

HARTFORD CITY LIBRARY BOARD MINUTES  
January 11, 1995

Dave Dell, President of the Hartford City Library Board, called the meeting of the board to order at 6 P.M. in the meeting room of the library.

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

The minutes of the previous meeting were not available for reading.

Reports:

Director's Salary was discussed, with correction made to Step 9 by transferring \$99.00 from Janitor's into Director's, to cover step, ~~as this was overlooked during budget process over concern of getting other staff members increases.~~ Director will be reviewed on salary increases the same time as rest of staff. Henderson moved and Larry Bennett seconded the transfer.

WINDOW REPLACEMENT: Don Young reported that Delaware Glass from Muncie will replace the glass in the Children's Library as the weather permits.

RECIPROCAL BORROWING: The agreement with Montpelier will be signed again in June. Cecil suggested that we might consider signing an agreement with Jay County.

DUES FOR PROFESSIONAL ORGANIZATIONS: ILF dues for next year will be \$65/year and INCOLSA dues will be \$50. The cost of PLAC cards will increase from \$16.77 to \$17.00. Jennerjahn moved that PLAC users pay the entire cost of their PLAC card. Young seconded the motion which carried.

Cecil reviewed board member appointments.

Cecil reported that the staff would like to have a fine-free month in February. Henderson moved and Shreves seconded that February be a fine-free month. The motion passed.

Board members were again reminded that they must sign a Conflict of Interest form before doing business with the library.

Cecil discussed the need to decide on a use for the third floor. The various options suggested so far, do not seem to make any more room available on the first floor. Cecil will discuss the problem with the staff members again reminding them that an appropriate use for the third floor requires making more room <sup>utilized</sup> ~~available~~ <sup>being used</sup> on the first floor.

Dell suggested that a member of the library staff be <sup>utilized</sup> ~~hired~~ to take notes at the library board meetings. Presently, the completed minutes are not getting back to the library soon enough after the meetings. Also, good note-taking prevents the board secretary from concentrating fully on board business. Jennerjahn moved that a staff member be <sup>utilized</sup> ~~hired~~ and Shreves seconded the motion. It carried.

CLAIMS AND CHECKS in the amount of \$10, 597.41 were presented for payment. Shreves moved the bills be paid. Jennerjahn seconded and the motion carried.

The next meeting will be held at 6P.M. on February 8.  
Bennett moved the meeting be adjourned.

Respectfully submitted,

Ruth Jennerjahn

*[Handwritten signatures: Dave Dell, Don Young, Ruth Jennerjahn, Larry Bennett]*

**MARCH 8, 1995  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Dave Dell, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Vicki Cecil; director, Dave Dell, Don Young, Patty Shreves, Larry Bennett, Linda Bennett, Ruth Jennerjahn and Jim Forcum.

**MINUTES OF LAST MEETING:**

The February 8, 1995, minutes were approved as written. Linda Bennett suggested that it is not necessary to read the previous board minutes at meetings when members have already received and reviewed them. The board agreed. If needed, revisions will be made at the next scheduled meeting.

**REPORTS:**

Dell reported that the library had received the three-year audit report from the State Board of Accounts for 1991, 1992 and 1993. Balancing problems were reported for 1991 and part of 1992; however, these have been corrected by Bob Murphy.

**DIRECTOR:**

**ORIGINAL CIRCULATION DESK BIDS:**

The library has received two bids for work on the old circulation desk. One bid is from Dick Flatter for \$765 plus materials. Flatter calculated the job would take 85 hours at \$9 per hour. Flatter was concerned about the condition of the desk and his bid did not include a new top. Also, the library would be responsible for the delivery and pick-up of the desk. The other bid is from Mark Cope for \$950. Cope's bid includes transportation for the desk, refinishing and repairing the desk and building a new top. **DON YOUNG MOVED TO ACCEPT THE BID FROM COPE; LINDA BENNETT SECONDED AND THE MOTION CARRIED.** Cecil will contact Cope to begin work on the desk, requesting completion in 90 days from pick-up time.

**BUILDING MAINTENANCE BIDS:**

Cecil reported she had contacted Henry Batten and Bud Helms for estimates on the touch-up painting needed in the library; however, the library has not received either bid at this time.

**ILF CONFERENCE:**

Cecil again mentioned the ILF Conference, April 11-13. Payment for the conference is due March 10.

**INFO-TRAC:**

Cecil stated that Hartford City has been one of two small Indiana libraries chosen to receive an INFO-TRAC machine for a period of three months at no cost. Cecil explained that an INFO-TRAC is a Reader's Guide for magazines that prints articles from magazines available to it. The cost of the INFO-TRAC is \$8000 to \$10,000, but the company is working on lowering the cost for small libraries. Furthermore, Cecil stated that some of the pros of an INFO-TRAC include spacing for the library and more available research for students needing magazine articles. Young added that the INFO-TRAC would be cost effective as the library would not have to subscribe to magazines available to INFO-TRAC. Cecil is checking the number of years the library is required to keep magazines and also the number of years magazines remain on INFO-TRAC.

**COMPUTERS:**

Cecil discussed the concern of Mike Shaffer that the library's UNISON data base has grown too big. He suggests the library convert the software which is now LANTASTIC to NOVELL to handle the upgrade. The cost for the conversion would be \$400. This includes eight computers at \$50 each.

**LICKING TOWNSHIP CONTRACT:**

Bob Murphy attended the board meeting to express concern over a letter the library received from Robert Barry dated August 12. The letter states that the library should take a look at the Licking Township share of the library budget. Jim Forcum will research the contract the library has with Licking Township and report at the April meeting. The board will then decide what action will be taken concerning the Licking Township contract.

**CEMETARY COMPUTER:**

Murphy also mentioned that the Hartford City Cemetary Board owned a computer which is used to update cemetary records. Since the computer needs to be re-located, the cemetary board requested that the library board consider placing the computer on the 3rd floor of the library with the other genealogy records. The other placement option for the computer is the Historical Society. Murphy stated that this presented a problem because of the limited Historical Society hours. **RUTH JENNERJAHN MOVED THE LIBRARY INSTALL THE COMPUTER ON THE 3RD FLOOR; SHREVES SECONDED AND THE MOTION CARRIED.**

**UNFINISHED BUSINESS:**

**BOARD MEETING TIME:**

**LINDA BENNETT MOVED THE BOARD MEETINGS CONTINUE AT 6 PM; YOUNG SECONDED AND THE MOTION CARRIED.**

**GAS CITY LIBRARY VISITATION:**

Cecil, Dell and Shreves will visit the Gas City Library for spacing ideas before the April board meeting.

**NEW BUSINESS:**

**NOMINATING COMMITTEE FOR BOARD OFFICERS:**

Dave Dell; president, appointed Patty Shreves, Larry Bennett and Ruth Henderson as the nominating committee for the board officers' slate. The committee is to report their slate at the April meeting. New officers will take over in June.

**BOARD MEETING DATE FOR APRIL:**

The board elected to move the April meeting from the 12th to the 19th as Cecil will be attending the ILF Conference April 11-13.

**MISCELLANEOUS BUSINESS:**

**BALANCE SHEET:**

Jennerjahn questioned the salary budget of assistance. Cecil explained that more hours were worked during this time period, but the budget was balanced for the year.

