

**JANUARY 24, 1996
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 at Carben's Restaurant.

ROLL CALL:

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

MINUTES OF LAST MEETING:

The December 27, 1995, minutes were amended to state that Thomas Business Forms is located in Muncie and not Hartford City. Also, the library signed a one year contract with Abell Elevator including a monthly payment of \$95. This is an open-ended five year contract.

REPORTS:

HEALTH INSURANCE:

The Insurance and Benefits Committee; Dave Dell, Michael Shaffer, Ruth Jennerjahn and Vicki Cecil, will meet Thursday, February 8 at 4 PM at the library.

DIRECTOR:

FIXED ASSETS:

Cecil reported that she has received information that public libraries are now required to keep a Fixed Assets Ledger and will have until the end of 1996 to complete the inventory. Cecil further stated that the State Board of Accounts recommends that the board set a \$500 threshold. Cecil will contact the State Board of Accounts concerning the questions the board has about the threshold. Cecil and the board agreed to contact the Friends about forming a committee to work on this project.

INDIANA ARTS COMMISSION:

Cecil informed the board that she has received an appointment as a 1996 Advisory Panelist for the Indiana Arts Commission. Training sessions will be held in October and November at Indianapolis.

COMPUTERS / BID:

Cecil stated that the library had received information concerning the three requested bids. The MicroAge technician reported that the Hartford City computer project is not big enough for MicroAge at this time. Since Bill Campbell is working with Michael Shaffer a separate bid was not submitted. Cecil further explained that the staff was frustrated with the computers being consistently slow. Also, there are not enough computers for staff use and patrons are having to wait as there is only one patron computer available. Michael Shaffer reported that there really is no alternative to the current Lantastic problems unless the library changes to the Novell system. Even though Novell seems to be the only option in solving the current problems, Shaffer offered no guarantee that the library would not again experience the same or other problems in the future. Furthermore, the board discussed user licenses and the number needed to serve the library. Also, the board discussed leasing the equipment needed to update the library as an option; however, the board decided this was not a good alternative. After all presentations, **DAVE DELL MADE A MOTION TO ACCEPT THE BID FROM COMPUTER COMMUNICATIONS TO INSTALL A NOVELL SERVER AND THE ADDITIONAL WORK NECESSARY IN CHANGING THE SYSTEM FROM LANTASTIC TO NOVELL, DON YOUNG SECONDED AND THE MOTION CARRIED.**

INFO-TRAC:

Shaffer informed the board that he had contacted Dennis Green at Blackford High School concerning the possibility of networking Info-Trac through other terminals for future accessibility.

THIRD FLOOR:

Cecil reported that the staff suggested moving technical services to the third floor. The board agreed and requested that Cecil begin making the necessary arrangements for the third floor changes. Also, the board asked Cecil to schedule a meeting for the Long Range Planning Committee; Vicki Cecil, Ruth Jennerjahn, Patty Shreves, Carolyn Goetz, Ann Schermerhorn and Harry Bohr, to discuss these options and other ideas the committee may have.

CIRCULATION DESK / MARK COPE:

Cecil informed the board that she had contacted Mark Cope again concerning the circulation desk he is repairing and refinishing for the library; however, the work has not been completed at this time.

COMPACT DISCS:

The board again discussed the problem of stolen CDs and suggested moving all compact discs behind the counter when technical services has been moved upstairs. Also, the board again mentioned displaying only the jackets of the CDs as the library is having problems with the CDs being stolen.

UNFINISHED BUSINESS:**EXCEL:**

At this time the library has AT&T for a long distance service and receives a 10% discount and also a 5% yearly rebate. Because the monthly library long distance fee is only \$5 to \$7, the board suggested not changing to Excel.

BUILDING PROBLEMS / LEAKS:

The board asked that Vicki contact the insurance company for an estimate concerning damage due to the leakage from the main floor ceiling. Also, Don Young stated that he will check the rubber seal in the gutters this spring for damage. The library will contact Henry Batten for the necessary repair.

FRIENDS REPORT:

Vicki Cecil will contact Jim Forcum concerning a separate checking account for the Friends before their next meeting. Jennerjahn reported that approximately 20 people attended the book discussion on The Road Less Traveled. Also, the newspaper prints a Friends' column weekly and will be printing the baby article in the next issue.

CLAIMS & CHECKS:

Claims and Checks for \$26,445.52 were presented for payment. **RUTH HENDERSON MOVED BILLS TO BE PAID; DAVE DELL SECONDED AND THE MOTION CARRIED.**

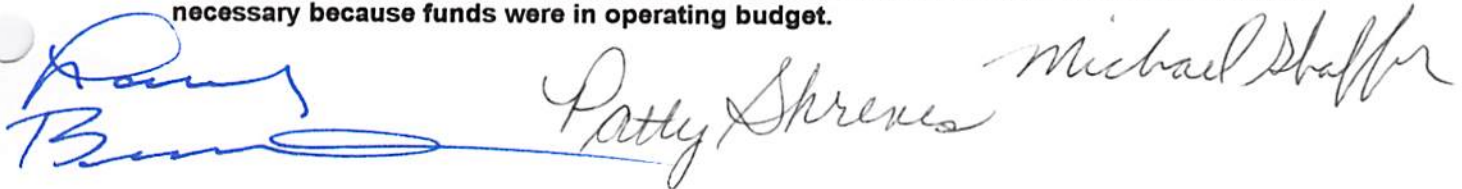
NEXT BOARD MEETING:

The next board meeting will be held on February 14, 1996, at 6 PM in the meeting room of the library.

ADJOURNMENT:

Patty Shreves moved the meeting to be adjourned.

End-of-year funds were transferred over to cover salaries and books. Resolution was not necessary because funds were in operating budget.

The bottom of the page features three handwritten signatures in blue ink. From left to right, they appear to be: a signature that looks like 'Don Young', a signature that looks like 'Patty Shreves', and a signature that looks like 'Michael Shaffer'.

February 14, 1996
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, Michael Shaffer, Larry Bennett and Jim Forcum; Attorney.

MINUTES OF LAST MEETING:

The January 24, 1996, minutes were approved as written.

REPORTS:

HEALTH INSURANCE:

The Health Insurance Committee; Dave Dell, Michael Shaffer, Ruth Jennerjahn and Vicki Cecil, will be rescheduling a new meeting in March.

OFFICERS:

The Long Range Planning Committee; Vicki Cecil, Carolyn Goetz, Ann Schermerhorn, Ruth Jennerjahn, Patty Shreves and Harry Bohr, will be scheduling a meeting to discuss the new changes being made in the library.

