

January 13, 1998

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

ROLL CALL:

Director Vicki Davis, Board Secretary Jim Forcum, Board Members
Robert Wyne, Rick Gerard, Don Young, Ruth Jennerjahn, Mike Shaffer,
and Albert Spier. Absent: Recording Secretary Board Members Ruth
Jennerjahn & Mike Shaffer.

Patty Schroves, Vice-Chairman and Chairman Pro-Tem, opened the
meeting by welcoming two new Board of Trustees members, Robert
Wyne and Rick Gerard. After introducing everyone, she then
recognized the retiring Board of Trustees members, Ruth Jennerjahn
and Mike Shaffer. Appreciation was shown to them both for all
their work for the benefit of the Library. Patty gave each one
a plaque denoting their name and dates of service.

Minutes were approved as amended

Reports

Regarding the third floor, the equipment is here, the carpet
will be ordered and the furniture will be set up, reported by
Don Young.

Don passed out a salary sheet to each member. A discussion was
held. A motion to accept the salary sheet was made by Don and
seconded by Bill. Motion carried.

Employee Handbook Feedback

Concerns on the disclaimer page, personal leave benefits,
smoking on library grounds, what about storing up sick days.
The Board of Trustees decided to hold fast to their policy as it
was approved and published.

Contract & Patrons Reactions

The reaction was mixed with several unhappy patrons. The Board
complimented the staff on their dealing with the patrons.

Gadbury Estate

The information and money, approximately \$10,000 should be in
by February. This will be used on the third floor.

Harry Bohr, Booksigning

The booksigning will be done during the regular Book Sale held
by the Friends of the Library on January 29th, 10:00 to 12:00.

UNFINISHED BUSSINESS

excel phone - Duscussion was held and tabled and Rick will make
a report at the next meeting.

Abel Elevator, Jim Forcum, board lawyer, will look at the
contract and report back next meeting. Don made a motion seconded by
Rick checks will be sent as soon as the contract meets the Board's
approval Motion carried.

New Business

Transfer of funds - Vicki explained the need for the transfer to cover all deficits, \$4392.00 from Utilities, \$517.00 from Insurance and \$1622.00, all to be transferred to Assistance. Discussion was held. Don made a motion, seconded by Bill, that these monies be transferred to Assistance to cover all deficits. Motion carried.

Miscellaneous business

Vicki reported that the public restroom in the library was badly leaking. Bill made a motion, seconded by Liz that Don Young should investigate and try to fix. Motion carried

Claims and checks

Bob made the motion to approve these claims and checks and was seconded by Don. Motion carried.

Liz made a motion to adjourn. All approved.

NEXT BOARD MEETING WILL BE FEBRUARY 11th at 6:00.

William E. Schatz
Don Young
Richard M. General
Patty Shrenes

Please
Route
MB PB RS
JO JM JK
BH

ROLL CALL

Director Vicki Cecil, Board Lawyer Jim Forcum, Bill Schantz,
Don Young, Patty Shreves, Rick Gerard.

Minutes were approved as read.

Patty Shreves, Vice-President and Chair Pro-tem conducted the meeting.

Nominating Report was given by Bill.

President, Don Young, Vice-President, Patty Shreves, Secretary, Rick Gerard, and Treasurer, Liz Young. A motion by Rick and seconded by Bill that the nominations be closed and the entire slate be accepted. Motion carried.

Friends Group

Jacki reported that the January Book Sale went very well with a total of \$232.00 made. The Friends voted to give the library \$500.00 to be used on the third floor A.V. Room. Harry Bohr held a book signing during the sale and was successful in selling his book.

Telecommunications/Phone

Due to the Universal Telecommunication Act to be in effect this summer, the matter was tabled until more information could be received. The Act would affect school and libraries.

Computer Purchases/Plan

Discussion was held. A motion was made by Don, seconded by Rick that the Board of Trustees hire Roger Young from the BHS to look at the computer system and to check the bids that will be submitted by Jeff Kieffer and Mike Shaffer. Also the budgetary sheets need to be pulled to see how much money is available. Motion carried.

Staffing/Salary Sheet

It will remain the same.

Moving Third Floor/Corrections

The library received a check for \$10,000 dollars from the Dorothy Gadbury estate. It will be used for the A.V. room on the third floor. Mike Orr, corrections officer, will supply the men to move the equipment. Don made a motion, seconded by Bill that Vicki should close the library so things can be moved from the second floor to the third floor. Motion carried. Library patrons will be notified ahead of the time for the moving.

Unfinished Business

Jim looked over the Abel Elevator's contract and said the checks should be released to Abel.

