

LIBRARY BOARD MEETING JAN. 12, 1994

ON JANUARY 12, 1994, THE MEETING OF THE HARTFORD CITY PUBLIC LIBRARY BOARD WAS CALLED TO ORDER BY PRESIDENT DELL AT 7:00 P.M. IN THE MEETING ROOM.

PRESENT: PRESIDENT DELL, LINDA BENNETT, LARRY BENNETT, RUTH HENDERSON, PATTY SHREVES AND DIRECTOR CECIL.

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

CIRCULATION WAS PASSED.

REPORTS:

DIRECTOR CECIL

-AUTOMATION: THE BAR CODING OF THE CARDS ARE FINISHED WITH WHITE COLORED CARDS FOR RECIPROCAL BORROWERS, BLUE CARDS FOR T-CARDS AND ORANGE CARDS FOR PATRONS (CUSTOMERS). THERE WILL BE AN ANNOUNCEMENT IN THE NEWS-TIMES INFORMING THE PUBLIC OF THE AVAILABLE CARDS IN THE NEAR FUTURE.

THE BAR CODING OF THE CHILDRENS' LIBRARY IS 50% FINISHED AND THE ADULTS' 75% FINISHED. WITH FUNDING AVAILABE FOR BAR CODERS, THE BOARD AGREED TO KEEP ON THE EXTRA EMPLOYEES UNTIL ALL BAR CODING WAS COMPLETED.

-PLAC: THE FEE FOR PLAC HAS BEEN CHANGED FOR 1994 TO \$16.00 PER PATRON FROM \$16.77 LAST YEAR. LINDA BENNETT MOVED THAT THE BOARD PAY \$8.00 OF THE AMOUNT, LEAVING THE PATRON TO PAY THE REMAINING \$8.00. LARRY BENNETT SECONDED THE MOTION. THE MOTION CARRIED.

-BOND: DIRECTOR CECIL AND JIM FORCUM WILL LOOK INTO THE ADVANTAGES AND DISADVANTAGES OF REFINANCING THE BOND ISSUE. DIRECTOR CECIL FELT THIS AN IMPORTANT INQUIRY WITH INTEREST RATES DECLINING.

-FEES AND FINES: WHEN CHANGES HAVE BEEN MADE IN THE POLICY, THERE WILL BE AN ANNOUNCEMENT MADE IN THE NEW-TIMES OF THESE CHANGES WITH FEES AND FINES. FEBRUARY WILL BE A "FINE FREE MONTH".

-BOARD MEMBER MANUALS: DIRECTOR CECIL PASSED OUT THE NEW MANUALS "IN THE PUBLIC TRUST". CECIL ENCOURAGED BOARD MEMBERS TO ATTEND THE STATE MEETING APRIL 7, 1994. CECIL MENTIONED ONE SPEAKER THAT WAS ESPECIALLY INFORMATIVE-DAN CAIN. PRESIDENT DELL EXPRESSED INTEREST IN ATTENDING.

MISCELLANEOUS BUSINESS:

-SHREVES AND LARRY BENNETT GAVE A SHORT REPORT ON THE "GREAT BOOKS WORKSHOP" INVOLVING THE INQUIRY METHOD. RUTH JENNERJAHN ALSO ATTENDED THIS WORKSHOP AND HAD EARLIER EXPRESSED INTEREST IN BEGINNING AN ADULT GREAT BOOKS GROUP. DIRECTOR CECIL STATED THAT SEVERAL PATRONS HAD MADE INQUIRIES ABOUT WHEN THE GROUP WOULD BEGIN.

-PRESIDENT DELL APPOINTED A NEW COMMITTEE HEADED BY LARRY BENNETT TO UPDATE THE LIBRARY BOARD POLICY HANDBOOK. THOSE ON THE COMMITTEE WITH BENNETT WILL BE DON YOUNG, RUTH HENDERSON AND DIRECTOR CECIL. THIS COMMITTEE IS TO REPORT TO THE BOARD AT THE MARCH MEETING.

