

Date January 8, 1997

Hartford City Library Board Minutes

Submitted by Ruth J/Vicki , Recording Secretary

ROLL CALL:

Present: Director, Vicki Cecil, Board Members: Ruth Jennerjahn, Don Young, Michael Shaffer, Larry Bennett & Attorney: Jim Forcum

(Bob Murphy was present for public budget hearing)

MINUTES OF LAST MEETING:

COMMITTEES

Computer Committee:

Ruth Jennerjahn and Don Young met with Jeff and Vicki to go over computer presentation and what was needed in future. Jeff presented Computer Pricing Sheet through the year 2000 for Technology Estimates. Suggest Board study estimates. Reissue of computer bids at February meeting.

REPORTS:

Budget:

1997 Budget was republished, due to previous publishing errors, public hearing was held on January 8, 1997 with Robert Murphy on hand to answer any budget questions. No one from public appeared at hearing.

DIRECTOR:

Montpelier/Non-Resident Cards:

Montpelier wants to change reciprocal borrowing agreement to also include Wells Co. in cooperation with Hartford City Library. Montpelier charging initially \$17.00 per card for non-resident, then \$24.00, now \$35.00. Vicki will be meeting with Laura, Montpelier's Director to discuss all items that effect Hartford City & Montpelier.

Technology Plan:

Jeff discussed with Ruth and Don the current situation with the computers. Most computers are needing more ram, too slow for word processing, cataloging, etc. Technology Estimates also presented for 1997-2000. Ask for more bids by February Board Meeting. Jeff will also try to contact computer companies in Muncie for bids. Should have at least three bids to compare quality and prices before purchasing.

Staffing Hours:

Part time hours, 15-20 needed to help staff Mondays, Saturdays, & Childrens area. Ann's position of 29 hours still on hold with Director & Staff covering.

Annual Report:

Annual report will be sent to the Indiana State Library for 1996 Statistics on all operations of the library. Also includes all collection & circulation statistics.

UNFINISHED BUSINESS:

Furnace Room:

Heat duct to force heat into room with elevator cage discussed. Elevator still will not work when temperature is too cold. Don will work with Thomas on solving the heat problem.

Internet Policy:

Internet policy will be presented at February meeting for Board Approval.

CLAIMS & CHECKS:

Claims & Checks totaling \$81,619.13 (\$64,865.00 of this amount was for Bond Payment and Interest) were presented for payment. Michael Shaffer moved bills be paid and Larry Bennett second and the motion carried.

NEXT BOARD MEETING:

Feb 19 ~~March 12~~, 1997, 6:00 P.M. in the Library Meeting Room

ADJOURNMENT:

The meeting was adjourned.

Patty Skrenes
Dan Allen

Don Young
Michael Shaffer

Date February 19, 1997
Hartford City Library Board Minutes
Submitted by Vicki Cecil

ROLL CALL:

Present: Director, Vicki Cecil, Board Members: Patty Shreves, Dave Dell, Michael Shaffer, Don Young, and Attorney Jim Forcum.

MINUTES OF LAST MEETING:

The January 8, 1997 minutes were approved.

REPORTS:

COMMITTEES:

DIRECTOR:

Ingram:

The Ingram Book Company has requested that one person be signed to send personal checks in with our regular Hartford City Check. Carolyn Goetz has been designated as that person. If you order any materials from Ingram, please give money or make out checks to Carolyn Goetz. Ingram stated they were having too much problem with libraries sending in several personal checks. Baker & Taylor, however, will still accept multiple personal checks from everyone.

Meeting Room:

Newspaper clipping in your packet shows that Jay County Public Library will begin charging \$60.00 for the use of Community Room for profit groups. Other libraries are also discussing charging for profit groups. Currently Hartford City Public Library does not charge, would like to keep this way as long as possible. ALA Bill of Rights states meeting room must be open to everyone.

Upholstery Bids:

Bids were presented by Imogene Schmidt at \$135.00 labor to do two chairs in the Children's department and by Jean Moore at \$95.00 per chair. The Board decided to go with Schmidt's bid as she is local and does excellent work. Cost of materials will be extra with three yards per chair needed. Dave Dell made motion to accept Schmidt bid and Don Young seconded and the motion carried.

Good Friday Hours:

Discussion was presented on Good Friday Hours, that by opening at 3:00 on Friday as current policy states, we would only be open 2 1/2 hours to public,

therefore motion by Michael Shaffer and seconded by Don Young to keep the library open normal business hours on Good Friday with two hours staggered schedule off for staff for Good Friday.

ILF Membership:

Vicki, personally paid own ILF membership dues of \$75.00. Library did not join this year, however, we did join INCOLSA.

ILF Conference:

Indiana Library Federation Conference will be held in Indianapolis April 30-May 2, 1997. The Staff will rotate days so library will remain open normal hours. Pre-conference is April 30, Post Conference May 3 for Trustees. Last year Vicki will have to be involved with Conference Book Store and Women's Division as Chair. Will need send registrations at March meeting.

ILF Director at Large:

Vicki has been nominated by library peers for Director at Large position that reports to ILF Executive Committee, three other people also nominated. Information on this in your packets. Please note if nomination is awarded to Vicki, she has already informed ILF all other responsibilities with Federation would be over and could only meet every other month. Need to note this is a high honor nomination because it is done by library colleagues throughout the state of Indiana.

Board meeting Evaluation Forms:

Please fill out The Board Meeting Form and Board Maturity Form and bring to March Board Meeting to review. One copy goes to State Library. Board workshop forms will be available at March meeting.

