She also informed the group that individuals to barcode the books and enter various other data to the computers have been hired. Cards for patrons are being prepared. Jennerjahn and Linda Bennett have been bonded.

Director Cecil advised the group the staff will be present at the September meeting to discuss fines and fees. She has not yet examined the lockbox contents.

Director Cecil and Jim Forcum will check the contract with the architect to learn who was responsible for removal of the old heating system. Forcum will also check on the warranty for the roof.

President Dell read the resolution to authorize the publication of an additional appropriation of \$20,000 from Library Improvement Reserve Fund to be used for the computerization program. Jennerjahn moved the resolution be adopted. Henderson seconded. Motion carried. The notice to the taxpayers of the additional appropriation will be made.

Claims for \$31,203.10 were presented. Henderson moved the claims be approved for payment. Larry Bennett seconded the motion. Motion carried.

Larry Bennett moved the meeting be adjourned. Henderson seconded. Meeting adjourned.

Patty Shreves
with Henderson
Larry Bennett
Don Young

Dave Dell
Ruth Jennerjahn

The Hartford City Library Board Meeting to present the 1994 budget for public comment was called to order by President Dave Dell at 7:00 P.M.

Aug. 25

Present: Dell, Henderson, Jennerjan, Bennett, Bob Murphy and Director Cecil.

The public had no comment.

Jennerjahn moved the meeting be adjourned. Henderson seconded the motion. Motion carried and the meeting adjourned.

Patty Skreves
Ruth Henderson
Larry Bennett
Don Young
Ernest
Ruth Jennerjan

Sept

Dave Dell called to order the September 8, 1993, meeting of the Hartford City Library Board at 7 P.M. in the public room of the library.

Present: Dell, Henderson, Jennerjahn, Larry Bennett, Shreves, Donnie Young and Director Cecil.

Circulation was passed. The minutes of the August 18 meeting and public hearing were read and approved as corrected.

President Dell announced that Harry Bore has accepted an appointment to the long range planning committee. He also informed the group that a bug in the Follett Software is being corrected, but the problem has slowed the barcoding.

Director Cecil reported that the automation is moving along nicely. She also asked that the library be closed on October 21 in order that the staff may attend a district meeting of the ILF in Marion. Young moved the library be closed; Henderson seconded; the motion passed. She reported that library card applications are beginning and that the staff would like to present their views on fines and fees later in the meeting.

Cecil has not yet investigated the contents of the lockbox but will do that by next meeting. She also will check with the roofing company to see how long the last roofing job was guaranteed.

Cecil presented claims and checks for \$9972.70. Henderson moved the bills be paid; Shreves seconded; motion passed.

Various staff members then presented their views on our fines and fees policy. Marion felt it was important to get books back and that one day a month should be fine-free. Ann felt that PR is important and that charging fines could hurt PR. Carolyn feels it is important that the staff doesn't alienate clients by charging nickels and dimes and that solutions should especially deal with habitual offenders. Jennerjahn asked Cecil to run off copies of the Ball State Fine policy for board members.

A public hearing was then called to order by Dave Dell to pass a resolution that \$20,000 appropriation be moved LIRF. Shreves moved the meeting be adjourned; Young seconded. Meeting was adjourned.

Respectfully submitted,

Ruth Jennerjahn

Patricia Shreves
Larry T Bennett
Ed Dell

The October 13, 1993, meeting of the Hartford City Public Library Board was called to order at 7 p.m. by President. Dave Dell.

Present: Dell, Larry ^{Bennett} and Linda Bennett, Jennerjahn, Henderson, Schreves, and Director Cecil.

Circulation was passed and the meetings of the September meeting were read and approved.

Dell asked that the minutes of the previous meeting be mailed along with the announcement of the impending meeting of the board.

The long-range planning committee guidelines were presented by Director Cecil. The local committee will consist of Cecil, Ann Schermerhorn, Carolyn Goetz, Patty Schreves, Ruth Jennerjahn, and Harry Bohr, community member. The first meeting will be held at 4 p.m. on October 27 in the community meeting room.

The library staff will attend the ILF Conference in Marion, Indiana on October 21.

Fines and Fees were discussed. Cecil will present a possible policy at the next meeting.

Robert Nugent and Associates can do the payroll services for about \$80 a month. Cecil will also contact ADP for a quote.

Cecil asked that a snow blower might be purchased. The board agreed that Tom Willmann may purchase a blower that he thinks would give the best service for the least money.