-THANK YOU NOTES WERE RECEIVED AND READ BY BOARD MEMBERS FROM THE STAFF EXPRESSING THEIR APPRECIATION FOR THEIR CHRISTMAS CERTIFICATES AND BONUSES.

CLAIMS AND CHECKS

DIRECTOR CECIL PRESENTED CLAIMS FOR \$85,642.67. RUTH HENDERSON MOVED TO APPROVE WITH LINDA BENNETT SECONDING THE MOTION. THE MOTION CARRIED.

LINDA BENNETT MOVED THE MEETING BE ADJOURNED. RUTH HENDERSON SECONDED THE MOTION. THE MOTION CARRIED. THE NEXT BOARD MEETING WILL BE FEBRUARY 9, 1994 AT 7:00 P.M..

RESPECTFULLY SUBMITTED,

PATTY SHREVES FOR RUTH JENNERJAHN

W. A. Dell
Don Young
Larry Bennett

The February 9, 1994, meeting of the Hartford City Library Board was called to order by President, Dave Dell, at 7 p.m. in the meeting room of the library.

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

The minutes of the previous meeting were read and approved.

Director Cecil reported that the ILF Conference would be held April 6-9. She also updated the board concerning the progress of automation at the library. She hopes to be fully operational by the middle of March.

Marlene Roth, head of the REACH program, will bring 200 children and parents to the library on February 26, a Saturday, to teach them about the library.

Cecil was directed by the board to call attorney Bob Barry to learn who our bond council was, and to then call the bond council to learn whether or not it will be beneficial to refinance our bond.

The Fines and Fee Policy is ready for insertion into the policy handbook.

Young reported that the glass will be replaced at the back of the library as soon as weather permits. Young will also look into a fireproof file for the library.

Young moved and Larry Bennett seconded a motion to cancel the lockbox at the bank. Motion carried.

Cecil presented \$24353.09 in claims and checks. Young moved and Jennerjahn seconded a motion to pay the claims. The motion carried.

Dell adjourned the meeting with the announcement that the next meeting would be held March 9 at 7 p.m.

The March 9, 1994, meeting of the Hartford City Library Board was called to order by Vice-president, Patty Shreves in the absence of Dave Dell, at 7 p.m. in the meeting room of the library.

Present: Don Young, Larry Bennett, Ruth Henderson, Linda Bennett, Patty Shreves, Attorney Jim Forcum, and Director Cecil

The minutes of the previous meeting were read and approved with one typographical correction.

Reports:

Policy Review: Larry Bennett reported that the Committee met on February 24. The committee covered about half of the policy handbook with one major suggestion--to put an amendment in the back of the book on items which tend to change frequently (fines, etc.) The library staff will enter the entire Policy Handbook in the library computer.

Automation: One computer began being used Monday, March 7. The staff worked Sunday to practice use. The staff is handling many applications for library cards every day for many new patrons. The next step will be to put the card catalog on computer.

Electric wiring: Don Young reported that installation of 4 separate grounded terminals will be necessary so that each computer will be on its own circuit breaker system. George Duncan will do the work for \$630. Linda Bennett moved that the library install the electric wiring as suggested by Young. Young seconded the motion and it carried.

Statues on "overdue" materials were provided by Jim Forcum. They are attached to these minutes. These laws were passed in 1980. Our letter going to overdue patrons will need to be changed to comply. Vicki Cecil will work on the form letter and a copy will be placed in the Policy Handbook.

REACH: On Saturday, Feb. 26, about 54 students visited. There were 5 stations providing learning in various areas. Refreshments followed. Patty Shreves' class came the following Monday. On March 18 2 classes from William Reed will visit.

ILF: A statewide meeting of ILF will be held April 6-9. All staff will be going on different days. Some board members will also attend a session for board members and the luncheon at the convention Center in Indianapolis on April 7. Vicki will attend all 3 days. The group discussed paying Vicki's expenses but no action was ~~taken~~ *needed*

BOND ISSUE: Cecil will discuss refinancing our bond with the man who did it for City Hall. Forcum recommended Ice, Miller, and

Donadio & Ryan.