**RECORDING SECRETARY:**

Dell suggested that the person hired to take the board minutes be the recording secretary. The board agreed.

**CLAIMS & CHECKS:**

Claims and checks for \$17,882.73 were presented for payment. **JENNERJAHN MOVED BILLS TO BE PAID; SHREVES SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on April 19.

**ADJOURNMENT:**

Jennerjahn moved the meeting be adjourned.

**APRIL 19, 1996  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Dave Dell, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Vicki Cecil; director, Dave Dell, Patty Shreves, Larry Bennett, Linda Bennett, Ruth Henderson and Jim Forcum.

**MINUTES OF LAST MEETING:**

The March 8, 1995, minutes were approved as written.

**DIRECTOR:**

**CERTIFICATION/STATE LIBRARY PROCEDURES:**

Cecil reported it is now a requirement that persons holding director's positions be certified. The test for certification is being offered in September 1995 for \$20. Each year the Hartford City Library receives \$400 funding from the state which Cecil is concerned about losing without certification. Cecil offered to personally cover the \$400 funding if not received from the State Library; however, the board agreed that was not necessary. Furthermore, Cecil will be working toward completion of certification.

**INDIANA LIBRARY FEDERATION CONFERENCE REPORT:**

Cecil was chairman of the bookstore at the Indiana Library Federation Conference, April 11-13. She reported that the bookstore was successful and sales of \$5800 were reported for April 12. Ann, Becky, Jolene and Shelly attended the conference and also volunteered in the conference bookstore.

**SUMMER READING PART-TIME HELP:**

Cecil explained that the library hires part-time help each summer for the reading program. She suggested hiring Kim Snow for 20 hours weekly and increasing Jennifer from 17 to 27 hours weekly. Money for these additional salaries will be transferred from the assistant fund budget. The board agreed.

**INFO-TRAC MACHINE:**

At this time Cecil has not received a total price for the INFO-TRAC. Larry Bennett questioned if a maintenance agreement was included if the library would purchase the INFO-TRAC. He then asked what the cost of the library was per page printed by patrons using the machine. Cecil replied that a maintenance agreement was included. Also, the cost of the library per page printed is .10 while the charge to patrons is .20. Shreves questioned Cecil about the software being included with INFO-TRAC if purchased. Cecil told Shreves and the board that the software for the INFO-TRAC would be included if purchased. Furthermore, Cecil stated that the INFO-TRAC stores magazines available to it for 10 years while the library only keeps the actual magazines for one year.

**GAS CITY VISITATION - DAVE, PATTY AND VICKI:**

Dell, Cecil and Shreves visited the Gas City Library for spacing ideas. Dell and Shreves reported that the Gas City Library was not a good spacing example because of the large difference in square footage. Shreves also commented that she appreciated the staff for the "warm welcoming" patrons receive when entering the Hartford City Library after visiting the Gas City Library.

**OPEN HOUSE, MAY 10 FOR LINDA BENNETT:**

The library will host an open-house from 5-6 PM, May 10, for Linda Bennett in appreciation for serving 16 years on the library board.

**UNFINISHED BUSINESS:****CIRCULATION DESK:**

Mark Cope has picked up the circulation desk from the library agreeing to have the work completed in 90 days. Cope stated that delivering the completed desk to the 3rd floor would be difficult but he would return it to the specified place.

**LICKING TOWNSHIP CONTRACT:**

Cecil reported that the most current contract between the Hartford City Library and Licking Township is 1976. This contract states that the library is to receive .05; however, in valuation the library has been receiving .01; \$2597 yearly in two installments of \$1298.50. Thus, the board and Cecil agreed a new contract needs to be written. Therefore, Cecil contacted Max Hile, Licking Township Trustee, who suggested Bill Ervin work with Jim Forcum on writing the new contract. Also, Forcum recommended that Cecil contact the State Board of Accounts for further information. Dell and Cecil will begin working on the new contract.

Cecil had previously asked Shelly to do a report to be presented at the April board meeting on the total library patrons in the Licking township city limits. The report concluded that 2516 of the total 3392 patrons live in the city limits.

Concerns have also been expressed by patrons regarding Jackson and Washington being unserved townships; however, contracts may be pursued in the future.

**PAINTING BIDS:**

Cecil reported that the library received bids from Bud Helms and Henry Batten for the touch-up painting needed in the library. Since both bids stated \$12 hourly quotas, the board was undecided on who to hire and will thus contact references on workmanship and timely manner in job completion and report at the next meeting.

**NOMINATING COMMITTEE OFFICER SLATE:**

Shreves offered the following slate for acceptance:

<b>PRESIDENT</b>	-	<b>RUTH JENNERJAHN</b>
<b>VICE-PRESIDENT</b>	-	<b>PATTY SHREVES</b>
<b>TREASURER</b>	-	<b>DON YOUNG</b>
<b>SECRETARY</b>	-	<b>LARRY BENNETT</b>

Board members accepted the slate with no oppositions and will vote on it at the May meeting.

**NEW BUSINESS:****BOND PAPER PURCHASE/CITIZEN'S BANK:**

Cecil reported that she was contacted by Citizen's Bank because the 1988 bond paper had run-out and the bank needed immediate approval to re-order. The total cost was \$360 paid to Bainbridge Printing Note Company.

**PUBLIC EMPLOYMENT RETIREMENT FUND:**

The PERF contribution rate has been 6.75 since January 1, 1995; however, the new rate effective January 1, 1996, will be 6.50.

**MISCELLANEOUS BUSINESS:**

Cecil informed the board that approximately 65 people attended the first "Friends of the Library" program on herbs given by Carol Lee.

**CLAIMS & CHECKS:**

Claims and checks for \$24,366.20 were presented for payment. **LINDA BENNETT MOVED BILLS TO BE PAID; RUTH HENDERSON SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on May 10.

**ADJOURNMENT:**

**SHREVES MOVED THE MEETING BE ADJOURNED; RUTH HENDERSON SECONDED.**

**MAY 10, 1995  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Dave Dell, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Director; Vicki Cecil, Dave Dell, Patty Shreves, Larry Bennett, Linda Bennett, Ruth Henderson, Ruth Jennerjahn, Don Young, and Attorney; Jim Forcum.

**MINUTES OF LAST MEETING:**

Dell requested that Jim Forcum be identified as the library attorney in the minutes. Thus, the minutes were approved as written.

**DIRECTOR:**

**GRANT APPLICATION/ALA FUND RAISING FOR LIBRARIES:**

Cecil reported that the Hartford City Library has received an application for a new program concerning fundraising which is offered to the director and a volunteer ("Friends" Member). The deadline for the application is June 2 and \$600, \$300 each to the director and volunteer, will be provided for attending.

Furthermore, Ruth Jennerjahn was concerned about the "Friends" treasury and requested these funds be separate from the library budget. Cecil explained that the "Friends" funds were included in the library operating budget for tax purposes.

**ALA (AMERICAN LIBRARY ASSOCIATION) CONFERENCE CHICAGO:**

Cecil stated that the ALA Conference would be held in Chicago this year. Cecil attended the yearly conference in 1994 and did not feel it would be necessary to attend again in 1995. Also, Cecil explained that bus transportation from Ft. Wayne to Chicago will be available to board members interested in attending the conference. The cost is \$20. Also, Cecil said that this was a chance for board members to see the exhibits.