Eaton Patron:

Discussion presented on patron from Eaton who was upset with information received on obtaining a card with us. She believed could use her Eaton card. She became very vocal and hostile in children's area. Vicki had to explain card situation to her and calm down and help out of the building. She was informed correctly by Children's department over card situation, however, patron threatening to sue over misinformation. Documentation of events of file in Vicki's office.

UNFINISHED BUSINESS:

Computer Bids:

Bids were presented from Irving Computer, Accelerated Technology, and Computer Communication with bids as follows:

Irving: Intel Pentium System 166 MHz @ \$2,099.99

Intel Pentium System 200 MHz @ \$2,249.99

**Accelerated Technolgy: Intel Pentium System 166 MHz @\$1,903.82
Intel Pentium System 200 MHz @\$2,070.32**

**Computer Communication: Intel Pentium System 166 MHz@\$2,050.00
Intel Pentium System 200 MHz@2,300.00**

Copies of product breakdown are in your packets.

After discussion of pros and cons of all bids and 166 and 200 MHz systems,

Motion made by Dave Dell with second by Don Young to go with

Computer Communication Intel Pentium 200 MHz System with

1/2 deposit on system to be made. This was decided as Computer

Communications local company and had handled our previous computers.

Internet Policy:

**Internet policy was reviewed and accepted. Motion by Don Young
and second by Michael Shaffer to accept Internet Policy.**

Montpelier Reciprocal Borrowing:

**Vicki met with Laura at Montpelier Library to go over concerns of both
libraries. New Reciprocal Borrowing agreement reached to include
Harrison township only; not Wells Co. Agreement to be signed by both
Board Presidents.**

NEW BUSINESS:

MISCELLANEOUS BUSINESS:

CLAIMS & CHECKS:

**Claims & Checks totaling \$40,279.59 were presented for payment with
Michael Shaffer moving bills be paid and Don Young second and
motion carried.**

NEXT BOARD MEETING:

March 12, 1997, 6:00 P.M. in the Library Meeting Room

ADJOURNMENT:

The meeting was adjourned.

March 12, 1997

Hartford City Library Board Minutes

Submitted by Jacki Ridgway, Recording Secretary

Ruth Jennerjahn, President of the Hartford City Public Library Board called the meeting to order at 6:00 P.M. in Becky Musser Community Room. She introduced Jacki Ridgway as the new Recording Secretary.

ROLL CALL:

Present were Director Vicki Cecil, Dave Dell, Mike Shaffer, Ruth Jennerjahn, & Patty Shreves.

MINUTES OF LAST MEETING:

Dave Dell made motion to approve the minutes of Feb. 19th meeting. Patty Shreves seconded. All approved.

Ruth Jennerjahn appointed Patty Shreves & Mike Shaffer as the new committee to select new officers for the board.

DIRECTOR:

Board Meeting Evaluation Forms

Forms were collected and will be tabulated by Ruth Jennerjahn & Vicki Cecil and then sent to State Board.

State Tax Board Budget Report

Report was Approved.

Townships

Discussion. A motion was made by Mike Shaffer and seconded by Patty Shreves to have the library board's attorney, Jim Forcum, to send a letter to Max Hile, Licking Township Trustee, cancelling the contract between them before May 1st, 1997. This was done because the Library Board felt that Licking Township's tax rate was not equitable to Hartford City's tax rate. Shamrock Lakes will be contacted too.

Internet Computers

The computers are here. Jeff Kieffer will finish the training course for the staff by next week.

Buzzer/Security

Mike Shaffer and the staff visited the Jay County Library and were impressed. They brought back the suggestion that some sort of buzzer system be connected from the basement to the upstairs for security reasons. This will be looked into by Vicki Cecil.

Outside Drop/Videos

The drop is too easily accessed from the outside and some videos are missing. Don Young will be asked if he can suggest a better drop outlet.

ILF Conference

The conference is April 30 to May 3. Vicki Cecil will be going, Jeff Kieffer will be going for one day, Ruth Jennerjahn will let Vicki know by next Monday if she can go.

New Staff Position

Christina Lightle has been hired for the part time position. She formerly worked at the library in 1988-89.

UNFINISHED BUSINESS:

New tank has been installed for the water softener. It leaks. Drain was backed up. It has been taken care of. With all the rain, the building has had many leaks, even in the remodeled part. These need to be taken care of immediately.

NEW BUSINESS

There have been problems with children being dropped off at the library to spend the day, without lunch and not acting well disciplined. Some children have even been asked to leave. It was suggested that the Welfare Department be called as well as letting the parents know of the children's misbehavior.

MISCELLANEOUS BUSINESS:

All board members signed application for state funds.

CLAIMS & CHECKS

Claims & checks totaled: \$16,317.18. Motion to approve by Patty Shreves, Seconded by Dave Dell.

NEXT BOARD MEETING

Next Board Meeting will be Wednesday, April 9th, 1997 at 6:00 P.M.

ADJOURNMENT

Ruth Jennerjahn entertained a motion from Patty Shreves to adjourn. It was so moved.

Daniel A. Dell
Larry Bennett
Ruth Jennerjahn
Don Young

April 9, 1997

Hartford City Library Board Minutes

Submitted by Jacki Ridgway, Recording Secretary

Ruth Jennerjahn, President of the Hartford City Public Library Board, called the meeting to order at 6:00 P.M. in the Becky Musser Community Room.