DIRECTOR:

COMPUTER:

Vicki Cecil reported that the library had paid Michael Shaffer half of the requested amount for installing the new Pentium system. Shaffer informed the board that he was expecting the arrival of the new computers at any time. Also, Shaffer and Jeff Kieffer will begin installing cable the week of February 19. Shaffer also suggested that Kieffer attend a four day Novell NetWare Administration Class in Indianapolis to become a Certified NetWare Administrator. The cost of the class is \$1195. Because of the expense of this training session, the board agreed to wait until March for a final decision and discussed other alternative training classes and ideas in order for Kieffer to become certified.

THIRD FLOOR / TECHNICAL SERVICES:

Cecil stated that the library was waiting on Thomas to fix the heat problem on the third floor and then technical services would begin moving upstairs. Cecil also reported that the fire marshal had inspected the third floor for safety concerns and stated that the library would need to install a chain link ladder outside the third floor window.

FLOOR PLAN:

Cecil showed the board a diagram, designed by Kieffer, of the plans for the main floor after technical services moves upstairs. She explained that the roll-top desk behind the work area would be moved upstairs and used as a computer work station for technical services. Also,

because several pieces of furniture will need to be moved, the board and Cecil discussed hiring outside persons for the job and will make a final decision at the March board meeting.

COMPACT DISCS:

Cecil stated that after technical services moves upstairs there will be room to store the CDs and cassettes behind the counter. Also, Cecil requested that patrons not be allowed in the work area because of security problems.

PLA CONFERENCE / PORTLAND, OREGON:

Cecil again mentioned the PLA Conference, March 26 - 30 in Portland, Oregon. The conference expenses are as follows: airfare \$418, registration \$135, and room fee \$150 per night for five nights.

ILF CONFERENCE, APRIL 24 - 26:

Cecil explained that the ILF Conference would be held April 24 - 26 in Indianapolis. The staff will rotate days so the library will remain open during the conference. Also, Cecil personally paid the \$69 membership dues for 1996 to the Indiana Library Federation.

ANNUAL REPORT:

Cecil reported that the Annual Report had been sent to the State Library.

CHILDREN'S LIBRARIAN RAISE / MARCH 1:

Cecil and the board again discussed the raise to be given to Jeff Kieffer, Children's Librarian, March 1, 1996. **MICHAEL SHAFFER MADE A MOTION TO RAISE THE CHILDREN'S LIBRARIAN; JEFF KIEFFER, TO STEP 10; \$20,330, WITH THE APPROVAL OF ONE MORE BOARD MEMBER NOT AT THE FEBRUARY MEETING; LARRY BENNETT SECONDED AND THE MOTION CARRIED.**

BUILDING / ELEVATOR, THERMOSTATS, PIPES, ESTIMATE INSURANCE ON WATER DAMAGE:

Cecil reported that she had contacted Abell concerning the elevator problem which occurred in January. Abell came on an unscheduled visit to fix the elevator and informed Cecil that the problem is due to the oil freezing and suggested that the library put a space heater in the elevator cage to correct the problem. Because board members were concerned about using a space heater in the elevator cage a suggestion was made to have Don Young inspect the problem first. Also, Cecil informed the board that Don Young had checked the water damage and determined that water had pooled on the roof.

FRIENDS:

Cecil again discussed the "Friends" having their own checking account, and that Jim Forcum had advised her on what the "Friends" would need to do to open the account. Cecil also stated that the State Library had sent the "Friends" information on "Friends" Groups.

OVERDUES / PROSECUTOR'S OFFICE:

Cecil reported that she had talked to Jim Forcum concerning several delinquent patrons whom have received certified letters concerning overdue library material but have failed to respond. Following Forcum's suggestion, the library turned the letters over to the prosecutor's office for collection. Cecil will be contacting Eric Evans at the prosecutor's office for an update.

BOARD MEETING / MARCH & APRIL:

Due to a conflict, Cecil stated that Ruth Jennerjahn requested that the March 13 and April 10 board meetings be held at 3:30 PM instead of 6 PM in the meeting room of the library.

RETIREMENT / BECKY MUSSER:

Cecil informed the board that Becky Musser, Reference Librarian / Interlibrary Loan Librarian, would be retiring the end of March 1996. The job opening will be first advertised to the staff.

UNFINISHED BUSINESS:**FIXED ASSETS / INVENTORY:**

Cecil and the board discussed the Fixed Assets Ledger that the library is now required to keep. The board suggested finding out what it would cost to have a company complete the fixed assets inventory for the library. Cecil will contact a couple companies for quotes.

CLAIMS & CHECKS:

Claims and Checks totaling \$29,679.22 were presented for payment. **MICHAEL SHAFFER MOVED BILLS TO BE PAID; LARRY BENNETT SECONDED AND THE MOTION CARRIED.**

NEXT MEETING:

The next board meeting will be held March 13, 1996, at 3:30 PM in the meeting room of the library.

ADJOURNMENT:

Michael Shaffer moved the meeting to be adjourned.

Michael S. Shaffer
Ruth Jennerjahn
David A. Call
Dmytro

MARCH 13, 1996

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 3:30 PM on the third floor where technical services will be relocating.

ROLL CALL:

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

MINUTES OF LAST MEETING:

In the February 14, 1996, minutes, **MICHAEL SHAFFER MADE A MOTION TO RAISE THE CHILDREN'S LIBRARIAN, JEFF KIEFFER, TO STEP 10; \$20,330, WITH THE APPROVAL OF ONE MORE BOARD MEMBER NOT AT THE FEBRUARY MEETING; LARRY BENNETT SECONDED AND THE MOTION CARRIED.** Cecil reported that she had received the needed approval for the Children's Librarian raise from Don Young.

REPORTS:

HEALTH INSURANCE:

The Health Insurance Committee; Dave Dell, Michael Shaffer, Ruth Jennerjahn and Vicki Cecil, agreed to meet Thursday, April 4 at 9:15 AM.

DIRECTOR:

PUBLIC DISTRIBUTION LIST:

Board members signed the Public Distribution List from the Indiana State Library in order to receive money on PLAC.

TREASURER'S REPORT / LATE TAX COLLECTION:

Vicki Cecil reported that the library would not be receiving the Spring Property Tax Settlement from the auditor until September or October as reported in a letter to Ruth Jennerjahn and the Board from Ed Hollander; Treasurer. **THIS PROBLEM RESULTED FROM SOFTWARE TROUBLES THROUGH THE ASSESSOR'S OFFICE ON REASSESSMENT.** Because of this problem, the collection date on property taxes may not be until July which will have a major impact on all taxing units!