**INFO-TRAC PRICING SHEET/TIME FRAME:**

Cecil reported that the library had received two pricing packages from INFO-TRAC available to small libraries. The price for one package is \$3400 yearly minus a 10% to 15% discount for INCOLSA membership. The package includes full articles from magazines available to INFO-TRAC and also full text from almanacs and newspapers for 10 years. The other package INFO-TRAC is offering is priced at \$2400 yearly minus the 10% - 15% discount for INCOLSA membership, but includes only articles from 50 magazines for 10 years. Both packages include maintenance hardware. Cecil also informed the board that the two INFO-TRAC quotes would be increasing after July.

Cecil continued explaining that at this time the library spends approximately \$4000 yearly on magazines. Even with the purchase of INFO-TRAC the library would need to continue purchasing popular magazines. Also, Cecil and the board discussed spacing that the INFO-TRAC would provide as the library would no longer need to purchase and shelve all magazines. Cecil offered the possibility that the "Friends" use their fundraising monies to help with the INFO-TRAC expense.

Dell asked Patty Shreves and Larry Bennett to research the INFO-TRAC and report at the June board meeting so a decision regarding the INFO-TRAC purchase could be reached by July 1.

**UNFINISHED BUSINESS:**

**OPEN HOUSE FOR LINDA BENNETT:**

The open house for Linda Bennett was held from 5-6 PM honoring her 16 years as a Hartford City library board member.

*Ruth Henderson  
Patty Shreves  
David B. Dell*

*R. Donald Young  
Larry Bennett  
Ruth Jennerjahn*

**PAINTING BIDS:**

Cecil and the board again discussed the identical painting bids from Batten and Helms. The decision was made to offer the touch-up job to Batten because the library was satisfied with his previous library work. **LINDA BENNETT MOVED TO OFFER THE PAINTING JOB TO BATTEN; PATTY SHREVES SECONDED AND THE MOTION CARRIED.**

**LICKING TOWNSHIP CONTRACT:**

Cecil reported that Max Hile has been using the old contract which states that the library is to receive .5. Therefore, the board agreed that the contract should be valid at .5 even if signed in 1976 and writing a new contract should not be necessary. Cecil will be contacting Hile by letter requesting the total .5 for 1996. She will also include a copy of the 1976 contract.

**SUMMER READING/KIM SNOW 20 HOURS:**

Cecil stated that Kim Snow has accepted the job offer for 20 hours weekly to help with the summer reading program.

**NEW BOARD MEMBER:**

The board agreed to wait until the June board meeting to discuss replacement for Linda Bennett.

**"FRIENDS":**

Ruth Jennerjahn reported that the "Friends" would be offering weekly programs through the summer for the public. The first program will be held Tuesday, June 6 from 6:45 to 7:45 PM. Some of the programs include book reviews, movie reviews and cooking. Also, the "Friends" are helping John Modricker plant the library flowers.

**NEW BUSINESS:**

The slate of officers includes:

<b>PRESIDENT:</b>	<b>RUTH JENNERJAHN</b>
<b>VICE PRESIDENT:</b>	<b>PATTY SHREVES</b>
<b>SECRETARY:</b>	<b>LARRY BENNETT</b>
<b>TREASURER:</b>	<b>DON YOUNG</b>

**LINDA BENNETT MOVED TO ACCEPT THE SLATE OF OFFICERS; RUTH HENDERSON SECONDED AND THE MOTION CARRIED.**

Don Young will begin signing the library checks and Dave Dell will sign in Young's absence. Both members will need to be bonded.

**MISCELLANEOUS BUSINESS:**

Dave Dell presented a plaque to Linda Bennett from the board, staff and community in appreciation for her 16 years of service on the Hartford City Library Board; 1979 to 1995. Also, Patty Shreves presented a plaque to Dave Dell from the board, staff and community in appreciation for serving as president on the Hartford City Library Board for three years; 1992 to 1995.

**CLAIMS & CHECKS:**

Claims and checks for \$13,399.70 were presented for payment. **RUTH HENDERSON MOVED BILLS TO BE PAID; RUTH JENNERJAHN SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on June 14.

**ADJOURNMENT:**

**PATTY SHREVES MOVED THE MEETING BE ADJOURNED; RUTH HENDERSON SECONDED.**

**JUNE 14, 1995  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELY JOHNSON, RECORDING SECRETARY**

Ruth Jennerjahn, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Ruth Jennerjahn, Ruth Henderson, Patty Shreves, Larry Bennett, Dave Dell and Don Young.

**MINUTES OF LAST MEETING:**

Dave Dell suggested that the Licking Township Contract section in the May 10, 1995, minutes be revised to state that the contract should be valid at five cents per assessed valuation and the board agreed. Thus, the May 10, 1995, minutes were approved.

**REPORTS:**

**INFO-TRAC:**

The library staff discussed possible deletions of magazines totaling \$1054.47 yearly; however, these magazines would be available on INFO-TRAC. A list of possible deletions is attached. Also, board members, Patty Shreves and Larry Bennett, spent an hour with Vicki Cecil learning and sampling the INFO-TRAC. Both agreed that the INFO-TRAC was very useful and time-saving in research. The board reviewed these possible magazine deletions totaling \$1054.47 and also the information reported by Shreves and Bennett and made a recommendation to purchase an INFO-TRAC. **PATTY SHREVES MOVED TO PURCHASE THE INFO-TRAC PACKAGE FOR \$3400 MINUS THE DISCOUNT FOR ONE YEAR; DAVE DELL SECONDED AND THE MOTION CARRIED.** The board will re-evaluate the INFO-TRAC purchase for July 1996.

**COMMITTEES:**

**BUDGET FOR 1996:**

The budget committee for 1996 will be Ruth Jennerjahn and Patty Shreves. Dave Dell will assist if another board member is needed. The board will again ask Bob Murphy for assistance in preparing the budget for 1996.

**DIRECTOR:**

**FRIENDS REPORT:**

Jennerjahn reported to the board that the "Friends of the Library" were pleased with the attendance for the Town Forum programs. The first program was a book discussion including 24 persons in attendance while the second program, Inclusion, included an attendance of 37 persons. Board members agreed that the "Friends" were doing an excellent job.

**UNFINISHED BUSINESS:**

**PAINTING/BATTEN:**

It was reported to the board that the painting in the library has been completed by Batten's.

**LICKING TOWNSHIP:**

Jennerjahn reported that Vicki Cecil had not heard from Max Hille concerning the Licking Township Contract and would be contacting him to enforce the contract immediately.

**NEW BUSINESS:**

**BONDS FOR DON YOUNG AND DAVE DELL:**

Bonding papers and information were given to Dell and Young to complete.

**NEW BOARD MEMBER APPOINTMENT:**



The board has the names of two persons interested in the board member opening which will be appointed by the school board. Jennerjahn requested that one of the interested persons, Robin Clamme, be considered for the children's librarian position if needed. Jennerjahn informed the board that the present children's librarian, Kristie Fuller, was unhappy and wanting to cut back to 20 hours weekly. The other interested person is Mike Shaffer, the library's computer technician. Dave Dell suggested that the library board recommend Mike Shaffer to the school board for appointment to the library board if Shaffer could assure regular attendance. The board agreed with this recommendation.