Roll Call:

Present were Director Vicki Cecil, Dave Dell, Larry Bennett, Don Young, Ruth Jennerjahn, & Jim Forcum, Board Lawyer.

Minutes of last meeting

Minutes were approved as read.

Committees:

Board Officer Slate - 1998

Dave Dell made a motion to accept the following slate, seconded by Larry Bennett. President, Ruth Jennerjahn; V. Pres. Patty Shreves, Secretary Larry Bennett, Treasurer, Don Young.

Director

Licking Township Information

Discussion. Don Young made a motion, seconded by Larry Bennett, that the board send a letter to Licking Township Trustee and Shamrock Lakes notifying them of the cancellation of their contract by January 1, 1998. Motion carried. It should be noted that Director Cecil and the Library staf have many concerns about this motion.

Meeting Room Profit/non-profit

Discussion. Dave Dell made a motion, seconded by Don Young, that Director Cecil shall make the decision on who can or cannot use t Community Room until the board makes a specific policy regarding this. Motion passed.

Addendum to above motion under Licking Township Information. Director Cecil & Board President Jennerjahn will sign the letter in regards to the cancellation of the contract.

Internet

Everything is already for Internet. A policy will be made and published for the use of Internet. Should be open and running by April 15th.

Koster Letter

A copy of the original drawings of the library are for sale by Koster for \$75.00. The board is not interested in purchasing these drawings. They already have the blueprints.

ILF Conference April 30 - May 3

Vicki Cecil, Jeff Kieffer, & Ruth Jennerjahn will be going.

Fund Transfer

The State Board of Accounts will allow us to transfer funds if necessary.

Friends Report

Tuesday, April 22nd will be the next program. Kay Cheneweth will be speaking on Healthy Snacks at 7:00 P.M. The monthly Book Sale will be Thursday, the 24th.

Unfinished Business

Building Maintenance

Larry Bennett made a motion, seconded by Dave Dell, to accept the bid from Chuck Hochadel Roofing to do the repairs on the library.

Board Evaluation Sheets

They are being checked now.

Claims & Checks

Claims & checks totaled \$17,605.64. Dave Dell made motion to make payment, seconded by Don Young. Motion carried.

Dave Dell made motion to adjourn.

Next Board Meeting: May 14, 1997, 6:00 P.M.

*Ruth Henderson
Patty Shreves
Ruth Josephson
David A. Dell
Michael J. Shaffer*

May 14, 1997

Hartford City Library Board Minutes

Submitted by Jacki Ridgway, Recording Secretary

Ruth Jennerjahn, President of the Hartford City Public Library Board, called the meeting to order at 6:00 p.m. in the Becky Musser Community Room.

ROLL CALL:

Vicki Cecil, Director, Mike Shaffer, David Dell, Ruth Henderson, Patty Shreves, Ruth Jennerjahn, & Jim Forcum, Board Lawyer.

MINUTES OF LAST MEETING:

Minutes were approved as read.

REPORTS:

Building/Roof & Elevator

Repairs completed by Chuck Hochadel.

ILF Conference, Ruth, Vicki, & Jeff

Vicki reported conference went very well. Ruth enjoyed conference also and will give a five minute report in the coming meetings about what she learned. Jeff attended the computer technology meeting.

Friends:

Monthly book sales going very well. Landscaping and chair for microfichure will be purchased by the group and long term plans were made to save for a copier.

COMMITTEES:

Board Officer Slate:

Mike Shaffer made motion, seconded by David Dell, that the completed slated be accepted, RuthJennerjahn, President, V. President, Patty Shreves, Secretary, Larry Bennett, & Treasurer, Don Young.

Motion passed.

Budget 1998:

Budget Committee will be Bill Schantz, Ruth Jennerjahn, & Mike Shaffer.

Meeting Room Policy:

This will be handled by the discretion of the Director.

DIRECTOR

Internet Policy Changes

Discussion was held regarding problems. Several solutions suggested, change location, split computers. one upstairs, one downstairs, blocking software, use of convex mirror. Other optioher options were that we do not have to offer the internet to the public and can limit its useage.

ILF Executive Board Appointment

Director Vicki was appointed to this board.

Staff Meeting Notes:

Notes are included in packet.

Fines & Fees

Will be discussed at next meeting.

UNFINISHED BUSINESS:

Board Evaluation Sheets
Board is doing excellent job.
Policy Handbook
Ruth Jennerjahn will take care of the handbook.

NEW BUSINESS:

New Board Appointments
Bill Schantz, appointed by Mayor, Liz Young, appointed by county commissioners.
Building/John Mitchell
Discussion held on buying option on building. Jim Forcum will present names of appraisers and what should be in option agreement at next meeting in June.

MISCELLANEOUS BUSINESS

Licking Advisory Board Contacted Library Director
Discussion held. It was decided to ask the Advisory Board if they would be interested in becoming in with Hartford City as the Hartford City Licking Library. A petition of 20% of Licking Township registered voters would be a requirement for this.

Summer Reading Program will begin June 1st and end August 1st.

Ruth Jennerjahn presented retiring members of the board a gift. Ruth Henderson received a book entitled 'American Humor' by Russell Baker and David Dell received one entitled 'Leadership Imperative' by Robert Hiller. They were thanked by board members for their many years of service serving on the Library Board. Cake and coffee was served to all attending after the meeting.

CLAIMS & CHECKS:

A motion was made by Dave Dell and seconded by Mike Shaffer that the claims of \$24,752.98 be paid. Motion passed.

a list of claims be added to the agenda
It was suggested that the agenda, packet and list of claims be sent to Board Members before the meetings. Members would be better prepared for questions and open discussion during the meetings.