REFERENCE / INTERLIBRARY LOAN POSITION:

Cecil suggested promoting Marion to full-time as Circulation Coordinator and also giving her the Interlibrary Loan responsibility. The board agreed to a salary of \$16,640 plus PERF for Marion as full-time Circulation Coordinator / Interlibrary Loan. The library will also need to hire at least one part-time person to work circulation and all circulation employees will now be responsible for

reference questions. Cecil and the board agreed to revise the Salary Schedule at the April meeting.

BECKY MUSSER:

Cecil stated that Becky Musser's last day would be March 30. A plaque will be presented Monday, March 25 at 6 PM to Becky from Cecil and the Board honoring her many years of service. The plaque is to be placed outside or inside the community room which will now be named the Becky S. Musser Community Room. Also, Cecil informed the board that the Friends will host an Open House for Becky at the library on Saturday, March 30 from 2 - 4 PM.

CONFERENCES:

PLA:

Cecil reported that she had charged \$1168; \$418 airfare and \$750 hotel fees, to her VISA for the PLA (Public Library Association) Conference in Portland, Oregon. **MICHAEL SHAFFER MADE A MOTION THAT THE LIBRARY REIMBURSE CECIL \$1168 FOR HER PLANE AND HOTEL EXPENSES; DAVE DELL SECONDED AND THE MOTION CARRIED.**

ILF:

Cecil discussed the ILF (Indiana Library Federation) expenses with the board. These include: registration fees; \$355, \$60 for five persons and \$55 for one, and hotel fees; \$225 including one room for two nights and one room for one night. **DAVE DELL MADE A MOTION THAT THE LIBRARY PAY THE ABOVE REGISTRATION AND HOTEL EXPENSES FOR THE ILF CONFERENCE; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

VIDEOS:

Cecil explained that the library had received requests for the video SCHLINDER'S LIST, which is R-rated. Because the library policy discourages purchasing R-rated videos the board vetoed the request and will continue to honor the policy.

UNFINISHED BUSINESS:

ELEVATOR REPORT:

Cecil reported that Abell had made an unscheduled visit at her request to repair the elevator as the elevator floor had dropped while in use and the library had to call the fire department to open the elevator doors as two patrons were inside. Don Young talked with the Abell technician on the regularly scheduled visit about the elevator problems the library has had this winter concerning the temperature inside the elevator cage. The Abell technician suggested purchasing a heat pump for \$250 to \$300; however, Young believes that duct work can be done in the hall to open the vent which would heat the elevator cage. The board agreed to have Young work on the problem.

FURNACE / INDIANA GAS:

Cecil informed the board that she had contacted Indiana Gas as the library was receiving complaints concerning a gas odor in the library. Indiana Gas did find a leak and red flagged the library until Thomas was able to fix the problem.

COMPUTERS:

Cecil explained that the library network had been converted from Lantastic to Novell and the main server is now located on the third floor. Even though the library is scheduled for a second Follett upgrade, Cecil will wait until the week of April 8 to install the upgrade because of the new conversion.

NOVELL TRAINING:

Michael Shaffer reported that Ivy Tech in Muncie would be offering a Novell certification class this summer as another option for Jeff Kieffer to become a Certified NetWare Administrator. The tuition cost would be \$180.90 and book fees would be \$132. The class would meet one day a week for three hours.

THIRD FLOOR:

Cecil stated that technical services would not be moving upstairs until May due to all of the current changes involving employees and the computer conversion. Cecil also said that Bob Murphy had given the library permission to use the cemetery computer that is located on the third floor for the library network.

CDS AND CASSETTES:

Jolene and Marion have been labeling the compact discs and cassettes and hope to have all of them behind the counter by March 20.

SUMMER FRIDAY HOURS:

Cecil suggested closing the library at 5 PM on Fridays during the summer. The board asked for more statistics on the number of patrons using the library from 5 to 8 PM on Fridays before making the final decision.

PROSECUTOR:

Cecil reported that the library had received three responses from the eleven patrons whom the library had turned over to the prosecutor for collection of overdue materials. At this time one patron has returned the overdue materials and is making arrangements to pay the fines. Also, Cecil reported that two other patrons have lost the overdue materials but are making arrangements to pay for them.

FIXED ASSETS:

Cecil stated that the library is waiting on the quotes she requested concerning the Fixed Assets Inventory that libraries are now required to keep.

NEW BUSINESS:

NOMINATING COMMITTEE FOR BOARD OFFICERS / 1997:

Dave Dell and Don Young will present the slate of officers for 1997 at the April meeting.

CLAIMS & CHECKS:

Claims and Checks totaling \$13,871.46 plus the PLA expenses were presented for payment. **DAVE DELL MOVED BILLS TO BE PAID; DON YOUNG SECONDED AND THE MOTION CARRIED.**

NEXT MEETING:

The next board meeting will be held April 10, 1996, at 3:30 PM in the Becky S. Musser Community Room.

ADJOURNMENT:

The meeting was adjourned.

Harry Bennett
Don Young
Dave Dell
Ruth Jensen
Ruth Henderson
Michael D Shaffer

April 10, 1996

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 3:30 PM in the Becky Musser Community Room.

ROLL CALL:

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

MINUTES OF LAST MEETING:

The March 13, 1996, minutes were approved as written.

REPORTS:

HEALTH INSURANCE:

The Health Insurance Committee; Dave Dell, Ruth Jennerjahn, Michael Shaffer and Vicki Cecil had a meeting Thursday, April 4, to discuss insurance and benefits for library employees. The committee will now meet with Ed Schermerhorn of Bonham Insurance Agency to further discuss premium costs for applicable library employees.

DIRECTOR:

COMPUTERS:

FOLLETT UPGRADE:

Vicki Cecil explained that the library would be processing the second Follett upgrade in May.

NOVELL CERTIFICATION CLASS / JEFF KIEFFER:

Michael Shaffer informed the board that registration for the Novell Certification Class at Ivy Tech would be due in June. Tuition fees are approximately \$180.90 plus \$132 for the required text books. The class starts in September and will meet three hours one day a week for 16 weeks.

THIRD FLOOR:

Vicki Cecil again discussed the spacing problem with the board. At this time Cecil does not believe moving technical services to the third floor will free up any extra space for shelving new books. However, Cecil is considering moving the audio visual equipment and material to the third floor. The board and Cecil will further discuss this problem and other possible solutions at the May board meeting.

COMPACT DISCS:

Cecil informed the board that the compact discs and audio cassettes had been moved behind the front counter. This change has currently stopped the theft problem of the audio material.

PORTLAND, OREGON / PLA CONFERENCE REPORT:

Cecil explained that the PLA Conference was a success. She added that much was presented on current technology and library trends. Cecil thanked the board for allowing her the opportunity to attend the conference.

ILF / INDIANAPOLIS CONFERENCE APRIL 24 - 26:

Cecil again reminded the board that the ILF Conference would be held in Indianapolis, April 24 - 26. Cecil added that Jeff Kieffer would be attending the pre-conference in order to attend a program on Internet for grades K - 12.