**MISCELLANEOUS BUSINESS:**

The board was concerned that monies be paid to Vicki Cecil for Linda Bennett open house supplies if needed.

**CLAIMS & CHECKS:**

Claims and checks for \$21,066.47 were presented for payment. **DAVE DELL MOVED BILLS TO BE PAID; RUTH HENDERSON SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on July 12.

**ADJOURNMENT:**

**RUTH HENDERSON MOVED THE MEETING BE ADJOURNED.**

*Harry Bennett*  
*Patty Shreves*  
*Michael D Shaffer*  
*Ruth Henderson*  
*Dave Dell*

**JULY 12, 1995  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Patty Shreves, vice-president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library. Michael Shaffer was introduced and welcomed to the board.

**ROLL CALL:**

Present: Director, Vicki Cecil, Patty Shreves, Dave Dell, Larry Bennett, Ruth Henderson and Michael Shaffer.

**MINUTES OF LAST MEETING:**

The June 14, 1995, minutes were approved as written.

**COMMITTEES:**

**BUDGET / 1996:**

Patty Shreves, Dave Dell and Vicki Cecil met with Bob Murphy to plan the 1996 budget. Cecil is still waiting for figures from the auditor; however, the committee hopes to have the budget finalized to publish after the August 9 board meeting.

**DIRECTOR:**

**FRIENDS REPORT:**

Cecil reported that approximately 35 persons attended the "Friend's" program, Climbing Mount Killimanjaro. Cecil also mentioned that the \$25 honorarium was returned by the Erringtons.

**SUMMER READING REPORT:**

Cecil informed the board that approximately 200 children were enrolled in the summer reading program. A pizza party is planned for Saturday, July 29, the last day of the program.

**BOOK SALE:**

Cecil reported that \$473; \$175 more than 1994, had been collected by the "Friends of the Library" for the 1995 book sale. The board suggested that the "Friends" consider having the book sale during Heritage Days in the future. Also, Cecil explained that the library hired a patron to work-off his \$50 in over-due and lost book fines to carry the sale books from the 3rd floor to the basement.

**RECIPROCAL BORROWING:**

Cecil informed the board that the Hartford City Library would no longer be receiving the \$200 funding from the state for reciprocal borrowing. However, the state is still requesting a copy of the contract between the Hartford City and Montpelier Libraries for reciprocal borrowing. Also, Cecil commented that the Hartford City Library had been contacted by the Jay County Library concerning possible future reciprocal borrowing.

**ROOF LEAKAGE:**

Cecil has contacted Don Young concerning the roof leakage on the main floor of the library.

**UNFINISHED BUSINESS:**

**LICKING TWP AGREEMENT:**

Ruth Jennerjahn is wanting to meet with Jim Forcum, Vicki Cecil and Max Hile to discuss the contract between the Hartford City Library and Licking Township. Because Licking Township is not receiving any more funding from the state Hile stated that the total contracted .5 assessed valuation could not be paid to the library at this time.

**NEW BOARD MEMBER / MICHAEL SHAFFER:**

New board member, Michael Shaffer was again welcomed to the board by the other present members and Cecil.

**NEW BUSINESS:**

**HEALTH INSURANCE / BENEFITS:**

Cecil presented the board with information concerning health insurance for the library employees working 32 or more hours weekly. Cecil has contacted Paul Shrinker of Pro Emphasis and Ed Schermerhorn from Bonham Insurance for premium cost information. Both agents suggested that their companies would open an individual account for the library as opposed to grouping the library employees with other public employees. Cecil is also interested in offering benefits such as paid holidays to library employees. Cecil and board members agreed to discuss the health insurance and benefit issues at the August board meeting when president Ruth Jennerjahn would be present for discussion and final decisions. The board did establish an Insurance and Benefit Committee; Dell, Shaffer and Jennerjahn, to propose the best solutions to the board.

**RAISES:**

Cecil explained that even though 1996 library salaries would not be effective until January 1, 1996, salaries would need to be decided in July for budget purposes. Cecil previously discussed with Jennerjahn increasing each library employee one step. **DELL RECOMMENDED RAISING SALARIES ONE STEP FOR EACH LIBRARY EMPLOYEE EFFECTIVE JANUARY 1, 1996; LARRY BENNETT SECONDED AND THE MOTION CARRIED.**

**MISCELLANEOUS BUSINESS:**

**CONFLICT OF INTEREST / MICHAEL SHAFFER:**

Shaffer requested completing a state form concerning conflict of interest as he is serving as the library's computer technician and also a board member.

**KRISTIE FULLER RESIGNATION:**

Cecil again mentioned Kristie Fuller's resignation as children's librarian and included a copy of the resignation for board members.

**LINDA BENNETT OPEN HOUSE SUPPLIES:**

Shreves again asked Cecil for the Linda Bennett open house supplies total. Cecil will report at the August meeting after reviewing her John Elway Visa statement.

**PRINTER:**

Cecil reported to the board that the library would need to purchase a new printer to replace the existing one. Shaffer recommended purchasing an INK-JET for color purposes and also less noise when printing. Thus, a motion was made. **SHAFFER RECOMMENDED PURCHASING AN INK-JET PRINTER FOR \$300 - \$600 TO REPLACE THE NON-WORKING EXISTING PRINTER; DELL AND BENNETT SECONDED AND THE MOTION CARRIED.**

**INFO-TRAC:**

Cecil informed the board that the new INFO-TRAC had arrived.

**CLAIMS & CHECKS:**

Claims and checks for \$32,753.28 were presented for payment. **RUTH HENDERSON MOVED BILLS TO BE PAID; SHAFFER SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on August 9.

**ADJOURNMENT:**

**DELL MOVED THE MEETING BE ADJOURNED.**

**JULY 31, 1995**  
**HARTFORD CITY LIBRARY BOARD MINUTES**  
**SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Ruth Jennerjahn, president of the Hartford City Library Board, called the meeting to order at 4:30 PM in the meeting room of the library.

**ROLL CALL:**

Present: Director, Vicki Cecil, Ruth Jennerjahn, Patty Shreves, Larry Bennett, Dave Dell and Michael Shaffer.

**REPORTS:**

**BUDGET / 1996:**

Cecil presented the 1996 Budget to the board to examine before the August 9 board meeting. Cecil and the board agreed to ask Bob Murphy to attend the August 9 board meeting to explain questions concerning the 1996 budget as the adoption deadline is September 9, 1995. Also, because of the September 9 deadline Cecil suggested changing the September 13 board meeting to September 6 at 6 PM. The board agreed. Jennerjahn, Bennett and Dell signed the budget submission and Cecil is delivering the budget submission to the Herald Newspaper and the Hartford City News-Times for publication.

**DIRECTOR:**

**REBEKAH SOCIETY DONATION:**

Cecil informed the board that the library has received a \$500 donation from the Rebekah Society and is planning to purchase a fax machine with the monies.

**PRINTER / FAX:**

Cecil tried to purchase a printer and fax machine from H.H. Gregg but was informed the library would have to wait at least 1 month for account approval. Since the printer is needed immediately Cecil called and checked with Best Buys and received account approval. Dave Dell signed the check to Best Buys for the printer and fax machine purchase.