New Business

Discussion was held regarding changing the meeting from the second Wednesday of the month to the third Wednesday. It was decided to make this decision when all members of the Board of Trustees could be present.

Claims & Checks

\$15,885.09 Rick made a motion seconded by Bill that these claims should be paid. Motion carried.

Patty made a motion to adjourn. All approved.

NEXT BOARD MEETING: March 11, 1998 6:00 PM, Becky Musser Room

Rory Bonnell

Robert L. Wyre

Richard A. Denny

Elizabeth Young

William E. Schmitt

Don Young

March 11, 1998

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

ROLL CALL

Director Vicki Cecil, Liz Young, Bill Schantz, Rick Gerard,
Bob Wyne, Larry Bennett, & Don Young.

MINUTES OF LAST MEETING:

Bill made a motion to accept the minutes and it was seconded
by Rick. Motion carried.

REPORTS:

Friends

\$152.00 was made on the book sale in February. In conjunction
with the Blackford County Historical Society there will be a
program on Tuesday, March 24th at 6:30 about the sinking of
the Battleship, Indianapolis.

Technology Plan - Computers/Follett

Papers were passed out, discussion was held. Rick made a motion,
seconded by Larry to accept the bid from Accelerated Technology
and the Follett upgrade. Motion carried.

DIRECTOR:

ILF Conference, April 6-8, Indpls.

Bob made a motion, seconded by Liz, that the Board of Trustees
pay for membership, mileage, and hotel bill for Vicki and Jeff
to attend the ILF Conference. Motion carried.

Staffing Report"

Vicki is interviewing people now and hopes to have it completed
next week.

Salary Schedule

Discussion. Any staff changes or new employees hired will be
given a 90 day trial period.

Employee Handbook

Bob made a motion, seconded by Larry that a three week accrued
vacation time be paid to the estate of Ann Schermerhorn.
Motion carried.

Flowers/Ann

The flower bill will be paid with money from the Operating Fund.
Anyone desiring to donate to this fund may do so.

House for Sale

Discussion. Liz will check with Jim Forcum about the house for
sale across the street and will bring more information back
to the board of trustees.

UNFINISHED BUSINESS:

Change of Board meeting night

Rick made a motion, seconded by Liz that the Board of Trustees
meet on the third Wednesday of each month, starting in April.
Motion carried.

NEW BUSINESS

Bob Wyne was appointed Assistant Deputy to sign checks.

MISCELLANEOUS BUSINESS:

The furnace is leaking downstairs. Vicki will call for some bids for repairs or new furnace.

CLAIMS AND CHECKS:

\$16,926.14. Bill made a motion to pay these claims, seconded by Larry. Motion carried.

ADJOURNMENT:

Rick made a motion to adjourn. All approved.

NEXT BOARD MEETING April 15, 1998, 6:00 P.M.

William E. Schantz
Patty Shrews
Elisabeth Young
Richard C. Gerard

April 15, 1998

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

ROLL CALL

Director Vicki Cecil, Board Lawyer Jim Forcum, Liz Young, Bill Schantz, Patty Shreves, & Rick Gerard.

MINUTES OF LAST MEETING

Minutes were approved as read.

REPORTS

Friends

\$156.00 dollars was made on their March book sale.

A program on Australia given by John & Barbara Jackson was very successful with attendance over 40 people. The Friends voted to give some money towards a new copier.

Computers/Follett

The upgrade is on hold until May

COMMITTEES

Discussion was held about having a long range planning committee. Will be brought up at the next meeting.

DIRECTOR

ILF Conference

Vicki & Jeff attended the conference. A summary of the conference was passed to members present.

Staff Report

New staff was hired, Elizabeth Adams & Mike Krammer. Peggy Willman will be on duty in the AV room on the third floor. Jolene Musselman started at the library as a bar coder. ✓ *need to correct*

Salary Schedule

This will be discussed at the next meeting.

house for sale

Jim will talk to owners Del Carroll and Curt Cahill and report back to Vicki. He will also speak to John Mitchell about drawing up a contract for first option on his property.

Heating Unit bids

No bids. Does the Gas Company have monitoring devices for their furnaces.

Security/all floord ✓

See enclosed form.

Security Mirrors

The mirrors have been purchased for the third floor.

Certification Report

Vicki will receive the report in two weeks. ✓

UNFINISHED BUSINESS

The library will close on Friday, April 17th for moving day. The computers have already been moved upstairs.

✓ = need correction

Saturday Report/Minutes

The Board of Trustees recommended that the staff be paid for (7 1/2 - 8 ^{need to} ~~correct~~) hours of work on Saturday with a half hour off for lunch, 9:30 til 5:00.