FIREPROOF SAFETY BOX: Don Young reported on the differences between a 2-drawer or 4-drawer file. Pictures of various boxes were passed around. Don moved we purchase a 2-drawer fireproof file cabinet. If cost is more than \$600, the board will have to OK it. Linda Bennett seconded the motion and it carried.

COMPUTER TAPE BACKUPS: Don Young moved Cecil take back up tapes out of the building each evening for safety reasons. Larry Bennett seconded. Motion carried.

NOMINATING COMMITTEE: President Dell recommended that Larry Bennett and Ruth Henderson present a slate of new officers at the next meeting.

CLAIMS AND CHECKS for \$17,632.12 were presented for payment. Linda Bennett moved and Don Young seconded that the claims and checks be allowed. Motion carried.

Peay Willman will be off work for two weeks. Chris Neel will supply a substitute.

Don Young moved we adjourn. Larry Bennett seconded. Motion carried.

Respectfully submitted by

Ruth Jennerjahn from notes from Ruth Henderson, Acting Secretary

Larry Bennett
Ruth Jennerjahn
Ruth Henderson
Patricia M. Ahrens
Don Young

Hartford City Library Board Meeting
April 13, 1994

Vice-President, Patti Shreves, called the April 13, 1994, meeting of the Hartford City Library Board to order at 7 p.m. in the meeting room of the library.

Present: Patti Shreves, Larry Bennett, Don Young, Ruth Henderson, Ruth Jennerjahn, and Director Vicki Cecil.

The minutes of the last meeting were read and corrected. Young moved and Henderson seconded a motion to approve the minutes as corrected.

Committee Reports:

Policy Review Committee - The group met on April 13, completed policy revisions. The changes will be put on the computer and then presented to the board for its suggestions and eventual approval.

ILF Conference - The opportunity to attend the conference was considered beneficial by all who attended. The board members ate lunch with an enthusiastic "Friends" person and the board expressed a desire to activate such a group in Hartford City.

Director Cecil reported on several areas.

Automation - The changeover is commencing nicely. The bar coding job is not yet completed and continued help will be needed.

Jennerjahn moved and Larry Bennett seconded a motion to continue the employment of the bar-coders until the job is completed.

Summer Reading Staff - Cecil asked that Kim Snow, a past page, be hired full time for the summer reading program. She suggested that since Kim had much experience, had worked as a page earlier, and now has a degree, that we pay her the top of the page salary range, \$5.69 per hour. The board agreed with the recommendation.

Lost library cards - Cecil reported that patrons are losing their cards and asked for suggestions on how to handle replacements. Young moved that we charge \$1 for the replacement card. Henderson seconded the motion and it carried.

Regarding unfinished business, Cecil reported that she is continuing to try to get information on refinancing the bond. Young has a possible opportunity to buy a safety box for \$100 or less. He will purchase such a safety box if possible.

Young reported that wiring for computers and other needed electricity would begin Monday or Tuesday of next week.

The nominating committee for next years officers reported that all present officers agreed to serve another year. Jennerjahn moved the slate be approved, Larry Bennett seconded the motion,

and it carried.



It was decided to change the next board meeting to May 4, 1994.

Claims and checks for \$23,255.30 were presented. Ruth Jennerjahn moved the claims be paid. Henderson seconded the motion and it carried.

Bennett moved the meeting be adjourned. Young seconded and the motion carried.

Respectfully submitted,


Ruth Jennerjahn

Hartford City Library Board Meeting
April 13, 1994

Vice-President, Patti Shreves, called the April 13, 1994, meeting of the Hartford City Library Board to order at 7 p.m. in the meeting room of the library.

Present: Patti Shreves, Larry Bennett, Don Young, Ruth Henderson, Ruth Jennerjahn, and Director Vicki Cecil.

The minutes of the last meeting were read and corrected. Young moved and Henderson seconded a motion to approve the minutes as corrected.

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Bennett moved the meeting be adjourned. Young seconded and the motion carried.

Respspectfully submitted,


Ruth Jennerjahn

Ruth Henderson
Larry Bennett

HARTFORD CITY LIBRARY BOARD MINUTES
June 8., 1994

Dave Dell, President of the Hartford City Library Board, called the meeting of the board to order at 7 p.m. in the meeting room of the library though a quorum was not present.