**CHILDREN'S LIBRARIAN:**

Cecil reported that she had interviewed eight applicants for the children's librarian position. Furthermore, Cecil explained that she and Patty Shreves then reviewed three final persons; thus, hiring Jeff Kieffer, who will begin September 5. Cecil shared Kieffer's knowledge of computers and also children's literature with the board. Also, Kieffer is interested in going to the schools and building the children's programs at the library. Cecil and the board agreed to publicize Kieffer's background and qualifications in the News-Times. **SHAFFER MADE A MOTION TO OFFER A SALARY OF \$19,549 TO KIEFFER FOR THE CHILDREN'S LIBRARIAN POSITION; SHREVES AND DELL SECONDED AND THE MOTION CARRIED.**

**ADJOURNMENT:**

The meeting was adjourned.

**AUGUST 9, 1995**  
**HARTFORD CITY LIBRARY BOARD MINUTES**  
**SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Ruth Jennerjahn, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Director; Vicki Cecil, Ruth Jennerjahn, Larry Bennett, Don Young, Ruth Henderson, Michael Shaffer and Attorney; Jim Forcum.

**MINUTES OF LAST MEETING:**

The July 12, 1995, and July 31, 1995, minutes were approved as written.

**REPORTS:**

**LICKING TOWNSHIP:**

Bob Murphy attended the meeting to answer questions concerning the 1996 budget. Murphy reported that the library will be receiving a total of \$3000 from Licking Township. Even though the total the library is receiving from Licking Township is below the contracted amount, the library has received a 20% increase. The board is concerned that the library is still not receiving the contracted amount and also that Hartford City patrons are paying more than Licking Township patrons but receiving the same benefits. Therefore, the library board members will be contacting Max Hile to meet with the Licking Township advisory board to discuss these concerns. Also, it was suggested that the library board meet with the Jackson Township advisory board concerning the Montpelier Library and the Hartford City Library operating independently. Cecil informed the board that the Jackson Township trustee questioned her about the price difference in buying patron cards assuming that the Montpelier Library was under Hartford City's direction. Montpelier Library charges \$20 for a library card while Hartford City Library charges \$12.

**BUDGET / 1996:**

A public meeting concerning the 1996 budget is scheduled at 6 PM on Tuesday, August 15, as the adoption deadline for the 1996 budget is September 9, 1995. Also, because the adoption deadline is September 9, 1995, Cecil requested changing the September board meeting from the 13th to the 6th at 6 PM and the board agreed.

**HEALTH INSURANCE:**

Ed Schermerhorn from Bonham Insurance Agency introduced Vicki Hughes of Broker's Insurance Corporation who presented two possible health insurance proposals from The Epic Life Insurance Company and Blue Cross Blue Shield to the library board for the library employees working 32 or more hours weekly. Handouts were given to board members concerning the two proposals and the Health Insurance Committee will be meeting to discuss this information.

**DIRECTOR:**

**FRIEND'S REPORT:**

Jennerjahn reported that attendance for the three "Friend's" Town Forum programs presented by (1) Helen Townsend, Ruth Jennerjahn and Jan Barger; (2) Brian Jennerjahn and (3) Molly Dolan averaged 40 persons. Thus, the board and Cecil feel that the programs have been successful.

**SUMMER READING REPORT:**

Cecil stated that the summer reading program concluded with a pizza party and special prizes. The party was planned by Kim Snow and very much enjoyed by the children attending.

**DISTRICT CONFERENCE / NEW CASTLE, SEPT. 27, 1995:**

Cecil reported that the district conference would be held in New Castle on Wednesday, September 27, 1995, from 9-5. Cecil requested that the library close as all employees are invited to attend the conference. **RUTH HENDERSON MADE A MOTION TO CLOSE THE LIBRARY WEDNESDAY, SEPTEMBER 27, 1995, SO LIBRARY EMPLOYEES COULD ATTEND THE DISTRICT CONFERENCE IN NEW CASTLE; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

**BUILDING:**

**ELEVATOR REPORT:**

Cecil informed the board that the elevator was not working and that ABELL Elevator had been contacted. Cecil continued stating that ABELL Elevator informed the library that the needed part to fix the elevator is obsolete and the cost would be \$900 for a "quick fix" or \$2848 for a permanent fix. Because the library is paying a \$100 monthly service fee to ABELL Elevator the board agreed to have attorney; Jim Forcum, review the contract and write a letter to ABELL Elevator before paying the requested cost.

**EMERGENCY LIGHTS:**

Cecil reported that the emergency lights had been fixed by Downhour Electric Company and are now working.

**INFO-TRAC:**

Cecil also stated that the INFO-TRAC was installed and being used by the patrons.

**UNFINISHED BUSINESS:**

**LICKING TOWNSHIP AGREEMENT:**

The board again discussed the Licking Township Agreement including the increase from .01 to .03. It was reported that even though the Licking Township patrons have been increased to .03 the Hartford City patrons are paying .47. The library board will contact the Licking Township Advisory Board to discuss the contract and also increasing the monies received to the contracted amount. Cecil again stated that the Hartford City Public Library will be receiving \$3000 in 1996.

**CLAIMS & CHECKS:**

Claims and checks for \$23,221.96 were presented for payment. **MICHAEL SHAFFER MOVED BILLS TO BE PAID; DON YOUNG AND LARRY BENNETT SECONDED AND THE MOTION CARRIED.**

**STOLEN CD'S:**

Larry Bennett and other board members wanted to further discuss the subject of stolen library CD's that Cecil mentioned while reporting the claims and checks at the September 6, Board Meeting.

**NEXT MEETING:**

The next meeting will be held at 6 PM on September 6.

**ADJOURNMENT:**

The meeting was adjourned.

**AUGUST 15, 1996**  
**HARTFORD CITY LIBRARY BOARD MINUTES**  
**SUBMITTED BY VICKI CECIL, DIRECTOR**

**ROLL CALL:**

Present: Director, Vicki Cecil, Ruth Jennerjahn, Larry Bennett, Dave Dell, Michael Shaffer, Ruth Henderson, Patty Shreves and Don Young.

**PUBLIC HEARING MEETING:**

The Public Hearing Meeting on the 1996 budget was held on Tuesday, August 15, at 6 PM in the meeting room of the library. Bob Murphy attended to help answer questions from the public concerning the budget. No members of the public attended.

**ADJOURNMENT:**

The meeting was adjourned.

**SEPTEMBER 6, 1995**

**HARTFORD CITY LIBRARY BOARD MINUTES**

**SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Ruth Jennerjahn, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library. Vicki Cecil, director, introduced Jeff Kieffer, the children's librarian, to the present board members.

**ROLL CALL:**

Present: Vicki Cecil, Ruth Henderson, Ruth Jennerjahn, Patty Shreves, Don Young and Attorney; Jim Forcum.

**MINUTES OF LAST MEETING:**

The August 9, 1995, and August 15, 1995, minutes were approved as written.

**COMMITTEES: INSURANCE/HEALTH:**

The Insurance/Health Committee; Dave Dell, Michael Shaffer, Ruth Jennerjahn and Vicki Cecil, will be scheduling a time to meet and further discuss insurance and health options for library employees.