ADJOURNMENT:

NEXT BOARD MEETING: June 11, 1997, 6:00 p.m.

Elizabeth Young
William E. Schantz
Patty Shreves
Michael Shaffer

Ruth Jennerjahn
Dave Dell

June 11, 1997

Hartford City Library Board Minutes

Submitted by Jacki Ridgway, Recording Secretary

Ruth Jennerjahn, President, called the meeting to order by welcoming the two new board members, Liz Young and Bill Schantz.

Roll Call:

Present were Director Vicki Cecil, Board Lawyer Jim Forcum, Ruth Jennerjahn, Patty Shreves, Liz Young, Larry Bennett, Mike Shaffer, Bill Schantz.

Minutes of last Meeting:

Two corrections were added to last month's minutes.

1. Dates of Summer Reading Program, June 10th to August 1st.
2. A list of claims will be included in the packet already being sent to board members before the meeting.

Friends of the Library:

Ruth announced a new chair was purchased for use upstairs. The June Book Sale will be held 2 days this month in conjunction with the Heritage Days Celebration. Friday & Saturday, June 27th & 28th. The group was also awarded a \$500.00 grant and will sponsor a special program next fall with Bob Sanders. His program is entitled, "When Worlds Collide, William Henry Harrison Meets Tecumseh."

Vicki announced that the state auditors are currently working in the library's basement.

Committees:

Budget

The budget is due the last of August. A meeting will be held Thursday, June 26th at 9:30 in the library of the budget committee.

Director:

Internet Beginning Classes will be starting soon. Approximately 240 people are using the computers. The policy is available for all to read. One computer will be moved downstairs for children accompanied by a parent to use. Patty Shreves reported that the librarian at Blackford High School, Betty Anderson, said that each student using the internet must sign a paper stating the title of his research and that he knows and understands the policy about its use.

The third floor is now being used for Indiana History and a geneology room. The plans are to eventually turn it into an A. V. Room.

Staff Meeting Notes included in packet.

Summer Reading Program, starts June 10th through August 1st.

Ingraham Building Tour

June 25th. Staff will use it as in-service day.

Building - elevator, new sump pump purchased. This should relieve the water situation
carpet - recommended to be cleaned every 3 years.
windows - will be cleaned by Tucker Tree Service
Mats/Unitog - will look into purchasing new ones.

In the Public Trust Manuals, Section J was reviewed. President Ruth suggested each member read or reread sections A & B of this manual before the next meeting.

Unfinished Business

Policy Handbook is being retyped. President Ruth recommended it be read also.

Building - Larry Bennett will invite John Mitchell to the August meeting. Discussion was held.

Fines were discussed. Several suggestions were made but no motions or changes.

Washington, Licking, Jackson Advisory Boards and Montpelier's Library Board will be invited to the September Board meeting.

Bond/check signage - This will be discussed at the budget meeting. Liz Young will be bonded to sign checks.

Transfer money/books.

Salaries, reviewed.

Claims & Checks

Claims & checks totaled \$25677.61.

A motion was made by Rarry Bennett B.L.L. and seconded by
to pay these claims. Motion passed.

Patty Shreves made motion to adjourn. Motion passed.

Patty Shreves
Ruth Joseph
Larry Bennett
William E. Schatz

July 9, 1997
Hartford City Library Board Minutes
Submitted by Jacki Ridgway, Recording Secretary

Roll Call

Present were Director Vicki Cecil, Director, Ruth Jennerjahn, Patty Shreves, Larry Bennett, & Bill Schantz.

Minutes of Last Meeting

Minutes were read and approved.

Reports

Friends

Their last book sale was successful. A total of \$302.00 was made. Patty Shreves thanked the Friends for the flowers and landscaping done around the library.

Summer Reading

Summer Reading Program, 'Different Countries' is off to a good start with 50 children attending the Tuesday & Thursday programs 1:00 to 3:00 with Jeff Kieffer in charge.

Ingram Tour

All the staff enjoyed the tour given them by the sales representative and then he took them to lunch. Vicki Cecil thought the tour was successful in all ways.

Committees

Budget 1998

Preliminary meeting was held in July. Next meeting will be Thursday, August 7th at 9:30.

Director

Banks/ Pacesetter

Pacesetter & City Savings Banks will merge. This merger will not affect our accounts.

Chair Mats/Plastic Runners

Costs will be checked on these items.

Info-Trac Renewal/No

The staff is not in favor of renewing this because of the high cost.

Safety Mirrors - Hall

The Board gave permission to buy the mirrors. Cost will range from \$35.00 to \$100.00.

Salary Review

This will be done at the August 13th meeting. An evaluation of the Director needs to be done. Board members were going to look at different evaluation forms.

Maintenance Contract

The board decided not to renew the Maintenance Contract with - *Computer Communicating* Mike Shaffer and instead will utilize the library's own employees.

OCLE Tour

Tour will be Friday, July 11th. In our library.

Upland Board Tour

They will be touring our library soon.

Auditor

Auditor met with the Director. He had some suggestions. They will be discussed further at the budget meeting.

Unfinished Business**Board Manual Handbook**

Very important to monitor finances. Check all claims. It was suggested to read sections C, D, & E for next meeting.

Policy Handbook

Still being retyped. Computer Policy was discussed again. It was suggested that the Board's policy be printed at the top of each sign-up sheet for the computer with this added phrase; By your signature on the sheet means you have agreed to the above policy.