STAFFING REPORT:

Cecil stated that Becky Musser had retired at the end of March and Marion had accepted the interlibrary loan responsibility. Cecil also reported that she is planning to hire a part-time person for circulation.

BECKY MUSSER COMMUNITY ROOM:

Cecil again reminded the board that the meeting room was now the Becky Musser Community Room.

FRIENDS' PROGRAMS:

Ruth Jennerjahn informed the board about the various Friends' Programs planned for this spring and summer. A list of the programs including dates and times is available at the desk.

SALARY SCHEDULE REVISIONS:

The board and Cecil agreed to discuss salary revisions and make the necessary changes at the May meeting.

UNFINISHED BUSINESS:

NOMINATING COMMITTEE / BOARD SLATE 1997:

Dave Dell presented the Slate of Officers for 1997 as follows:

PRESIDENT:	Ruth Jennerjahn
VICE - PRESIDENT:	Patty Shreves
SECRETARY:	Larry Bennett
TREASURER:	Don Young

NEW BUSINESS:

TECHNOLOGY PLAN / 1996 - 2001:

Cecil reported that the State Library is now requesting a Technology Plan for 1996 - 2001 from all libraries. Cecil will be receiving a copy of the Technology

Plan from the Library of Geneva to use as a guideline. This proposed plan is due September 1996.

CLAIMS & CHECKS:

Claims and Checks totaling \$17,705.42 were presented for payment. **MICHAEL SHAFFER MOVED BILLS TO BE PAID; RUTH HENDERSON SECONDED AND THE MOTION CARRIED.** Cecil also stated that the library would need to hold several bills for later payment; such as, Ingram and Baker & Taylor, due to the late tax payment from the assessor.

NEXT MEETING:

The next board meeting will be held May 8, 1996, at 6 PM in the Becky Musser Community Room. Patty Shreves; Vice - President, will be the chair person as Ruth Jennerjahn; President, will be unable to attend.

ADJOURNMENT:

The meeting was adjourned.

Ruth Henderson
Patty Shreves
David A. Bell
Michael B Shaffer

May 8, 1996

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 on the third floor of the Library.

ROLL CALL:

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

MINUTES OF LAST MEETING:

The April 10, 1996, minutes were approved as written.

REPORTS:

HEALTH INSURANCE:

The Insurance Committee; Ruth Jennerjahn, Dave Dell and Michael Shaffer met with Ed Schermerhorn of Bonham Insurance Agency to further discuss premiums. The Committee explained the three acceptable programs offered by Accordia and suggested that the library employees who qualify for the health insurance meet with Ed Schermerhorn to discuss the choices. The board also discussed the insurance costs with Bob Murphy and agreed the budget would allow for \$6000 a year in health insurance benefits. **DAVE DELL MADE A MOTION FOR THE LIBRARY TO OFFER ONE OF THE THREE ACCORDIA PLANS TO BE DECIDED BY THE QUALIFIED EMPLOYEES WHO WORK AT LEAST 32 HOURS PER WEEK; EFFECTIVE JANUARY 1, 1997. ALSO, THE COMMITTEE SUGGESTS THAT THE LIBRARY PAY THE ENTIRE COST OF LIFE INSURANCE BUT ONLY 75% OF THE HEALTH INSURANCE COST; NOT INCLUDING DEPENDENTS, WITH THE EMPLOYEE PAYING THE 25% REMAINDER. IN ORDER FOR THE INSURANCE COMPANY TO ACCEPT OUR GROUP AT LEAST THREE PEOPLE HAVE TO BE COVERED FOR HEALTH INSURANCE; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

DIRECTOR:

COMPUTERS:

Vicki Cecil reported that Jeff Kieffer and Michael Shaffer would begin the second Follett upgrade Saturday, May 11 after 5 PM.

INTERNET:

Cecil stated that she, Michael Shaffer and Jeff Kieffer would be meeting with Dennis Green; computer specialist for Blackford County Schools, on Thursday, May 9 to discuss Internet. Cecil explained to the board that Jeff Kieffer would donate a computer for Internet; however, the Library would need to purchase a monitor and also a modem to connect to the Kokomo ISP (Internet Service

Provider). The yearly connection cost would be \$120. Cecil will get the total equipment costs for the June meeting. Also, Cecil reported that Jeff Kieffer was one of 175 librarians hoping to receive the Internet Grant and included training on Internet. Also, Cecil informed the board that all Indiana Libraries would be required to be on Internet by 1998.

ILF REPORTS:

Cecil reported that the bookstore Hartford City Library employees worked at for the ILF Conference totaled over \$6000.

FRIEND'S REPORT:

Cecil informed the board that the next Friend's Meeting would be held May 21. Also, Jean Murphy and Cecil worked at the Reality Store held at Blackford High School for the students.

SALARY SCHEDULE / JOB DESCRIPTIONS:

Cecil will work on the salary schedule and job descriptions and report at the June board meeting.

JULIAN INSURANCE NAME CHANGE:

Cecil told the board that Julian Insurance had been changed to the Morrison Galliher ISU. At this time the Library is trying to get local with Fred Tobey as the represented agent.

NOVELL CLASS / JEFF KIEFFER:

Michael Shaffer reminded board members that the library would need to contact Ivy Tech concerning an enrollment date for the Novell class Jeff Kieffer is planning to attend.

FRIDAY STATISTICS:

Cecil stated that the Hartford City Library is required by the state to be open 20 hours weekly. At this time the library is open 57 hours weekly; however, Cecil is concerned about being open until 5 PM on Saturdays and also 5:30 to 8 PM on Fridays. The Library staff will continue keeping statistics during these hours as students will be out of school beginning June 1.

SECURITY:

Cecil informed the board that she was concerned about the number of books being stolen from the library. Thus, the board and Cecil discussed possible solutions to the theft problem; such as, purchasing a camera and having members of the Friends monitor the back door. Cecil will check on the camera costs and report at the June meeting.

UNFINISHED BUSINESS:

NOMINATING COMMITTEE / BOARD SLATE 1997:

DAVE DELL MOVED TO ACCEPT THE FOLLOWING BOARD SLATE FOR 1997:

PRESIDENT	RUTH JENNERJAHN
VICE-PRESIDENT	PATTY SHREVES
SECRETARY	LARRY BENNETT
TREASURER	DON YOUNG

RUTH HENDERSON SECONDED AND THE MOTION CARRIED.