MISCELLANEOUS BUSINESS

The library received \$1226.00 grant money for the Internet.

CLAIMS AND CHECKS

Bill made a motion and seconded by Rick that the amount of \$30,012.12 be paid, contingent upon agreement by Liz Young. Motion passed.

Patty adjourned the meeting.

NEXT BOARD MEETING May 20, 1998, 6:00 PM

May 20, 1998

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

ROLL CALL

Director Vicki Cecil, Bill Schantz, Patty Shreves, Liz Young,
Bob Wyne, Rick Gerard, & Don Young.

MINUTES OF LAST MEETING

Bill made a motion to accept the minutes of the last meeting
approved as amended. Liz seconded the motion. Motion carried.

REPORTS

Friends
\$130.00 was made on the April Bppk Sale.

COMMITTEES

Budget
A budget committee was appointed, Don Young, Bob Wyne, Bill
Schantz, & Vicki Cecil.

DIRECTOR

Ingram Agreement
Vicki reminded the board of trustees members that they are
allowed to order books through the library with a discount.
They usually order books the last week of the month.

PERF Rate/ 1999
Rate has gone up 1/2% to 6%.

Follett Scanners
Scanners have been received and are in great working order.
Vicki will see to ordering stands for them.

Security Bids and 2 Security Incidents
Bida were received from Dpwnhour of Montpelier and ADT.
ADT will be invited to the next board meeting in June.

Salaries-Technical Services
Bob made a motion seconded by Bill to approve the new
Wage Scale. Motion carried.
Jolene Musselman will complete her probationary period on May 31,
1998. Bob made a motion seconded by Liz that Jolene will
be moved to Step Two, salary to be raised from \$696 to
\$7.40 as of June 1st of this year. Motion carried.
Vicki will enlighten the staff about the new wage list.

Open House - Third Floor
Vicki will speak with the Gadbury family and set a date for the
reception.

Equipment - third floor
Looking great but needs more shelving. Bob suggested a letter
be sent to Bob Barry, lawyer for the Gadbury estate explaining
further needs for the floor and the possibility of any more
funds for the room be available.

1

Summer Hours - Saturdays

A motion was made by Rick, seconded by Patty to change the closing hours for the library. Monday through Thursday 10:00 to 7:00p.m., Friday, 10:00 to 5:30p.m. and Saturday, 10.00 to 2:00
Motion carried.

UNFINISHED BUSINESS**Computers**

Vicki reported that all computers are upstairs and in use except for the one in her office. It is not installed yet. The Board ordered it to be installed immediately.

Furnace Bids

No bids have been received and furnace is still not repaired.

NEW BUSINESS**Water Bill**

This month's water bill is about \$50.00 higher than last month's. Don will check into it by Friday.

Camp Leadership - June 10th ILF**MISCELLANEOUS BUSINESS**

There will be a summer reading program.

CLAIMS & CHECKS

Patty made a motion, seconded by Bob that the claims of \$32,281.43 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn and so we did.

NEXT BOARD MEETING June 17, 1998, 6:00p.m.

Rohit L Wye
Darry Bennett
Donny Young

June 17, 1998

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

ROLL CALL

Director Vicki Cecil, Attorney Jim Forcum, Don Young, Larry Bennett, Bob Wyne, and Liz Young, by telephone.

MINUTES OF LAST MEETING

Bob made a motion to approve the minutes, seconded by Larry Bennett. Motion passed.

REPORTS

ADT Security Presentation

After the presentation by a representative ADT, Larry made a motion to accept the bid from ADT and was seconded by Bob. Motion passed.

Friends

The Friends will be having their summer book sale on Thursday and Friday, June 25th & 26th.

COMMITTEES

Budget

The budget committee will meet on Monday, June 29th at 2:00.

DIRECTOR

Gadbury Report

An additional \$15,000 was received from the Gadbury estate, making a total of \$25,000.00 given to the library. The floor is to be named the Dwight & Dorothy Gadbury Room.

Third Floor Open House-June 25th & 27th

The third floor is all ready for the Open House. Invitations have been mailed and refreshments will be served.

Copier

Copier Bids

Bids were looked at. Vicki was asked to check with companies to see if they would place one of their machines in the library for a few days to see how the patrons like them.

Salaries-Technical Services

Vicki passed out newest salary schedule.

UNFINISHED BUSINESS

Jim Forcum presented to the Board a paper, Grant of First Right of Refusal, concerning the John Mitchell property. Bob made a motion, seconded by Larry that the Board accept the paper and that paper be given to John Mitchell for his approval and signature.. Motion passed.