Present: Director Cecil, Ruth Jennerjahn, Larry Bennett, Dave Dell.

Circulation was passed. The minutes of the last meeting were read and approved.

Reports:

Policy Committee: The committee will present changes in handbook at the next meeting.

Director: Cecil reported that the State Library is changing certification requirements. Though Director Cecil is working on completing certification, the state committee may do away with certification in 1995. No help is expected with certification funding because the State Library has no money for funding.

Book Sale: The sale will be held on July 8 and 9 and will be taken care of by the Friends of the Library. The group will next meet on June 21 and at that time will elect officers.

Meetings: Ann Schermerhorn and Vicki attended an "Energize Your Staff" session at the Anderson Library on May 16. Carolyn Goetz and Vicki attended a meeting concerning other ways of fund besides property taxes at the Rochester library.

Automation: The staff is now working on the public card catalog. An upgrade on Follett is also being implemented. The Montpelier library will be upgrading their system also but will wait to see how ours goes before upgrading.

New Business: A budget committee was appointed. It will consist of Ruth Jennerjahn, Larry Bennett, Vacua Cecil and Bob Murphy. Bob will lead us in budget workshops. The first meeting will be held in July.

Claims and Checks in the amount of \$27,877.39 were presented. Since a quorum was not present they bills could not be approved for payment.

The meeting was adjourned. The next meeting will be held on July 13.

Ruth Jennerjahn
Larry Bennett
Dave Dell

Ruth Henderson
Don Young
Patricia M. Shrepps
Larry Bennett

HARTFORD CITY LIBRARY BOARD MINUTES
July 13, 1994

Dave Dell, President of the Hartford City Library Board, called the meeting of the board to order at 7 p.m. in the meeting room of the library.

Present: Director Cecil, Ruth Jennerjahn, Larry Bennett, Dave Dell, Patty Schreves, Ruth Henderson, Don Young.

Circulation was passed. The minutes of the June meeting were approved.

Reports:

Policy Committee: Revised handbooks were presented to board members who were asked to look them over prior to discussion at the August meeting.

Officers: President Dave Dell thanked the Friends of the Library for the group's work on the book sale which netted over \$300. There are many books left over. Patty Shreves suggested the books be offered free to anyone who wanted any because to donate them to recycling would involve labor required to tear off front and back covers of all books.

Committees: The budget committee must meet this month to finalize the 1995 budget. Ruth Jennerjahn moved and Linda Bennett seconded that the committee base its budget on the staff members moving up one step on the pay scale.

Director: Cecil reported that there are 2 weeks left in the summer reading program. Three hundred children and 60 adults are involved in the program.

Cecil also reported that the Friends of the Library will organize and implement the Silent Auction. The Friends group has 25 people involved at this time.

Automation continues. The system will be down on Tuesday and Wednesday of ~~this week~~ to install an updated computer program. After extensive discussion, it was decided the library would not shut down for those two days, but that the staff would take down the information in longhand and enter it into the computer later.

It is time to set up a maintenance contract for the computer system. The group decided the library must continue such a contract.

Cecil also reported that Julian suggested we must have an appraisal of our insurance liability, a costly undertaking. The insurance company feels we are under insured. Vicki will discuss this insurance question with at least two other insurers. *+ Request bids*

Cecil is serving on the Total Quality of Life in Indiana Communities committee. The group has met once and will meet again on August 2.

Shreves is a part of a committee encouraging more

participation in the Alumni activities for Blackford High School Homecoming on September 26. She encouraged participation from the library, perhaps in the form of a float in the parade.

Cecil presented claims and checks for \$36,016.75. Bennett moved the bills be paid and Henderson seconded. The motion carried.

Shreves moved the meeting be adjourned and Young seconded.

Respectfully submitted,

Ruth Jennerjahn

Don Young
Dant A. Dell
Ruth Henderson
Ruth Jennerjahn
Larry Bennett

HARTFORD CITY PUBLIC LIBRARY BOARD MEETING
August 17, 1994

Vice President Patty Shreves called the public meeting of the library board to order at 7 p.m. in the Community Room.