NEW BUSINESS:

BUDGET COMMITTEE:

Cecil explained that she had talked to the Friends about the flowers outside the library. The Friends agreed to help financially by paying part of the cost, but did not want to be responsible for planting or maintaining the flowers. Therefore, Cecil talked to Phil Klink and Geoff Harlow; Turf Management, and asked for their bids on this project. Phil Klink requested \$800 to do the job while Geoff Harlow of Turf Management turned in a bid of \$453.50. **MICHAEL SHAFFER MADE A MOTION TO ACCEPT THE BID FROM TURF MANAGEMENT FOR THE FLOWER PROJECT; DAVE DELL SECONDED AND THE MOTION CARRIED.**

PERF RATE:

Cecil stated that the PERF rate for 1997 would be 7% as compared to 6.5% for 1996.

LIBRARY LOAN:

Cecil explained that she had talked to Pacesetter Bank about getting a loan to help cover Library expenses until the Library receives the expected tax check. The loan Pacesetter offered carries an interest rate of 5% to 7%. The board and Cecil agreed that the interest rate was too high so Cecil will contact City Savings Bank and Citizen's First State Bank.

OPERATING FUNDS:

Cecil told board members that the total in operating funds was incorrect, but would be corrected for the June meeting.

CLAIMS & CHECKS:

Claims & Checks totaling \$17,513.10 were presented for payment. **RUTH HENDERSON MOVED BILLS TO BE PAID; DAVE DELL SECONDED AND THE MOTION CARRIED.**

NEXT BOARD MEETING:

The next board meeting will be held June 12 at 6 PM in the Becky Musser Community Room.

ADJOURNMENT:

Michael Shaffer moved the meeting to be adjourned.

Ruth Jennerjahn *Ruth Henderson*
Dave Dell

June 12, 1996

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 Becky Musser Community Room.

ROLL CALL:

Present: Director; Vicki Cecil, Ruth Jennerjahn, Dave Dell, Ruth Henderson, Children's Librarian; Jeff Kieffer, and Attorney; Jim Forcum.

MINUTES OF LAST MEETING:

The May 8, 1996, minutes were approved as written.

REPORTS:

HEALTH INSURANCE / RUTH JENNERJAHN / 1997:

Ruth Jennerjahn questioned waiting until January 1, 1997, to offer health insurance to the full-time library employees. She suggested contacting Ed Schermerhorn of Bonham Insurance to explain the three insurance programs to qualified employees. The employees may choose their own plan; however, all must agree on the same plan.

CARPENTER ANTS:

Vicki Cecil reported that The American Pest Company came and treated the library for carpenter ants. At this time Cecil feels that the problem has been corrected. Also, Cecil reported that Orkin called back with a lower bid after treatment had already been completed by The American Pest Company. Also, Orkin informed Cecil that the inspector who gave the previous bid had been fired.

COMMITTEES:

BUDGET COMMITTEE:

The Budget Committee; Ruth Jennerjahn, Patty Shreves, *Dave Dell* ~~Michael Shaffer~~ and Vicki Cecil plan to meet Tuesday, July 2 at 3 PM.

POLICY HANDBOOK:

Cecil and the board agreed that the Policy Handbook would need to be revised to include Info-Trac and other new and updated items. Therefore, the Policy Handbook Committee will be meeting in late July to discuss the changes and additions.

DIRECTOR:

FOLLETT UPGRADE:

Cecil reported that the Follett Upgrade went well and took only two days. Also, Cecil told the board that the third Follett Upgrade will be arriving this fall.

VISITS FROM GAS CITY AND UPLAND LIBRARIANS:

Cecil informed the board that the Gas City and Upland Librarians visited the Hartford City Library to see how an automated system works.

INSURANCE, MORRISON G:

The Library insurance is now with Morrison Galliher out of Muncie; however, the insurance is still with Cincinnati Mutual. We are trying to go local with Fred Tobey of Bixler Insurance.

INDIANA BOND BANK:

Indiana Bond Bank reported to Patty Shreves that sometimes money is available to libraries for a one time cost; however, the money that was available for this 1996 year had to be allocated in April of 1995. At that time we did not know there would be a problem with the software in the auditor's office to delay our June distribution. Thus, the Bond Bank will be sending further information on upcoming monies in November.

STAFFING REPORT / PAM BOLT, NEW STAFF MEMBER:

Cecil stated that Pam Bolt started Monday, June 3 and will be working Mondays, Fridays and Saturdays.

SALARY SCHEDULE:

Cecil reported that she had completed all but two job descriptions. Also, she gave each board member a revised salary schedule. The first ten steps of the salary schedule include a 4% increase while steps 11 - 15 include 3 % increases.

BUDGET HANDOUT:

Cecil reminded the board that the last date for budget publication is August 19 and September 7 is the last day for budget adoption.

INTERNET PRESENTATION / JEFF KIEFFER:

Jeff made an Internet presentation in which he gave the specifics of the service offered by Space Age Electronics of Kokomo. They are as follows:

Cost: \$10/Monthly (Pd Yearly in Advance - \$120)

Connection Time Included: 300 Hrs Per Month

Local Access Number: No Long Distance

2 E-Mail Addresses (More If Needed), 1 MB of Storage for Home Pages on Their Server (More If Needed At No Additional Charge), and Startup Software.

Jeff reported receiving excellent customer service when dealing with Space Age. He also presented a sampling of the various types of information and services available on the Net to board members.

ROLL TOP DESK:

Cecil explained that there would be a silent auction on the roll-top desk during the book sale. Monies will be used to help purchase a new computer. Cecil will contact Hoover Needler for the actual price of the roll-top desk before the sale.

UNFINISHED BUSINESS:**FRIDAY EVENING STATISTICS:**

Cecil and the board again discussed the lack of business on Friday evenings from 5:30 to 8:00 PM. Thus, a decision was made to close the library at 5:30 on Fridays beginning on Friday, June 28 and continuing through Friday, August 30.

SECURITY:

Cecil told the board that Moser, Inc. would be coming the end of the month to discuss security costs with the library.

NEW BUSINESS:**SUMMER READING PROGRAM / JEFF KIEFFER:**

Jeff Kieffer handed out an itinerary of the Summer Reading Program. The program includes many activities; such as, arts and crafts, outdoor activities and a NASA movie, including materials from NASA. Participants are also required to continue reading this summer and will be rewarded for their efforts.

CLAIMS & CHECKS:

Claims & Checks totaling \$19,067.53, were presented for payment. **RUTH HENDERSON MOVED BILLS TO BE PAID; DAVE DELL SECONDED AND THE MOTION CARRIED UPON APPROVAL FROM AN ABSENT BOARD MEMBER.**

NEXT BOARD MEETING:

The next board meeting will be held July 10, 1996, at 6 PM in the Becky Musser Community Room.

ADJOURNMENT:

The meeting was adjourned.



JULY 10, 1996

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 Becky Musser Community Room.