**DIRECTOR:**

**COMPUTERS:**

Cecil reported that due to the growth of computer input plus the database size the network is slowing down. Cecil has discussed the problem with Michael Shaffer, who suggests buying a Pentium system. The cost is approximately \$3000 including maintenance. Also, Cecil and the board discussed future computer concerns; such as, the number of computers necessary and the possibility of networking with the Blackford schools. Patty Shreves suggested the board consider meeting with Dennis Green, computer technician for the Blackford schools, to discuss networking. Also, the board agreed that it was time for the long-range committee; Ann Schermerhorn, Carolyn Goetz, Vicki Cecil, Ruth Jennerjahn, Patty Shreves and Harry Bohr, to meet again and discuss the space availability on the 3rd floor before further discussing computer changes. Furthermore, the board agreed to again discuss purchasing a Pentium system and other computer options with Michael Shaffer at the October board meeting.

**FOLLETT:**

Cecil informed board members that Follett has increased their support staff due to a corrupt database found recently. Thus, Follett will be issuing another upgrade with information forthcoming. This upgrade is supposed to take 12 hours to 3 days; however, Shaffer believes it can be completed overnight. There is no cost for the upgrade.

**ILF INTELLECTUAL FREEDOM CONFERENCE, OCTOBER 4 & 5:**

Cecil explained that the ILF Intellectual Freedom Conference will be held in Brown County on October 4 and 5. Cecil, a committee member, is unsure at this time if it is necessary for her to attend. Don Young reminded board members that it was agreed the library would cover room and conference expenses for Cecil when attending conferences.

**EATON LIBRARY LUNCHEON, SEPTEMBER 20:**

Cecil stated that the Eaton Library Luncheon will be September 20 and the cost will be \$20 per person. Since Cecil will be on vacation she suggested that Ann and Carolyn attend the luncheon for public relation purposes. Board members agreed and the library will pay for the luncheon fees.

**ILF DISTRICT CONFERENCE, SEPTEMBER 27:**

Cecil again mentioned that the library will be closed September 27 for the ILF District Conference in New Castle. All staff members will be attending the conference.

**COMPACT DISCS:**

Cecil explained that even though the popular CDs are stored under the counter in the work area there is still a problem with CDs being stolen. Cecil further explained that she did not think there was enough room to store all of the CDs under the counter but would discuss the problem with



the staff for other options. Ruth Jennerjahn stated that she does not feel any of the CDs should be out where they may become stolen. Also, Don Young discussed the possibility of locking the CDs in a cabinet. Furthermore, Cecil reported that the staff had discussed moving all of the AV equipment, including the CDs, to the 3rd floor.

**UNFINISHED BUSINESS:**

**LICKING TOWNSHIP AGREEMENT:**

Cecil reported that the library will be receiving a total of \$3000 for 1996 from Licking Township. Cecil and board members agreed to further discuss the Licking Township agreement at the October board meeting.

**ELEVATOR:**

Cecil informed the board that the library had received a \$1666 bill from Abell Elevator for work done on the elevator. Board members questioned the bill and asked if the \$1666 had been prorated from the original \$2848 quote for a permanent fix, or if Abell did a quick fix why does the bill total \$1666 and not \$900 as previously quoted. Therefore, Don Young will contact David Lloyd of Abell Elevator to discuss the contract and also the questioned \$1666 bill. Board members agreed to wait until the October board meeting to pay the Abell bill. Also, Cecil and board members discussed contacting Amco, the other available elevator company, for a copy of their contract for future consideration.

**BUDGET APPROVAL AND SIGNATURES OF BOARD MEMBERS:**

Cecil asked board members for signatures on the 1996 Budget due September 9, 1995, so she could deliver the budget to the auditor on September 7.

**NEW BUSINESS:**

**FAX MACHINE:**

Cecil informed board members that the library had purchased a Fax Machine with monies received from the Rebekah Society.

**ROBERT CRIST MEMORIAL:**

Cecil reported that the library had purchased two books for patron check-out and will be purchasing reference books on history and nature dedicated to the memory of Robert Crist.

**ROOF LEAKAGE:**

Don Young reported that he had checked the library roof but was unable to find any leakage. Young also stated that he could caulk or seal the roof if the board agreed.

**MEN'S RESTROOM:**

Cecil informed the board that Peggy Willmann had reported water behind the wall in the men's restroom. Don Young will check on the problem.

**CLAIMS & CHECKS:**

Claims and checks for \$14,567.40 were presented for payment. **DON YOUNG MOVED BILLS TO BE PAID; RUTH HENDERSON SECONDED AND THE MOTION CARRIED.** This total does not include the \$1666 to Abell Elevator as the board is holding payment until after the October board meeting.

**NEXT MEETING:**

The next meeting will be held at 6 PM on October 11, 1995.

**ADJOURNMENT:**

The meeting was adjourned.

*Michael D Shaffer*  
*Ruth Jennerjahn*  
*Don Young*

**OCTOBER 11, 1995**  
**HARTFORD CITY LIBRARY BOARD MINUTES**  
**SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Ruth Jennerjahn, president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Vicki Cecil; director, Ruth Jennerjahn, Michael Shaffer, and Don Young.

**MINUTES OF LAST MEETING:**

The September 6, 1995, minutes were approved as written.

**REPORTS:**

**COMPUTERS / MICHAEL SHAFFER:**

Michael Shaffer explained the present computer problems and concerns with the Lantastic system. Lantastic is only designed to handle 10 work stations and since the library now has 9 stations the system is slowing down. Even though the library is scheduled for a second upgrade through Follett, Shaffer does not feel the upgrade will solve this problem. However, Shaffer will talk to Follett about the upgrade possibly correcting the slow work performance and report at the November meeting. Furthermore, because additional work stations are needed to further benefit patrons and also for cataloging material, Shaffer suggested purchasing a Novell system to replace the Lantastic system. Shaffer explained that Novell was designed to handle 100 work stations without decrease in work performance. The cost for converting to the Novell system would be approximately \$3000.

**EXCEL PHONE COMPANY / MICHAEL SHAFFER:**

Michael Shaffer presented Excel to board members as an alternate long distance service for the library. The library is presently using AT&T and Ameritech. Shaffer reported that Excel may save the library 30% on each long distance phone call. The board will further discuss Excel at the November board meeting.

**COMMITTEES:**

**INSURANCE / HEALTH:**

The Insurance/Health Committee; Dave Dell, Michael Shaffer, Ruth Jennerjahn and Vicki Cecil will be scheduling a time to meet and further discuss insurance and health options for library employees. Cecil also suggested discussing some paid holidays for part-time employees.

**DIRECTOR:**

**ILF NEW CASTLE CONFERENCE REPORT:**

Cecil reported that some of the sessions library employees attended were beneficial. Also, Cecil shared that the audience was unable to hear or see the keynote speaker as a podium and microphone were not used.

**ILF INTELLECTUAL FREEDOM CONFERENCE REPORT:**

Cecil reported that the main discussion of the Intellectual Freedom Conference was censorship. Conference members were informed about two groups; Concerned Citizens for Action and Families and Friends for Libraries, approaching libraries concerning censorship. These two groups are not in any way aligned with current library "Friend's" groups.

**THIRD FLOOR / CDs:**

Cecil reported that there would be a staff meeting October 23 to discuss moving the AV materials and equipment to the 3rd floor.