Building

Larry Bennett will invite John Mitchell to the August meeting.

Internet Classes

Jeff Kieffer will offer another beginning class.

New Business

Blackford County Auditor Rollin Brown appeared before the Board to explain the Elk's Lodge Real Estate Tax problem and how it will affect the library. Discussion was held. Patty Shreves made a motion, seconded by Bill Schantz. We as the Public Library Board of Trustees, request no recompense from the Real Estate Tax Liabilities error and that we accept the document "Agreement for Satisfaction of Real Estate Tax Liabilities for the Elk's Lodge. No. 625" as presented by Blackford County Auditor, Rollin Brown and authorized by Board Lawyer, Jim Forcum. Motion passed.

Claims & Checks

\$26,138.76 total amount.

Larry Bennett made motion to pay these bills and was seconded by Bill Schantz. Motion passed.

Adjournment

Larry Bennett made motion to adjourn meeting.
Motion passed

Next Board Meeting will be August 13, 1997, 6:00 P.M.

Michael D. Haffer

Don Young
Larry Bennett

Elisabeth Young

Ruth J. Kieffer

August 13, 1997
Minutes of the Hartford City Public Library Board of Trustees
Submitted by Jacki Ridgway, Recording Secretary

ROLL CALL:

Present were: Director Vicki Cecil Board of Trustees Lawyer, Jim Forcum, Larry Bennett, Mike Shaffer, Don Young, Liz Young, & Ruth Jennerjahn.

CIRCULATION:

Larry Bennett has agreed to study the Circulation Reports and give a summary each month.

MINUTES OF LAST MEETING:

Don Young made a motion to accept the corrected minutes and it was seconded by Miie Shaffer. Motion passed.

REPORTS:

Friends:

Coming programs, Walter Lewis, Artist, Conrad Lane, Movies & TV, and Bob Sanders, "William Henry Harrison Meets Tecumseh" a community program at the BHS Cafetorium, Thursday, August 30th will be book clearance sale, books 25¢ and under.

Summer Reading:

Program was well accepted and they hope to increase the attendance next year.

Policy Handbook

✓ Vicki Cecil reviewed Handbook with Board of Trustees. Several minor changes will be made.

COMMITTEES:

Budget 1998:

Bob Murphy, Accountant, reviewed the budget with the Board of Trustees. Mike Shaffer made a motion, seconded by Larry Bennett that the budget be published as it was presented to the Board of Trustees. The budget will be presented at a public meeting on Wednesday, September 3rd. Motion passed.

DIRECTOR:

Maintenance Contract:

Mike Shaffer explained his position about the contract. He will accept the Board of Trustees' vote.

Third Floor/drawings:

The drawings were looked at and the need for expansion was discussed. Don Young & Vicky Cecil will meet together and decide what the next step should be and will report at the next meeting.

Salaries 1998:

Evaluations were discussed. Ruth Jennerjahn, Liz Young, & Bill Schantz will be the committee to evaluate the staff. A report will be given at the October meeting.

Safety Mirrors/Hall

Mirrors have been hung in the hall. It was suggested that a buzzer system be installed. The Director will look into the cost.

Upland Board Tour:

The Upland Library Board of Trustees toured our library facilities and seem to enjoy the tour.

UNFINISHED BUSINESS:

Board Manual Handbook Section C, D, & E:
Read again carefully. Will discuss later.

NEW BUSINESS:

John Mitchell.
John Mitchell appeared before the Board of Trustees to discuss his property. He will return at a later date with some figures for the Board.

A motion was made by Mike Shaffer, seconded by Don Young to transfer \$10,000.00 LURF to Book's Fund. Motion passed.

MISCELLANEOUS:

Children's Conference:
A motion was made by Larry Bennett, seconded by Liz Young to spend \$80.00 for Jeff Kieffer to go to a Children's Conference, "Tots to Teens" in Indianapolis December 28th. Motion passed.

CLAIMS & CHECKS:

\$23,892.07 total amount
Michael made motion to pay these bills and was seconded by Liz Young. Motion passed.

ADJOURNMENT:

Liz Young made motion to adjourn. Motion passed.

NEXT BOARD OF TRUSTEES MEETING: ~~September 17th, third Wednesday,~~
~~6:00 P.M. due to budget adoption~~

Regular Board Meeting September 10 - 6:00 P.M.

Budget Adoption meeting September 17 - 6:00 P.M.
(5-10 minutes)

Don Young
Keith Jaderjka
Elizabeth Young
William E. Schuch

HARTFORD CITY PUBLIC LIBRARY

314 North High Street
Hartford City, IN 47348
Phone: 317-348-1720
Fax: 317-348-5090

September 3, 1997

Hartford City Public Library Board Minutes
Submitted by Vicki Cecil

Public Hearing Meeting on The 1998 Budget:

The Hartford City Public Library Board met at 6:00 P.M. on Wednesday September 3 for a public hearing on the 1998 Budget in the Becky Musser Meeting Room.

Bob Murphy also attended to help answer questions from the public concerning the budget, however no public attended this public hearing.

The meeting was adjourned.

Don Young
Elisabeth Young
William E. Schmitt
Ruth Jesser-John
Harry Bennett



SEPTEMBER 10, 1997
Hartford City Public Library Board Minutes
Submitted by Vicki Cecil and Ruth Jennerjahn

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; Board of Trustee Members: Larry Bennett, Ruth Jennerjahn, Bill Schantz, Don Young and Liz Young.