Present: Director Cecil, Schreves, Young, Jennerjahn, Larry Bennett and Bob Murphy.

The budget for \$270,150.00 was presented. No members of the public were present to question or comment on the budget.

Bennett moved the meeting be adjourned. Jennerjahn seconded and the motion carried.

Respectfully submitted,

Ruth Jennerjahn

Bob Murphy
Larry Bennett
Don Young
Patricia M. Shreves

HARTFORD CITY PUBLIC LIBRARY BOARD MEETING
AUGUST 24

President Dave Dell called the meeting to order at 7 p.m. in the community room.

Present: Director Cecil, Jennerjahn, Dell, and Henderson. No members of the public were present.

The budget was presented. Jennerjahn moved it be adopted. Henderson seconded. The motion carried.

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

Respectfully submitted,

Ruth Jennerjahn

Dave Dell
Linda Bennett
Patricia M. Shreve

HARTFORD CITY LIBRARY BOARD MINUTES

August 10, 1994

Dave Dell, President of the Hartford City Library Board, called the meeting of the board to order at 7 p.m. in the meeting room of the library.

Present: Director Cecil, Ruth Jennerjahn, Larry Bennett, Dave Dell, Ruth Henderson, Don Young.

Due to the computer being down, circulation was not available for passing. The minutes of the July meeting were approved.

Reports:

Budget Committee: The committee presented a budget for 1995 for \$270,150.00 compared to \$258,200.00 for 1994. A meeting to hear from the public will be held on August 17 and a second meeting for public input is scheduled for August 24.

Policy Committee: Several members had not had a chance to read the revised policy handbook completely. Each member was requested to read and make notes on any questions concerning the policy for review at the September meeting.

Director: Cecil reported that the conversion of the automated system to Unison VII had been completed. A training program for the card catalog now on the computer will be held on August 18. Cecil requested that the board agree to closing the library that afternoon in order that the training may be conducted more efficiently. The board agreed.

Director Cecil also reported that the library insurance must be renewed. Larry Bennett moved the library renew the insurance policy with Julian with an additional glass schedule for \$50 which will cover all ~~glass breakage~~ ^{72 panels in total}. Jennerjahn seconded the motion and it carried.

Unfinished Business:

At the previous meeting Shreves suggested that all books left from the book sale be given free to anyone who wanted them. The books were all claimed.

Don Young reported that he had found a company which can replace both broken glass units for \$788. Hartford Glass will install them. Jennerjahn moved the replacement glass be purchased from Sun Built Sunrooms so that the project can begin immediately. Henderson seconded the motion. It carried.

Jennerjahn reported that the Friends of the Library would like to include the old circular desk in its upcoming Silent Auction. The desk is deteriorating in storage and the library staff sees no possibilities for its eventual use. The board agreed that it could be sold. Jennerjahn also suggested that the library might have a very simple float in the Homecoming Parade by putting the circular desk on a hay wagon with a librarian in a period costume behind it and several patrons sitting in front of

the desk with books and perhaps a sign in the background advertising the Silent Auction.

New Business:

The Long Range Planning committee members were reappointed to serve another year.

Claims and Checks for \$32351.64 were presented for payment. Henderson moved the bills be paid. Bennett seconded and the motion carried.

Jennerjahn moved the meeting be adjourned. Bennett seconded. Motion carried.

The next meeting will be held Sept. 14 at 7 p.m.

Respectfully submitted,

Ruth Jennerjahn

Carl Wiley

Linda Bennett

Ruth Henderson

Patricia M. Shrees

HARTFORD CITY LIBRARY BOARD MINUTES

SEPTEMBER 16, 1994

PRESIDENT DELL CALLED THE MEETING TO ORDER AT 7:00 P.M. WITH THE FOLLOWING MEMBERS PRESENT: LINDA BENNETT, DAVE DELL, RUTH HENDERSON, DON YOUNG, PATTY SHREVES AND DIRECTOR CECIL. ALSO PRESENT WERE JIM FORCUM (BOARD ATTORNEY) AND JULIAN INSURANCE REPRESENTATIVE-CAROL MCKINLEY.