No bids have been received on the furnace.
The library does not have a water leak.

NEW BUSINESS

Wish List

The staff had several ideas for the wish list. ~~There~~ are; typewriter, word processor, carpeting, new light panels in the basement and more lights over the InterNet stations.

Computer-Word Processor- public

Vicki was asked to get some bids on typewriters.

Budget Calendar

Is in packet

July 4th

Is on Saturday and the library will be closed.

CLAIMS & CHECKS

Bob made a motion, seconded by Larry that the claims of \$23,971.47 be paid. Motion passed.

Don adjourned the meeting.

NEXT BOARD MEETING: Wednesday, July 15, 6:00 p.m.

Larry Bennett
Richard A. Gennard
Liz Young
Bill Schantz

July 15, 1998

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

ROLL CALL

Director Vicki Cecil, Liz Young, Larry Bennett, Rick Gerard,
& Bill Schantz.
Liz presided.

CIRCULATION

has increased over 2,000 books, probably due to the Summer
Reading Program.

MINUTES OF LAST MEETING

approved as read.

REPORTS

Budget Workshop
Vicki met with the state auditor, discussion.
Friends
\$307.00 was made on the June Book Sale

COMMITTEES

Budget
Everyone please check their calendar dates. The final
meeting will be July 31st.

DIRECTOR

Gadbury Report/Open House
was successful, family was pleased and sent thank you note.
Salaries for Budget
Discussion
ADT Installation
Should be finished and in operation Monday, July 20th.
Copiers
Have been trying different brands, will pick best one soon.
Third Floor
Good condition. Things have been moved around again to make
it more accessible.
Computers/Typewriter
Vicki will get prices.

NEW BUSINESS

Opening/third floor
Peggy resigned as of today, July 15th but will stay until Aug. 1st

MISCELLANEOUS BUSINESS

The Board of Trustees received a letter from Jeff Kieffer. Discussion.
not at this time.

re substitute teaching

CLAIMS & CHECKS

Liz made a motion, seconded by Rick that the amount of \$26,568.14
be paid. Motion carried.

ADJOURNMENT

Liz adjourned the meeting.

NEXT BOARD MEETING: Wednesday, August 19th, 1998

William E. Schantz
Liz Young
Patty Shreves

August 19, 1998

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

ROLL CALL:

Director Vicki Cecil, Patty Shreves, Don Young, Bill Schantz,
& Rick Gerard.

Don presided.

CIRCULATION:

An average of 300 books per day were signed out.

MINUTES OF LAST MEETING:

Minutes were approved with the following addition. A discussion was held regarding Jeff Kieffer's letter to the board. It concerned a change of his hours so he could have Fridays off for substitute teaching. A motion was made by Patty and seconded by Bill to turn down his request. Motion carried.

COMMITTEES:

Budget

A five minute meeting will be held on September 2nd at 6:00 to pass the budget. Aquorum must be present.

DIRECTOR:

computers/2000

Computers are all set.

Building/Flooding

Children's room was flooded. Insurance paid \$2153.28. The policy had \$1,000.00 deductible. A price of \$10.00 per yard was recommended to spend on the new carpet.

COPIER PURCHASE?BIDS

Vicki will get bids from COPYSTAR and Central Office Supply. Bids should include maintenance agreement and trade-in offers.

STAFFING

Jennifer Davidson has resigned. Both Jennifer and Liz Adams will be off salary. Two part time jobs will be advertised in September.

ADT INSURANCE

A credit of \$80.00 was received from the insurance company because ADT was installed.

CONFERENCE CYPD 7 district 8

A motion was made by Rick, seconded by Patty that the library be closed on Wednesday, September 23rd so all staff members may attend a conference at Jay County Library. Motion carried.
A second motion was made by Bill, seconded by Patty to pay Jeff's fees to attend the CYPD Conference. This will include transportation charges and overnight stay. Motion carried.

UNFINISHED BUSINESS

A list of all expenses for the Gadbury Room will be given to Board members next meeting.

NEW BUSINESS

Gadbury Photo

Hunt's Studio of Portland is enlarging the photo and will have it ready for hanging soon.

Blinds/third floor

The blinds will be purchased by Vicki.

Bookkeeper Office/third floor

Third floor room inappropriate for use as an office. Other places in the library will be looked at.

Direct Deposit

Some staff members would like to have their checks Direct Deposit Discussion. Will be on agenda for next meeting.

MISCELLANEOUS BUSINESS:

Operating funds were discussed. Amounts of certain items will be checked and reported on at the next meeting.

CLAIMS & CHECKS

Rick made a motion, seconded by Patty that the claims of \$17,850.97 be paid. Motion carried.