MINUTES OF LAST MEETING:

REPORTS:

A report was given by Ruth on The Friends Art Appreciation presented by artist Walt Lewis. There was a very good crowd for the program. Lewis did an excellent presentation and was awarded a twenty-five dollar Honorarium from the Friends. Lewis hopes to do future programs for the library.

Friends previous book sale of all books for twenty-five cents netted \$65.00. The next book sale will be on September 25 and will be a normal sale.

Discussion was presented on vacations for staff (see paragraph below for possible clarification to be put in policy concerning staff vacations).

VACATIONS

After one year's continuous service, one week (40 hours or 5 days) vacation with pay will be granted to full-time employees. For example, if an employee begins work on October 1 of 1997, the employee will not be eligible for any vacation time until October 1 of 1998. The employee may then take that one week sometime between October 1 of 1998 and October 1 of 1999. After two year's continuous service, the employee will receive two weeks vacation (80 hours or 10 days) to be taken during the following year. After 5 years of full time employment, the employee will receive three weeks vacation. The director shall be in charge of vacation schedules. ALL FULL-TIME EMPLOYEES will be subject to this schedule unless the board of trustees approves a change on a case-by-case basis in order to attract qualified personnel.

The board of trustees believes that vacations are important and therefore vacation time will not accumulate from year to year. If staff members do not take their vacations, no extra pay is forthcoming.

Also discussion was presented on what constitutes continuous service for staff going from part-time into full-time positions; should staff member receive credit? There was much discussion on how to handle hours, etc. A Vacation Committee was formed to evaluate and present findings to the Employee Committee. Vacation Committee members: Liz, Bill and Ruth.

Don presented a report on the remodeling project of the third floor. Going from a current drawing, we need a desk, shelving (enough to grow), and computers. His current estimate was approximately \$8,000. Everything must be moved to the top section in order to carpet the area, etc., then some material can be moved down.

COMMITTEES:

Liz, Bill and Ruth have been appointed to the Vacation Committee. Don and Bill have been appointed to the Employee Handbook Committee. Larry , Patty and Ruth have been appointed

to the Policy Handbook Committee. Michael has been appointed to the Circulation Committee with Vicki.

DIRECTOR:

Staff Meeting Notes were presented in the Board Packet. Staff notes distributed to the board were discussed. A vacation policy clarification had been given to the staff. It was noted that the staff note that said, "Discussion also presented on employees already hired under old policy, are they grandfathered in under old rules--does new policy only apply to new hires." was incorrect because there is NO NEW policy. The vacation clarification that was given to the employees was a clarification of existing policy. Nothing has been changed. Rather, the policy was not followed. The vacation clarification was given to emphasize and make clear exactly what the existing policy said.

Staff evaluation forms were presented to the Board. All staff evaluations are to be completed by Vicki by October 20th.

Third floor report--presented by Don under reports. Men's Restroom: the wall is wet--Don will repair.

Anthem Health Insurance is due for renewal on October 1. Current prices and rates given for 1998 health insurance is for full-time employees only. MOTION MADE BY BILL SCHANTZ TO RENEW INSURANCE FOR 1998, MOTION SECONDED BY LIZ YOUNG. MOTION PASSED.

A letter from the Dorothy Gadbury Estate was presented to the Board. It stated that the library will be receiving a \$10,000 bequest of which we may put to use as we like (please see enclosed legal document concerning estate).

UNFINISHED BUSINESS:

The policy handbook was reviewed with the suggestion that a separate Employee Handbook be designated with the following contents: Personnel Policy, Vacation, Retirement, Sexual Harassment, and Job Descriptions. Bill and Don are on the committee to gather this information.

Possible changes in the policy handbook include a new Mission statement to replace the old one. The new statement was presented as follows: THE MISSION OF THE HARTFORD CITY PUBLIC LIBRARY IS TO PROVIDE AND ORGANIZE ALL TYPES OF INFORMATIONAL SERVICES AND EDUCATIONAL MATERIALS FOR THE CITIZENS OF HARTFORD CITY AND LIBRARY CARD HOLDERS FROM SURROUNDING AREAS.

There was discussion regarding hours for employee section (be specific): Holiday--Good Friday, change to employees may take time off to attend church service during the day if service is available.

Videos should state one week for circulation check out--take out "see Appendix".

Becky Musser Community Room--rewrite #9 (not clear) on page 12. Look in previous minutes about Director's discretion on profit groups using meeting room (reason for meeting).

Board Trustee Handbook, Section C, D, & E will be reviewed at the October 9th meeting.

John Mitchell--contact by October 9th.

Circulation report--will contact Michael Shaffer to work on this.

NEW BUSINESS:

Marion requested to attend Preserving the Past, a program offered through INCOLSA, on October 9th in Wabash at the cost of \$40.00. MOTION TO ALLOW THIS CONFERENCE FOR

MARION (ONE DAY).

Ruth would like to attend Trustees Breakfast at District 8 Conference in Elwood on September 24th. The cost will be \$9.00. A check will be cut for this meeting.

CLAIMS AND CHECKS:

Claims and checks were reviewed with claims totaling \$17,098.98. LARRY BENNETT MADE THE MOTION TO PAY BILLS. BILL SCHANTZ SECONDED THE MOTION. MOTION PASSED.

ADJOURNMENT:

LARRY BENNETT MADE THE MOTION FO ADJOURN. BILL SCHANTZ SECONDED THE MOTION. MOTION PASSED.

Next board meeting: Wednesday October 9th, 1997 at 6:00 pm in the Becky Musser Community Room.