ROLL CALL:

Present: Director; Vicki Cecil, Ruth Jennerjahn, Patty Shreves, Michael Shaffer and Don Young.

MINUTES OF LAST MEETING:

The June 12, 1996, minutes were amended as follows: The 1997 Budget Committee is Ruth Jennerjahn, Patty Shreves, Dave Dell (not Michael Shaffer) and Vicki Cecil. Also, the Policy Handbook Committee is Ruth Henderson, Larry Bennett and Vicki Cecil. **PATTY SHREVES MADE A MOTION TO APPROVE THE CORRECTED JUNE 12, 1996, MINUTES; MICHAEL SHAFFER SECONDED AND THE MOTION CARRIED.**

REPORTS:

HEALTH INSURANCE / PREMIUM CARE PLAN:

The Library will be paying approximately \$363 monthly in premiums to Accordia Anthem for health insurance for Vicki Cecil, Jennifer Davison, Marion Boots and Jeff Kieffer beginning in September 1996.

COMMITTEES:

BUDGET:

The Budget Committee; Dave Dell, Ruth Jennerjahn and Vicki Cecil, will meet with Bob Murphy to discuss the 1997 Budget.

DIRECTOR:

FOLLETT:

Cecil stated that Jeff Kieffer spent two days rebuilding the circulation and collection data bases at the recommendation of Follett due to fragmented files. Also, Cecil informed the board that the Library will be receiving the third Follett upgrade this fall.

BANK LOAN BID:

The Board suggested that Cecil contact the local banks for bids on a short-term loan due to the tax check the library has not yet received.

INTERNET GRANT / STATE LIBRARY / INCOLSA:

Jeff Kieffer will be attending the INTERNET workshop July 24 at Ft. Wayne. Jeff will then be training the staff on INTERNET. Also, the Board suggested that Jeff give a public demonstration on INTERNET.

NON-RESIDENT CARD FEE:

Cecil stated that she had received information from the State Library concerning non-resident card fees. As of July 1, 1996, the per capita operating expenditure requirement for the Hartford City Library is 30.12 or \$30 for each non-resident card. At this time the Board agreed to leave the non-resident card fee at \$15 as it was just increased from \$12 to \$15 January 1, 1996. Also, the Board will discuss the issue with library attorney, Jim Forcum.

CARD CATALOG:

Cecil will contact Mike Orr, Corrections Officer, on hiring persons to move furniture and books to the third floor.

UNFINISHED BUSINESS:**FRIENDS TREASURY:**

Ruth Jennerjahn, president of the "Friends" group reported that the Friends had \$1100 in treasury. She asked Cecil for a "Library Wish List" of items the Library needed that the Friends could purchase.

ROLL-TOP DESK:

Bob Murphy had the highest bid in the silent auction for the roll-top desk at the summer book sale. The Board requested that Cecil advertise in the Hartford City News-Times that Bob had the winning bid for the desk.

NEW BUSINESS:**SALARY INCREASES:**

Salary increases of 3% were given to all Library staff; raising everyone one step. The Children's Librarian was adjusted to step #12. (Thanks to the Board for the salary increases for 1997.)

FINES / FEES / OVERDUES:

Ann Schermerhorn presented discussion on the difference between Fines, Fees and Overdues. The Library is more interested in obtaining materials that are long overdue instead of the fines owed. Discussion was also presented on the letters sent by the Prosecutor's Office to collect overdue materials. Ann, Vicki and Jeff will be working on Fines, Fees and Overdues for patrons.

CLAIMS & CHECKS:

Claims & Checks totaling \$30,225.88 were presented for payment. **MICHAEL SHAFFER MOVED BILLS TO BE PAID; PATTY SHREVES SECONDED AND THE MOTION CARRIED.**

NEXT BOARD MEETING:

The next board meeting will be held August 14, 1996, at 6 PM in the Becky Musser Community Room.

R. Donald Young *Michael D. Shaffer* *Ruth Henderson*
Ruth Jennerjahn *Harry Bennett*

August 14, 1996

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 Becky Musser Community Room.

ROLL CALL:

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

MINUTES OF LAST MEETING:

The July 10, 1996, minutes were approved as written.

REPORTS:

HEALTH INSURANCE / ANTHEM:

Cecil reported that a check to Anthem for the September Health Insurance Premium had been returned by Anthem due to the expected September arrival of the Kieffer baby. Then, if conditions are suitable for approval by Anthem Insurance Cecil will issue a new check in mid-September.

INSURANCE / FRED TOBEY:

Cecil reported that she had received a quote from Fred Tobey of Bixler Insurance as the Library is trying to get local coverage. At this time the coverage is with Morrison Galliher and the new quote is from Westfield.

COMMITTEES:

BUDGET:

The first public hearing for the budget adoption will be August 22, 1996, at 6 PM. Also, the September board meeting will be September 4 at 6 PM for the final budget adoption hearing.

DIRECTOR:

BANK BIDS:

The Library requested information concerning interest rates on a short-term operating loan for \$50,000 from three local banks. At this time Cecil has not received a quote from City Savings but Pacesetter offered 8 1/4 % and Citizen's offered 5 %.

INTERNET GRANT:

Jeff Kieffer has attended an INCOLSA training session on Internet and will continue attending the on-going meetings in Indianapolis for the Internet Training Grant. Kieffer is in the process of training Library employees and will be offering Internet to the public in the next year. Also, the Board informed Cecil that they would be interested in a demonstration from Kieffer.

INTERNET POLICY:

The Board agreed to discuss the need for an Internet Policy at the September board meeting.

PLAC:

Cecil again reminded the Board that the fee for a PLAC (Public Library Access Card) is \$25.

TECHNOLOGY PLAN:

Cecil informed the Board that the State Library is requesting a Technology Plan for 1996 - 2001 by October 1996 from all libraries.

FINES:

Jeff Kieffer, Ann Schermerhorn and Vicki Cecil will meet to discuss fines and report at the September board meeting.

LICKING TWP:

The Board discussed charging non-resident fees to Licking Township patrons living outside the city limits. Also, discussion was presented to continue working on the Licking Contract each year in hopes of raising the Licking payment to the Library in compliance with the original contract before raising the card fees.

INDIANA BOND BANK:

Cecil has received an application from the Indiana Bond Bank which is due in September if the Library is interested in a loan for 1997.

LIBRARY OUTREACH / BLACKFORD COUNTY SECURITY CENTER:

Cecil informed the Board that the Library will be delivering approximately 30 books to the Blackford County Security Center on a monthly basis. Also, Mike Orr has sent a person to move furniture and build needed shelves in the Library.

LIBRARY HOURS:

The Library will close at 5:30 PM on Fridays for the month of September. A final decision will then be made concerning the continuation of the new Friday hours.