**FRIEND'S REPORT:**

Cecil reported that the "Friends of the Library" will have a membership drive November 10 and 11. The membership fee will be \$10 and includes a Hartford City Library bag. Also, Ruth Jennerjahn stated that the "Friends" will continue their programs after January 1. Cecil stated that the "Friends" had joined FOIL, sponsored by the Indiana State Library. The membership fee was \$20.

**UNFINISHED BUSINESS:****LICKING TOWNSHIP AGREEMENT MEETING / OCTOBER 17:**

Ruth Jennerjahn, Vicki Cecil and Jim Forcum will meet with Kevin Basey and Max Hille, October 17, concerning the Licking Township Contract. Board members also discussed raising the library card fees from \$10 to \$15 beginning in 1996.

**ABELL ELEVATOR REPORT / DON YOUNG:**

Don Young reported that he had contacted David Lloyd of Abell concerning the \$1665.59 bill the library had received for necessary elevator repairs. The board had previously agreed at the September board meeting not to pay the bill because the board felt that the needed elevator repairs should have been covered in the contract, even though Abell reported the necessary part as obsolete. Young then stated that after discussing the board's concerns with Lloyd the Abell bill had been credited in full. Also, Young reported that if Abell fixed elevator problems on the scheduled monthly inspections there would be no service charge. Young suggested that the library report future elevator problems to Abell and request that repairs be made on scheduled monthly inspections to avoid additional charges. The board agreed. Furthermore, the library has received the requested contracts from Abell and Amco concerning future elevator maintenance. The monthly charge for Amco is \$92. The Abell contract states that the monthly fee is \$95. Abell also offers a quarterly fee of \$280.73; 1.5% savings and a yearly fee of \$1105.00; 3% savings. The board did agree that a monthly or quarterly payment would be in the best interest of the library; however, the board will further discuss both contracts and make a final decision at the November meeting.

**CLAIMS & CHECKS:**

Claims and checks for \$16,497.04 were presented for payment. **DON YOUNG MOVED BILLS TO BE PAID; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on November 8, 1995.

**ADJOURNMENT:**

Don Young moved the meeting to be adjourned and Michael Shaffer seconded.

**NOVEMBER 8, 1995  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELLY JOHNSON, RECORDING SECRETARY**

Patty Shreves, vice-president of the Hartford City Library Board, called the meeting to order at 6 PM in the meeting room of the library.

**ROLL CALL:**

Present: Vicki Cecil; director, Patty Shreves, Dave Dell, Michael Shaffer, Ruth Henderson, Don Young, Ruth Jennerjahn and Jim Forcum; attorney.

**MINUTES OF LAST MEETING:**

The October 11, 1995, minutes were amended as follows: Follett on Lantastic is only designed to handle 10 work stations and since the library now has 9 stations the system is slowing down. Also, the cost for converting to the Novell server will be approximately \$3000. Both revisions are from the presentation on computers by Michael Shaffer. Thus, **DON YOUNG MOVED THAT THE OCTOBER 11, 1995, MINUTES BE APPROVED AS AMENDED; PATTY SHREVES SECONDED AND THE MOTION CARRIED.**

**OFFICERS:**

**COMPUTER / FOLLETT REPORT / MICHAEL SHAFFER:**

Michael Shaffer reported that he had contacted the tech support personnel from Follett concerning the forthcoming maintenance upgrade. Shaffer explained that according to Follett the upgrade will not increase the speed of the system if the library continues using the Lantastic system. Also, Shaffer explained that the slow-down effecting the library is due to the Unison upgrade Follett requested last year. At this time Shaffer suggests that the library consider changing to a Novell system to better serve the purposes of the library. Novell is the leading fastest system and includes up to 100 work stations. Shaffer recommended continuing with Follett because of future plans to network with the Montpelier Library and also the Blackford schools. Furthermore; Shaffer quoted an estimate of approximately \$9000 for the conversion to a Novell system. Since the bid exceeds \$5000 the library is legally required to receive two bids. The board agreed to further discussion and Vicki Cecil will ask for another quote for installing the Novell system.

**COMMITTEES:**

**INSURANCE / HEALTH:**

The insurance and health committee has not met at this time but will be scheduling a meeting soon.

**DIRECTOR:**

**BUDGET HEARING, NOVEMBER 6:**

Vicki Cecil reported that she and Bob Murphy went to the budget hearing, November 6 and the 1996 Budget was approved; however, final budget approval depends on the assessed valuation which has not been completed at this time by the state of Indiana.

**PLAC COST INCREASE / JANUARY 1996:**

Cecil stated that the cost of a PLAC card will be increasing from \$17 to \$20 beginning January 1, 1996. Persons purchasing a PLAC card have access to any library in Indiana.

**LIBRARY CARD INCREASE:**

Cecil reported that there had not been an increase in the cost of a Hartford City Library card in the last 12 to 15 years. At this time a Hartford City card is \$12 compared to \$20 for a Montpelier card and \$60 for a Muncie card. Therefore, **MICHAEL SHAFFER MADE A MOTION TO RAISE THE PRICE OF A HARTFORD CITY LIBRARY CARD TO \$15 AS OF JANUARY 1, 1996; PATTY SHREVES SECONDED AND THE MOTION CARRIED.**

**LIBRARY BILL OF RIGHTS HANDOUTS:**

Cecil reported that according to the American Library Association each board member is to have a copy of the Library Bill of Rights concerning censorship issues.

**MEETING ROOM:**

Cecil explained that the staff had reported some problems occurring in the staff restroom when used by patrons while using the meeting room. Since public restrooms are located next to the meeting room, the board agreed that public use of the staff restroom was not necessary. Don Young agreed to install a lock on the door between the kitchenette and the lounge to take care of the problem. Also, Cecil discussed groups using the meeting room during hours when the library is not open. Even though the policy states that the meeting room is only to be used during library hours, the board agreed that the hours and other necessary decisions concerning the meeting room would be at Cecil's discretion.

**LIRF TRANSFER FUNDS:**

Every year the library transfers \$10,000 from LIRF into the Library Improvement Fund. **DAVE DELL MADE A MOTION TO TRANSFER THE FUNDS; RUTH HENDERSON SECONDED AND THE MOTION CARRIED.** These funds were transferred from savings to checking as the library was late in receiving the auditor's check. The funds will be transferred back into savings when the auditor's check is received.

**CHILDREN'S LIBRARIAN RAISE:**

Cecil questioned whether the Children's Librarian, hired September 1995, should receive a raise in January 1996, and then be reviewed in 6 months. **DAVE DELL MADE A MOTION THAT THE CHILDREN'S LIBRARIAN REMAIN ON THE SAME REVIEW SCHEDULE AS ALL OTHER EMPLOYEES; DON YOUNG SECONDED AND THE MOTION CARRIED; HOWEVER, THERE WAS ONE OPPOSITION.** Thus, the Children's Librarian position will be due for review in March 1996, 6 months after the September 1995, hiring date.

**TREE:**

Cecil informed the board that there were limbs falling from a dead tree behind the library. Don Young agreed to call Tucker's Tree Service to have the tree removed if the cost is in reason.