Trustee meeting: Montpelier, Shamrock Lakes, Jackson Twp., Washington Twp. and Licking Twp., October 29th, 1997 at 6:00 pm in the Becky Musser Community Room.

William E. Schantz
Michael B. Shaffer
Don Young
Patty Shreene
Larry Bennett

HARTFORD CITY PUBLIC LIBRARY

314 North High Street
Hartford City, IN 47348
Phone: 317-348-1720
Fax: 317-348-5090

Budget Adoption Meeting Wednesday September 17, 1997, 6:00 P.M.

Board Present: Larry Bennett, Don Young, Elizabeth Young, Michael Shaffer,
Bill Schantz

Director Vicki Cecil also present

Larry Bennett conducted the meeting to approve the 1998 Budget

Budgets approved as follows:

Operating = \$289,789

LIRF = \$10,000

Bond = \$77,280

Michael Shaffer made motion to approve and Bill Schantz seconded

Bill made motion to adjourn the meeting and Don Seconded.

9/17/97



October 8, 1997

Hartford City Public Library Board Minutes

Submitted by Jacki Ridgway, Recording Secretary

ROLL CALL

Present were: Director Vicki Cecil, Board Lawyer, Jim Forcum, Bill Schantz, Don Young, & Mike Shaffer. In the absence of Ruth Jennerjahn, Board President, Patty Shreves was in charge of meeting.

MINUTES OF LAST MEETING

Bill Schantz made a motion to accept the minutes, seconded by Mike Shaffer. Motion passed.

FRIENDS

The last program with Walt Lewis was very successful. The next Program will be Tuesday, October 14th at 6:45 with Conrad Lane from Ball State. The group is planning to buy a plaque to be placed outdoors recognizing the Friends contribution to the landscape.

COMMITTEES

Policy Handbook is in the process of being made.

Thanks to the time and generosity of Bill Schantz, the Employee Handbook is being finished.

DIRECTOR

Staff Evaluations will be finished by October 20th.

The Board of Trustees will be meeting with the Townships on October 29.

A motion was made by Don Young, seconded by Mike Shaffer to assign Pam Bolt as bookkeeper of the Library. Motion passed.
Vandalism has been occurring, especially in the return box for videos. Several suggestions were made and it will be taken care by Don Young.

UNFINISHED BUSINESS

The third floor has been completely cleared out by the Correction people under Mike Orr, Correction Officer. Don Young reported that the carpeting, furniture, and remodeling will cost a little less than \$10,000. A motion was made by Mike Shaffer, seconded by Bill Schantz to name the third floor after Dorothy E. Gadbury for her generous contributions to the Library. Motion passed.

Jim Forcum, Board of Trustees Lawyer, will draw a proposal for the Board and John Mitchell to sign.

Mike Shaffer will be reporting on the circulation and its changes. He will have more at the next meeting.

A discussion was held after it was noted there was some public disgruntlement about using the children's internet when the adult internet was in use. The Board of Trustees decided to adhere to the policy already in force.

NEW BUSINESS

Jennifer
Vacations for employees was discussed. The Board decided to stay with the original policy in the handbook. A motion was made by Don Young, seconded by Bill Schantz that Library Employee, ~~Nancy~~ Davison be given her choice of three options ←

1. Repayment to be made in full at first pay check.
2. Repayment to be made during the next 5 pay checks as payroll deductions.
3. Her 1998 vacation will be without pay.

Motion passed.

This motion should resolve the directive sent to the Library Director, Vicki Cecil, from Ruth Jennerjahn, President of the Board of trustees.

MISCELLANEOUS BUSINESS

A letter was received from Library Employee Carolyn Goetz, announcing her retirement as of October 31, 1997. Her letter was accepted by the Board of Trustees with regret.

Mike Shaffer made a motion, seconded by Larry Bennett to let Director Vicki Cecil decide what plans the Board should do in honor of Carolyn's retirement. Motion passed.

CLAIMS AND CHECKS

Total amount \$18,654.10

ADJOURNMENT

Bill moved that the meeting should close.

NEXT BOARD OF TRUSTEES MEETING

November 12, 1997 6:00 P.M.

SPECIAL TRUSTEES MEETING WITH ALL TOWNSHIPS ON

Wednesday, October 29th, 1997, 6:00 P.M.

November 17, 1997

Minutes of the Hartford City Public Library Board of Trustees
Submitted by Jacki Ridgway, Recording Secretary

ROLL CALL:

Director Vicki Cecil, Patty Shreves, Liz Young, Bill Schantz,
Mike Shaffer, Ruth Jennerjahn, Larry Bennett & Don Young.

MINUTES OF LAST MEETING:

Minutes were amended and approved. Mike made a motion, seconded by Patty that the minutes be accepted. Motion carried.

REPORTS:

Friends - The program sponsored by the Friends group, "When Worlds Collide" was presented Tuesday evening, Nov. 11th and the crowd enjoyed it. There were over 100 people attending.

COMMITTEES:

Policy Handbook

Ruth, Patty & Larry served on this committee. Several changes were made and some additions were made. "This policy was approved by the Library Board of Trustees on November 12, 1997, superseding all other manuals. All this statement and the Library Director and the Board of Trustees should be on the cover." Eliminate the sexual harassment as it will be in the Employee Handbook. Move the 'fines' policy and internet policy from the Appendix to the body of the policy. Other changes were made throughout the handbook. Don made a motion and seconded by Mike that the Policy Handbook as changed be accepted. Motion carried.