The board also agreed to pay for Ruth Jennerjahn and Larry Bennett to attend a Great Books Conference to be held at Blackford High School on November 4 and 5 to learn the inquiry method of studying Great Books and to learn more about the program for possible implementation at the library.

^{and Linda Bennett}
Cecil has examined the contents of the lockbox. *nothing of importance was in the lock box.*

The library is having some trouble with roof leakage. Cecil will check the contract to see how long the guarantee lasts on the roof.

Linda Bennett moved the meeting be adjourned and Schreves seconded the motion. Motion carried.

✓ Respectfully submitted,

Ruth Jennerjahn *Larry Bennett*
Dor Young
Patty Schreves

November 10th

The ~~October 15th~~ meeting of the Hartford City Library Board was called to order by President Dave Dell at 7 p.m. in the meeting room.

Present: Director Cecil, Dell, Larry Bennett, Schreves, Jennerjahn, Young, and Attorney Forcum

Circulation was passed and the minutes of the September meeting were read and approved as amended.

Larry Bennett, Ruth Jennerjahn, and Patty Schreves attended the Great Books Conference. They would like to begin a Great Books study group in early 1994. Ruth will write a brief article for the newspaper and interested customers will be invited to an exploratory meeting.

Director Cecil thanked the board for the opportunity for the staff to attend the ILF Conference in Marion on October 21. Meetings attended included genealogy, trustee information and customer service. Cecil reported that the library must have a brief written sexual harassment policy. She will have a brief statement ready for the next meeting. She also reported that automation is moving along with a target date now of the end of February to have all information entered. Follett will hold a computer training session regarding fines and fees on December 7. She also reported that the first long-range planning meeting was held on October 27.

Cecil gave each board member a copy of a suggested fines and fees policy. The members will bring back any suggestions for changes by the next meeting.

Cecil discussed a payroll service. Jennerjahn moved that Cecil have the discretion to pick a payroll service after consulting with various services. Young seconded the motion; it carried.

Claims for checks in the total amount of \$20,153.20 were presented. Jennerjahn moved they be paid. Schreves seconded; motion carried.

Because there is some question about an informal policy of the library discouraging nepotism, Cecil will check the minutes book to verify there is nothing official. The question has arisen because of the employment of Tom and Peggy Willmann. Cecil will write a job description for Tom's services.

Cecil and Dell ask Jennerjahn to get the library board meeting minutes to the library within 48 hours of the meeting.

Schreves moved the meeting be adjourned. Young seconded; motion carried.

Respectfully submitted,

Dave Dell

Patricia M. Schreves
Ruth Jennerjahn

Don Young
Ruth Henderson

The December 8, 1993, meeting of the Hartford city Public Library was called to order at 7 p.m. in the meeting room of the library by President, Dave Dell.

Present: Jim Forcum, Jennerjahn, Dell, Henderson, Young, Shreves, and Director Cecil.

The minutes of the previous meeting were read and approved as corrected.

Circulation was passed.

Director Cecil reported on the following items:

BUDGET - A budget of \$258,000 was presented to the tax board. The board added moneys to the requested budget and approved the budget in an amount of 4258,700.

AUTOMATION UPDATE - The computerization is moving along nicely with a target date of February to be up and running.

OUTLETS - Dick ford is examining ways to add more outlets for computers.

SALARY/STEP INCREASES - Cecil presented a schedule of salary steps and increases for various job categories and recommended that Schermerhorn and Goetz skip a step. Henderson moved that Cecil's recommendations be accepted. *Musser + Fuller* Shreves seconded. Motion carried. Young moved that Cecil be moved to the 8th step on the Director schedule. Henderson seconded. Motion carried.

FINES AND FEES POLICY - The policy was presented and discussed.

ADP PAYROLL SERVICES - The service will begin with the next paycheck.

Jim Forcum presented a sexual harassment policy. Jennerjahn moved that it be adopted. Young seconded and the motion carried.

The board agreed to replace the shattered window at the back of the library.

Cecil presented claims for \$14,728.92. Henderson moved the claims be paid; Shreves seconded and the motion carried.

Henderson moved the meeting be adjourned. Shreves seconded. Motion carried. The next board meeting will be held January 12, 1994.

Patty Shreves *Ruth Henderson*
Linda Bennett *Randy Bennett*
Dave Dell