**UNFINISHED BUSINESS:****LICKING TWP MEETING OCTOBER 17, REPORT:**

Ruth Jennerjahn presented statistics on what is being paid in property taxes. After discussing these statistics the board is considering having all patrons purchase library cards in the future.

**ELEVATOR CONTRACTS:**

Don Young suggested that the library continue the 1996 elevator contract with Abell. Young feels Abell was willing to work with the library concerning the last elevator problem. Also, according to the 1996 contract Abell has decreased the monthly payment from \$100 to \$95. **MICHAEL SHAFFER MADE A MOTION TO SIGN A 1996 MAINTENANCE CONTRACT WITH ABELL ELEVATOR; DAVE DELL SECONDED AND THE MOTION CARRIED.**

**EXCEL:**

Michael Shaffer will present the Excel package to board members at the December meeting.

**NEW BUSINESS:****FURNACES:**

Don Young questioned if it was time to clean the furnace filters. Also, Young suggested having Tucker's clean the gutters if the cost is in reason. The board agreed.

**CHRISTMAS HOLIDAYS:**

Cecil reminded the board about the upcoming Christmas and New Year's holidays and the library closing Monday, December 25, and Monday, January 1. Also, Cecil questioned closing times for Christmas Eve and New Year's Eve. Thus, **DON YOUNG MADE A MOTION TO CLOSE THE LIBRARY SATURDAY, DECEMBER 23, AND MONDAY DECEMBER 25, FOR CHRISTMAS AND SATURDAY, DECEMBER 30, AND MONDAY, JANUARY 1, FOR NEW YEAR'S; RUTH HENDERSON AND MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

**CLAIMS & CHECKS:**

Claims and checks for \$24,361.71 were presented for payment. **RUTH HENDERSON MOVED BILLS TO BE PAID; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on December 13, 1995, at Carben's Restaurant.

**ADJOURNMENT:**

Ruth Henderson moved the meeting to be adjourned; Michael Shaffer seconded.

*Michael B Shaffer*  
*Patty Shrenes*  
*David A Dell*  
*Ruth Henderson*

**DECEMBER 27, 1995  
HARTFORD CITY LIBRARY BOARD MINUTES  
SUBMITTED BY SHELLY JOHNSON**

Ruth Jennerjahn, President of the Hartford City Library Board, called the meeting to order at 3 PM in the meeting room of the library.

**ROLL CALL:**

Present: Vicki Cecil; Director, Ruth Jennerjahn, Dave Dell, Patty Shreves, Michael Shaffer and Jim Forcum; Attorney.

**MINUTES OF LAST MEETING:**

The November 8, 1995, minutes were approved as written.

**COMMITTEES:**

The Health Insurance Committee will meet January 4, 1996, at 3 PM in the Library Meeting Room.

**DIRECTOR:**

**COMPUTERS / BID:**

Vicki Cecil reported that the library had not yet received the Micro-Age bid for installing the new Pentium system; however, the bid is expected after January 1, 1996. Therefore, Cecil suggested discussing the computer change at the January 10, 1996, meeting and the board agreed.

**FOLLETT UPGRADE:**

Cecil reported that the library had received the Follett upgrade, but Cecil is waiting on the computer change decision before proceeding with the upgrade.

**FRIDAY HOURS:**

Cecil stated that Friday evening business seems to be diminishing at the library; perhaps warranting the library to close at 5 PM during spring and summer. Cecil learned from the Indiana State Library that libraries the size of the Hartford City Library are required to be open 20 hours weekly, including one evening and four weekend hours. The Hartford City Library is currently open 57 hours weekly. Cecil will conduct a statistical study to determine Friday evening usage.

**FRIEND'S REPORT:**

Ruth Jennerjahn reported that the "Friends" now have a basket ready for the "First New Year's Baby". The basket includes an article from "Reader's Digest" on reading to your child. Jennerjahn also reported that the book discussions would begin again in January. Also, it was noted that the "Friends" are now a member of FOIL; Friends of Indiana Libraries, connected with the State Library. Jennerjahn then discussed the possibility of the "Friends" opening a separate checking account. Cecil will contact Jim Forcum concerning the legal aspects of opening this account.

**CHILDREN'S REPORT:**

Cecil stated that the children's librarian, Jeff Kieffer, had been holding storyhour on Wednesdays in the morning and also the afternoon.

**WAL-MART ACCOUNT:**

Cecil suggested that the board consider opening an account at Wal-mart for the library to purchase copy paper because the price is half the cost of what the library is now paying. Jim Forcum asked that Cecil contact Thomas Business Forms in Hartford City for the cost of copy paper before opening the Wal-mart account. The board agreed to then purchase the paper at the best price.



**TREES / BACK:**

Cecil reported that Tucker Tree Service had cut down the dead trees behind the library and removed the stumps. Also, Tucker's cleaned the library gutters. The total price was \$450; however, the bill was reduced to \$400 as Tom Willmann hauled away the wood.

**PUBLIC LIBRARY ASSOCIATION ANNUAL CONFERENCE:**

Cecil reported that the Public Library Association Annual Conference would be held March 26 - 30 in Portland, Oregon. The conference is for small and medium sized libraries and Cecil feels that the conference will benefit the Hartford City Library. The registration fee for the conference is \$135 before January 5, 1996, and \$195 after January 10. **DAVE DELL MADE A MOTION THAT THE LIBRARY PAY THE \$135 REGISTRATION FEE, HOTEL FEES AND OTHER NECESSARY EXPENSES EXCLUDING TRANSPORTATION FEES FOR CECIL TO ATTEND THE PLA CONFERENCE; HOWEVER, THE BOARD WILL DISCUSS THE TRANSPORTATION EXPENSES LATER; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

**UNFINISHED BUSINESS:****EXCEL:**

Michael Shaffer recommended that the library consider changing the long distance service from AT&T to Excel. Shaffer believes that the library would save \$2 to \$3 monthly using Excel. Patty Shreves suggested that Cecil contact AT&T to see what AT&T would offer before the library considered changing to Excel.

**ELEVATOR CONTRACT:**

The library signed an elevator contract with Abell Elevator for 1996. *open ended for five years for 95.00 per month*

**NEW BUSINESS:****STATE LIBRARY / TECHNOLOGY GRANT:**

Cecil explained to the board that the State Library will be offering a Technology Grant for \$5000 to \$10,000 for automation in March or April of 1996. Cecil believes the grant is for libraries that have not been automated; however, Cecil will be contacting the State Library for further information on the grant.

**BOND PAYMENT:**

Cecil reminded the board that the bond payment of \$60,000 is due at Citizen's today, December 27, 1995, and will be delivered after signature at the board meeting.

**MARSH GIFT CERTIFICATES:**

Cecil again thanked the board for the staff for the Marsh gift certificates the staff received at Christmas.

**CLAIMS & CHECKS:**

Claims and checks for \$84,880.37 were presented for payment. **DAVE DELL MOVED BILLS TO BE PAID; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

**NEXT MEETING:**

The next meeting will be held at 6 PM on January 10, 1996, at Carben's.

**ADJOURNMENT:**

Michael Shaffer moved the meeting be adjourned; Dave Dell seconded.

*Ruth Henderson  
Harry Bennett  
Michael Shaffer*

*Ruth Henderson  
Dave Dell  
Don Young  
Patty Shreves*