UNFINISHED BUSINESS:**POLICY HANDBOOK COMMITTEE:**

The Policy Handbook Committee is waiting on the policy agreement for Internet before meeting to revise the handbook.

CLAIMS & CHECKS:

Claims & Checks totaling \$19,570.21 were presented for payment. **DAVE DELL MOVED BILLS TO BE PAID; INCLUDING A CHECK TO JEFF KIEFFER FOR**

**PAYMENT TO IVY TECH FOR NEEDED TEXT BOOKS; RUTH HENDERSON
SECONDED AND THE MOTION CARRIED.**

NEXT BOARD MEETING:

The next board meeting will be held September 4, 1996, at 6 PM in the Becky
Musser Community Room.

ADJOURNMENT:

The meeting was adjourned.

Patty Shrews
Randy Bennett
Donyoung

August 22, 1996
Hartford City Library Board Minutes
Submitted by Vicki Cecil, Director

ROLL CALL:

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

PUBLIC HEARING MEETING:

The Public Hearing Meeting on the 1997 Budget was held on Thursday, August 22, at 6 PM in the ~~Becky Musser Community Room~~ ^{up stairs}. Bob Murphy attended to help answer questions from the public concerning the budget; however, no members from the public attended.

ADJOURNMENT:

The meeting was adjourned.

Patty Shreves
Larry Bennett
Don Young

September 4, 1996

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 Becky Musser Community Room.

ROLL CALL:

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

MINUTES OF LAST MEETING:

The August 14, 1996, and August 22, 1996, minutes were approved as written; however, a correction was made concerning the meeting room of the Public Hearing Meeting on August 22, 1996. The meeting was held on the 3rd floor of the Library and not the Becky Musser Community Room.

REPORTS:

LIBRARY INSURANCE COMMITTEE:

The Library Insurance Committee; Michael Shaffer, Dave Dell and Ruth Jennerjahn, is reviewing quotes on insurance for the Library from Fred Tobey and Ed Schermerhorn. The bid submitted by Fred Tobey is with American States for \$2786 and the bid from Ed Schermerhorn is with Westfield for \$3350.

HEALTH INSURANCE:

The Library is hoping to carry health insurance with Anthem; however, the final approval will be made after the birth of the Kieffer baby due September 6, 1996.

DIRECTOR:

LICKING TOWNSHIP:

Indiana State Law effective July 1, 1996. per captia charge for non-resident card of library operating budget is in effect. Our per captia is 30.12 which means this is what we need to charge. Will check with State Board of Accounts about charging 30.00 and when has to begin.

1997 BUDGET APPROVAL:

The proposed 1997 Budget was approved by the Board with the 1997 Operating Budget at \$279,830. The LIRF Fund was approved at \$10,000, and the Bond & Redemption Fund approved at \$76,480. The next step will be the meeting with the State Board of Tax Commissioners on Friday, October 25 at 1 PM in the Blackford County Courthouse.

BOARD MEETING TIME CHANGE:

Ruth Jennerjahn requested changing the October, November and December board meetings to 3:30 PM due to a class she will be instructing. The board agreed to the time change.

SCHOOL VISITS:

Patty Shreves reported that nine classes from William Reed would be coming to the Library for 40 to 45 minutes one day a week beginning September 9. The classes will be staffed by a teacher and an aide. Shreves stated that the students would also be given an introduction to Internet by Jeff Kieffer, Children's Librarian.

COMMUNITY OUTREACH:

Cecil reported that the Library will be working with Mike Orr on placing individuals to do community time. The HCPL is also working on a revolving book collection with the Blackford County Security Center. Thirty books per month will be taken and picked up by Marion, Jeff and Shelly.

UNFINISHED BUSINESS:

POLICY HANDBOOK:

The Policy Handbook Committee will meet to discuss updating the handbook.

NEW BUSINESS:

THANK YOU / DON YOUNG:

Patty Shreves thanked Don Young for contributing the needed materials for the shelves.

CLAIMS & CHECKS:

Claims & Checks totaling \$73,107.03 (claims - \$15,317.66 and transfer funds - \$57,789.37) were presented for payment. **LARRY BENNETT MOVED BILLS TO BE PAID; DON YOUNG SECONDED AND THE MOTION CARRIED.**

NEXT BOARD MEETING:

The next board meeting will be held October 9, 1996, at 3:30 PM in the Becky Musser Community Room.

ADJOURNMENT:

The meeting was adjourned.

October 9, 1996
Hartford City Library Board Minutes
Submitted by Shelly Johnson, Recording Secretary

Patty Shreves, Vice-President of The Hartford City Public Library Board called the meeting to order at 3:30 P.M. in Becky Musser Community Room.

ROLL CALL:

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

Jeff Kieffer, Children's And Computer Librarian also was present to give Computer presentation.

MINUTES OF LAST MEETING:

September 4 Minutes were approved as written.

REPORTS:

HEALTH INSURANCE:

Anthem Health & Life Insurance was approved by Anthem with effective date October 1, 1996. ADP will do payroll deductions. The Director and staff would like to thank the Board for these excellent benefits. Bonham Insurance is locally handling our Health & Life policy.

The Library Building and Workman's Comp. & Umbrella is also local with Bixler Insurance through American States, with American States being cheaper than Westfield coverage. Both companies carry A+ ratings. Michael Shaffer Made Motion to go with American States due to cheaper rate and same coverage. Second by Larry Bennett, handled by Bixler Ins.

DIRECTOR:

Technology Grant:

Technology Grant was awarded to HCPL for the second round. Hartford City Public Library will receive two computers. Grant was written by Jeff Kieffer, approved by Vicki to send to State Library. The two computers we receive will be for patron usage on the Internet. Grant pays for two years. Publicity will be in Hartford City News Times.

Non-Resident Cards:

Contact was made with The State Board of Accounts with raising card to \$30.00 according to our per capita amount. State Board stated to go along with what our attorney had advised. Remember now State Law on per capita amount.

Budget Hearing:

Budget Hearing with Tax Commissioners on Friday Oct. 25. Bob Murphy, Vicki & Michael Shaffer will attend.

Jay County Public Library:

Board and Staff are invited to The new Jay County Public Library Open House on Sat. Oct. 26 from 2-5.

Copier/Laminator:

Discussion was presented on copier cost=.20 cents, too high???
Current cost of toner=\$50.00 for two, paper, maintenance =\$229.00.
Laminator cost now at .25 cents per foot everyone else \$1.00-\$2.00 per foot.

ILF Conference/Anderson

Hartford City Public Library did not attend annual District VIII Conference this year due to conflicts and programming schedule.