UNFINISHED BUSINESS:

Third Floor

Don gave a report on the things needed for the third floor. Discussion. Mike made a motion, seconded by Bill that all bills for the renovation should be paid as soon as they are received. Motion carried.

NEW BUSINESS:

Three library employees appeared before the Board of Trustees with a list of their concerns. Jeff Kieffer, spokesperson, Marian Boots & Jennifer Davison were the employees. Each board members received a copy of their list. Discussion.

A motion was made by Patty and seconded by Larry that the Board of Trustees will stand by their policy and render no financial consequences to any employee. Motion carried.

There was a motion made by Don, seconded by Mike, to reimburse Jennifer Davison for the 24 hours [3days] she had not been paid. Motion carried.

CIRCULATION:

Mike passed a chart to each member how many patrons used the library each month. There were several fluctuations in the numbers for each month. Mike will look into this.

Minutes of the Library Board of Trustees

Mike made a motion, seconded by Bill that the picture of Mrs. Elizabeth Dennison be given to her daughter, June Markin. June's husband, Alfred, painted the portrait. Mrs. Dennison was a former Library Director of the Hartford City Public Library. Motion carried.

Don made a motion and seconded by Larry that Jeff Kieffer be given one of the shelving units on the third floor. The units are being replaced. Motion carried.

CLAIMS & CHECKS:

\$22,110.81 total

^m ~~Mike~~ ^{B. 11} made a motion, seconded by Don to pay these bills.
Motion carried.

ADJOURNMENT

Don made a motion to adjourn. Motion carried.

NEXT BOARD OF TRUSTEES MEETING WILL BE:

Wednesday, November 19th at 6:00.

Don Young Michael J Shaffer
William E. Schaefer
Ruth J. Janderph
Patty Shreves
Larry Bennett

November 19, 1997

Minutes of the Hartford City Public Library Board of Trustees
Submitted by Jacki Ridgway, Recording Secretary

ROLL CALL:

Director Vicki Cecil, Mike Shaffer, Liz Young, Bill Schantz,
Don Young, & Ruth Jennerjahn, *Patty*

This meeting was a continuation of the Board of Trustees
meeting on Wednesday, November 12, 1997.

A complete review of the Employees Handbook was made with all
additions and corrections made

Claims were approved. Mike made a motion to pay these claims
and was seconded by Bill. Motion carried. Total: \$22,110.81

Staff Evaluations will be done at the next meeting on Dec. 10th.

Ruth made a motion to adjourn. Motion carried.

NEXT BOARD OF TRUSTEES WILL BE WEDNESDAY, DEC. 10TH AT 6:00.

Don Young Michael S Shaffer
William E. Schantz
Ruth Jennerjahn
Patty Shreves
Perry Bennett

December 10, 1997

**Minutes of the Hartford City Public Library Board of Trustees
Submitted by Jacki Ridgway, Recording Secretary**

ROLL CALL:

Director Vicki Cecil, Jim Forcum, Board Lawyer, Ruth Jennerjahn, Bill Schantz, Mike Shaffer, Patty Shreves, Don Young, and Larry Bennett.

A motion was made by Don and seconded by Mike that the corrected minutes be accepted. Motion carried.

A tea will be sponsored by the Friends in honor of Carolyn Getz's October retirement. The tea will be December 16th in the afternoon in the Becky Musser Room. The public is invited.

Policy Handbook:

The Policy Handbooks were passed out to each board member with each member signing and dating when they received the book. Patty, on behalf of the Board, expressed their appreciation to Ruth, Don, & Bill for all their efforts in making the handbook. Patty made a motion, seconded by Mike that the board accept the Policy Handbook. Motion carried.

Employee Handbook:

Bill gave a report on how the handbook is progressing.

1998 Budget - State Tax Comm. Report:

The tax board approved the 1998 budget. Ruth announced that Pam Bolt will be the bookkeeper.

Trustee Members 1998 Licking & City:

Discussion was held. Since Licking Township probably will not be joining the local library, board members Ruth & Mike will no longer be able to serve on the Board of Trustees of the Public Library. All board members expressed regret about this fact. Suggestions were made for two new members. Patty will conduct the January meeting and will appoint a nominating committee and the slate will be accepted at the February meeting.

Abell Elevator Increase:

Discussion was held. Other firms will be checked for their prices.

Unfinished business:

Don reported the third floor is not completed yet.

Mike will look at the last six months longdistance telephone calls to see if money could be saved by using another company.

All members were asked to read the technology plan before the next meeting.

Evaluations & Salaries:

The board discussed evaluations and salary increases for 1998. Director Cecil asked if Marion and Jeff might be considered exempt employees. The board directed Cecil to keep Marion and Jeff as non-exempt employees. Because the budget submitted and approved by the state limited the budget amount to only \$151000 for salaries and personnel expenses, the board, to stay within budgetary limits felt compelled to limit raises to 3%. Don Young moved that a 3% across the board raise be granted to all employees in 1998. Bill Schantz seconded the motion.
Motion carried.

The board also instructed Director Cecil to have Pam Bolt, as bookkeeper, approve and initial each pay period, the attendance sheet for each employee, including the director, as an aid to the director as she tracks vacation and sick days for each employee.

Claims & Checks:

Claims totaled \$25217.68. Mike made a motion, seconded by Patty for the claims to be paid with the exception of the two bills from Abellss until their contract is checked further.
Motion carried.

Patty moved the meeting be adjourned.

next board meeting; December 30, 6:00 P.M.
5 to 10 minutes to pay remaining claims for 1997.