CIRCULATION WAS PASSED AND MINUTES FROM THE AUGUST MEETING WERE APPROVED AS AMENDED. MINUTES OF THE TWO PUBLIC BUDGET HEARINGS OF 8-17-94 AND 8-24-94 WERE READ.

REPORTS: CAROL MCKINLEY OF JULIAN INSURANCE PRESENTED AN OVERVIEW OF OUR CURRENT COVERAGE. MCKINLEY EXPLAINED PACKAGE OPTIONS WITH VARIED PREMIUMS AND DEDUCTIBLE AMOUNTS. AFTER SOME DISCUSSION, THE BOARD DECIDED TO KEEP THE SAME DEDUCTIBLE OF \$1,000.00 FOR A TOTAL ANNUAL PREMIUM OF \$4,125.00. THE RATES ARE TO REMAIN THE SAME FOR THE NEXT FIVE YEARS.

COMMITTEES: THE BOARD WENT OVER THE ROUGH DRAFT OF THE NEW BOARD POLICY HANDBOOK. SOME CORRECTIONS AND ADDITIONS WERE MADE. THE HANDBOOK SHOULD BE READY FOR ADOPTION AT THE NEXT BOARD MEETING. THE BOARD COMPLIMENTED THE POLICY COMMITTEE FOR OUTSTANDING WORK ON THE POLICY HANDBOOK.

DIRECTOR: CECIL STATED THAT ALTHOUGH THE CATALOGGING WAS ON LINE, THAT THE PHYSICAL CARD CATALOG WOULD BE KEPT AS A BACK UP. CECIL STATED THE STAFF HAD DONE A WONDERFUL JOB IN THIS MOST ARDUOUS TASK.

CECIL MENTIONED HOW ACTIVE THE "FRIENDS OF THE LIBRARY" HAD BECOME. THEIR UPCOMING PROJECT WAS THE SILENT AUCTION BEGINNING OCTOBER 5TH AND ENDING OCTOBER 15TH. ITEMS TO BE AUCTIONED WERE BOOKCASES, OLD RACKS, ETC. SOME DISCUSSION WAS GENERATED OVER THE SELLING OF THE FRONT COUNTER (NOW HOUSED IN THE ATTIC). LINDA BENNETT MOVED THAT THE BOARD KEEP THE COUNTER OUT OF THE SILENT AUCTION. RUTH HENDERSON SECONDED THE MOTION. THE MOTION CARRIED. SHREVES AND LINDA BENNETT WILL LOOK INTO THE FEASIBILITY AND COST OF MOVING AND RESTORING THE COUNTER INTO THE CHILDREN'S LIBRARY.

CECIL ANNOUNCED THAT THE ANNUAL ILF DISTRICT 8 MEETING WILL BE HELD SEPTEMBER 23RD IN RICHMOND, IND. THE LIBRARY WILL BE CLOSED ON THAT DAY SO ALL STAFF MAY ATTEND.

UNFINISHED BUSINESS: DON YOUNG STATED THAT THE NEW WINDOWS FOR THE SOLARIUM ARE ON THEIR WAY. HARTFORD GLASS CO. WILL BE RESPONSIBLE FOR INSTALLATION.

MISCELLANEOUS BUSINESS: CECIL EXPRESSED A NEED TO TRANSFER LIRF FUNDS TO THE OPERATING FUND. LINDA BENNETT MOVED TO MAKE THE TRANSFER WITH RUTH HENDERSON SECONDDING THE MOTION. THE MOTION CARRIED.

CECIL EXPRESSED A NEED TO HAVE A BOARD MEMBER PRESENT AT THE STATE TAX BUDGET HEARING AT THE BLACKFORD COURT HOUSE. LINDA BENNETT STATED THAT SHE WOULD REPRESENT THE LIBRARY BOARD.

CLAIMS & CHECKS: CECIL PRESENTED \$23,290.61 IN CLAIMS AND CHECKS. RUTH HENDERSON MOVED WITH DON YOUNG'S SECOND TO APPROVE. THE MOTION CARRIED.