Computer Presentation:

Jeff Kieffer delivered a computer presentation. Currently we have seven computers with ten computer licenses. With removal of card catalog need to have more patron computers. Have to switch programs if in cataloging, patrons have to wait to check out materials. Follett is also discussing running all their software through Windows 95, our computers will not meet this requirement. Also need for third floor computers. Asking Board for consideration for future computer needs. Michael and Jeff will meet to make a list of future computer needs available at November 13 Board Meeting.

UNFINISHED BUSINESS:

Third Floor, Options to be discussed, again, at October 28 Staff Meeting. will have decision by November 13 Board Meeting.

NEW BUSINESS:

CLAIMS & CHECKS:

Claims & Checks totaled \$28,998.11. Motion to approve by Ruth Henderson, Second by Michael Shaffer.

NEXT BOARD MEETING:

The next board meeting will be held on Wednesday November 13 at 6:00 P.M.

ADJOURNMENT:

The meeting was adjourned.

Date November 13, 1996

Hartford City Library Board Minutes

Submitted by Ruth J/Vicki , Recording Secretary

ROLL CALL:

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

MINUTES OF LAST MEETING:

COMMITTEES

Policy Handbook Committee consisting of Ruth Henderson, Larry Bennett, and Vicki presented changes and additions to policy, Michael motion to approve, Dave second.

REPORTS:

Budget Presented and approved for 1997 at Oct. 25 Budget Hearing. Have to republish and have another public Hearing on Jan8, 1997, because papers did not publish correctly initially. Robert Murphy and Michael Shaffer were present with Vicki at Oct. 25 State Tax Board Hearing.

DIRECTOR:

Internet Policies presented by several libraries to be read by Board to see if can gain ideas to come up with policy for Hartford City Public Library, which we will need to implement,.

Staff meeting notes are in packets.

Third floor options are being considered. Kay Dinse, architectural student will be taking pictures and giving us ideas on spacing and design concepts to utilize for audio-visual and technical services.

Computer Bids were presented on more computers for future patron usage. Some Board members were concerned we may be overloaded with computers. Board members need to learn as much as possible about computer situation with patrons. Patrons having to wait to access computers and for check out at this time.

Holidays from State Library stating we are short two. At this time will leave holidays way presented in policy handbook and stay short two,.

Winter Weather; Consultation with staff and severity of weather on any necessary winter weather related closing as director not always sure of weather in Hartford if in Portland.

Posted law on per captia charge for non-resident cards is on display in the library.

Discussion on laminator cost-perhaps \$1.00 per foot as .25cents too low with laminating paper costs and machine maintenance.

UNFINISHED BUSINESS:

Meeting time for board meetings will be kept at 6:00 P.M. as is much easier for board to make meeting. Will still be on second Wednesday of every month.

CLAIMS & CHECKS:

Claims and checks totaled \$25,536.76
Don Young moved to pay with second by Michael Shaffer.

NEXT BOARD MEETING:

Wednesday, January 8, 1997, 6:00 P.M.

ADJOURNMENT:

The meeting was adjourned with motion by Dave Dell and second by Patty Shreves.

Date December 12, 1996
Hartford City Library Board Minutes
Submitted by Ruth J/Vicki , Recording Secretary

ROLL CALL:

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

Jeff Kieffer was present to give discussion on Computers

MINUTES OF LAST MEETING:

REPORTS:

Policy Handbook:

Cecil reported that the policy handbook with current revisions is being re-entered into the computer, as former handbook was not saved properly. Jeff Kieffer is using scanning device to put handbook on computer to save on retyping the handbook. Suggestion presented on having complete list of revisions available while handbook is being scanned.

Friends:

Friends will be presenting program by Hugh & Marilyn Scott in January on England.

Friends will also be having an ongoing used book sale during the year. Friends canvas book bags are now available for ten dollars along with membership applications.

COMMITTEES:

DIRECTOR:

COMPUTERS:

Jeff Kieffer presented drawing of where computers should be placed in library. Jeff also presented need for at least three more computers to help eliminate patrons who are currently waiting to use the computer. Patrons are also having to wait at the check-out desk in Children's area while staff tries to get out of cataloging program into patron check out program.

Discussion was presented on whether Follett will be going to Windows-based software, if this happens our current computers are not capable of keeping pace with Windows.

Computer bids were presented from Computer Communications and Advanced Technology. Advice given on getting another bid.

Some Board members presented concerns on where we are on costs of computers and what we are doing in short and long range planning. Also suggestions presented on getting total history of computer finances

to this point.

Committee appointed of Dave and Ruth to meet with Jeff to further study computer need. Also strong suggestion that all Board Members study computer situation and what is needed at library.

Internet Usage Policy:

Several copies of other libraries Internet Usage were discussed with taking the best from their policies and forming our own by mid-January.

Community/Library:

We have had several comments from the community and from students at Ball State on how well the collection is growing. College students are finding we have more research materials than their university. Also comments on how helpful the staff is in reaching patrons needs.

Meetings:

Certificate was presented to Vicki for work with The Indiana Arts Commission, this was a special appointment from the State of Indiana. Commitments with ILF as Chair of Book Store and Chair of Women's Division through April. Vicki informed the Board that she had been asked to serve as secretary for ILF. The board expressed concern that because of various commitments Vicki had previously made, she had been absent often from the library. Though various meetings and conferences can benefit and broaden our library, several board members felt our staff and our library is too small to support so many frequent absences and asked Vicki to limit acceptance of positions that take her from the library. Should only be involved with organizations that are to be a benefit to the library, such as ILF or INCOLSA and limit what is done with those organizations. As of April 1997 commitment with Book Store and Women's Division will be finished.

Furnace/Elevator:

Discussion was presented with winter coming on about coldness in Elevator Cage and what need to be accomplished to keep oil from freezing as it did before. Perhaps electric tape or different oil.

Third Floor:

Kay Dinse, architecture student, will be helping us design spacing ideas for the third floor to incorporate audio-visual and technical services area.

Grant/Third Round:

Indiana State Library is offering third round of current grant we have received. Jeff will be looking at what is needed in regards to computer/internet usage for this part of the grant, as to what we apply for from the State.

UNFINISHED BUSINESS:

NEW BUSINESS:

Gift Certificates:

Larry made a motion that Marsh Gift Certificates were presented to staff at \$25.00. Dave and Michael second.

CLAIMS & CHECKS:

Claims & Checks totaling \$25,705.26 were presented for payment.
Dave Dell moved bills to be paid with Michael second and the motion
carried,

NEXT BOARD MEETING:

January 8, 1997 at 6:00 P.M. in the Becky Musser Community Room.

ADJOURNMENT:

The meeting was adjourned.

Patty Shreves

Carl Helt

Douyoung

Michael Shaffer