WITH NO FURTHER BUSINESS TO CONDUCT, RUTH HENDERSON MOVED TO ADJOURN. DON YOUNG SECONDED THE MOTION. MOTION CARRIED.

RESPECTFULLY SUBMITTED,

Patty Shreves

PATTY SHREVES FOR RUTH JENNERJAHN

HARTFORD CITY LIBRARY BOARD MINUTES
October 12, 1994

Patty Schreves, Vice-President of the Hartford City Library Board, called the meeting of the board to order at 7 p.m. in the meeting room of the library.

Present: Director Cecil, Ruth Jennerjahn, Linda Bennett, Patty Schreves, Don Young.

The minutes of the previous meeting were read and approved.

REPORTS:

Don Young reported that the glass for the repair of the large window on the East side of the library has been ordered and sent. It is somewhere in transit and the vendor will trace it.

Director Cecil reported on several items:

1. Automation Update: Card catalog is computerized and running both upstairs and downstairs.
2. Vicki reviewed the district meeting recently attended in Richmond. The employees appreciated the opportunity to attend and learned much.
3. She also reported that the Friends of the Library will hold a Silent Auction on October 17 in the community room of the library.
4. Vicki presented a folder to each board member concerning possible utilization of the third floor.
5. Vicki also reported that the library would like to hire Shelly Johnson at \$5.50 per hour for 10 hours per week to edit and repair errors in the barcoding program.

Director Cecil presented a bid from mark Cope for _____ to repair the large circulation desk. Phil Klink preferred to submit no bid. Dick Flatter will be asked to present a bid also. The group agreed that a decision on how to use the third floor would have to be made before deciding on how to use the desk.

Hugh Morris
Mr. ~~Wine~~ will be asked to restretch the carpet in several places in the library.

Claims and Checks for \$17985.36 were presented. It was noted that Abel Elevator had raised their price to \$100.36 per month. Jennerjahn moved the bills be paid. Schreves seconded the motion and it passed.

Jennerjahn moved the meeting be adjourned.

Respectfully submitted,

Ruth Jennerjahn

Patty Schreves
Ruth Jennerjahn
Ruth Henderson

HARTFORD CITY LIBRARY BOARD MINUTES
December 14, 1994

Dave Dell, President of the Hartford City Library Board, called the meeting of the board to order at 7 p.m. in the meeting room of the library.

Present: Director Cecil, Ruth Jennerjahn, Patty Schreves, Dave Dell, Ruth Henderson,

The minutes of the previous meeting were approved as read.

Reports:

WINDOW REPLACEMENT: Hartford Glass will not install the replacement glass for the Children's library. Delaware Glass from Muncie will do it.

AUDITOR'S REPORT: The state auditor had expected to spend only 5 days at the Hartford City library. The audit took 7 days because of various discrepancies with one of the years. She audited 1991, 1992, 1993, and part of 1994. The auditor did request that any board member doing business with the library sign a Conflict of Interest form. Don Young will do so.

HOLIDAY SCHEDULE: Cecil asked that for the Christmas Holiday period, the staff might have Saturday, the 24th, and Monday, the 26th, off. The board agreed. Additionally, Jennerjahn moved and Henderson seconded that \$25 gift certificates from Marsh Grocery be given to the full-time employees and \$10 certificates be given to part-time employees in appreciation for services rendered. The motion passed.

BOARD MEETING TIME: The board decided that the January, February, and March board meetings will be held at 6 p.m. in the evening rather than 7 p.m.

BUDGET REALLOCATION: Henderson moved that \$400 from dues be moved to janitor, \$2500 be moved from insurance to books, and \$200 be moved from rentals to books. Shreves seconded the motion and it passed.

MISCELLANEOUS BUSINESS: Dick Flatter will be asked to look at the old front desk and requested to quote on its repair.

CLAIMS AND CHECKS for \$17024.35 were presented. Henderson moved they be paid. Shreves seconded the motion and it passed.

Patty Schreves moved the meeting be adjourned.

Respectfully submitted,

Ruth Jennerjahn