ADJOURNMENT

NEXT BOARD MEETING: Wednesday, September 16, 1998, 6:00 P.M.

Patty Skreno
Robert L. Wyne
Rachel H. Leonard
Larry Bennett
William E. Schantz

September 16, 1998

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

ROLL CALL

Director Vicki Cecil, Jim Forcum, Bob Wyne, Rick Gerard, Bill Schantz, Patty Shreves, Larry Bennett, & Don Young.
Don presided.

MINUTES OF LAST MEETING

Bill made a motion, seconded by Rick to approve the minutes of the August 19th meeting. Motion carried.

Rick made a motion, seconded by Bill that the minutes of the September 2nd meeting be approved. This was about the public hearing of the budget. Motion carried.

REPORTS

Friends

The Friends group will sponsor a program in October and November dates to be announced later. The group voted to give the library \$1,500.00 towards the purchase of a new copier.

1999 Budget Adoption

3 funds, Bond - LIRF - Operating

Bob made a motion, seconded by Rick that the bond fund be \$77,730.00. Motion passed.

Bill made a motion seconded by Bob that the LIRF fund be \$10,000.00. Motion passed.

Rick made a motion seconded by Larry that the operating fund will be \$308,738.00. Motion passed.

DIRECTOR

Copier bids

Larry made a motion seconded by Patty that the board accept the \$2,700.00 bid from Weber Office Equipment Sales and Service. Motion passed.

Carpet/Children

Patty made a motion seconded by Larry that the board accept the bid of \$10.95 per yard and installation, total price not to exceed \$2,900.00. Motion passed. Out of pocket expenses will be taken from Repair & Maintenance.

Staffing/Salaries

As of October 1st, Ilah Place and Andrea Landis will be past workers at the Circulation Desk & Bookkeeping, step 2.

Patty made a motion seconded by Bob that the board maintain the current salary rate of 3%. Motion passed.

IPLA Leadership Conference

No one from here will be attending.

LIRF Transfer

Bob made a motion seconded by Patty that \$10,000.00 from the LIRF fund be transferred to Operating Fund LIRF. Motion passed.

UNFINISHED BUSINESS

Blinds

The blinds will be purchased and installed by the Correction workers under the direction of Mike Orr.

Direct Deposit

Discussion. Bob made a motion seconded by Rick that the board approve ADP for all employees. 5 yes, 1 no. Motion passed.

Gadbury Money

Patty made a motion seconded by Bill to transfer the money in the Gadbury Account, \$16,357.84 to the Operating Fund. Motion passed.

NEW BUSINESS

Patty made a motion seconded by Rick that the bid from Thomas Heating & Refrigeration be accepted with the expenses not to exceed \$900.00 and furnace should be repaired by October 21, 1998. Motion passed.

CLAIMS & CHECKS

Larry made a motion seconded by Patty that the claims of \$17,645.47 be paid. Motion passed.

ADJOURMENT

Bob moved to adjourn.

NEXT BOARD MEETING, Wednesday October 21, 1998, 6:00 P.M.

William E. Schenk

Elizabeth Young

Don Young

Larry Bennett

Richard C. Genard

Robert L. Wayne

HARTFORD CITY PUBLIC LIBRARY

314 North High Street
Hartford City, IN 47348
Phone: 765-348-1720
Fax: 765-348-5090

September 2, 1998

Minutes of The Hartford City Public Library Board of Trustees.
Submitted by Vicki Cecil

ROLL CALL:

Director Vicki Cecil, Don Young, Rick Gerard, Larry Bennett, Bill Schantz,
& Liz Young. President Don Young presided.

Public Hearing was held for the Hartford City Public Library 1999 Budget.
After waiting for proper time period and no public attended hearing,
meeting was adjourned by Rick Gerard and seconded by Bill Schantz.

1999 Budget will be adopted at September 16, 1998 Board Meeting.

Patty Skrene
Robert L. Wayne
Richard C. Gerard
Larry Bennett
William E. Schantz



October 21, 1998

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

ROLL CALL

Director Vicki Cecil, Liz Young, Bill Schantz, Rick Gerard,
Robert Wyne, Larry Bennett, Don Young, Jeff Kieffer, children's
librarian. Don presided.

MINUTES OF LAST MEETING.

A motion was made by Bill to accept the reading the minutes,
seconded by Bob. Motion carried.

REPORTS

Friends

\$154.00 was made at the September Book Sale. Due to a scheduling
problem, the Harry Bohr program will be rescheduled. A plaque
will be placed upstairs, thanking the Friends for their financial
help with the new copier.

Budget Hearing Oct. 26th, 11:00

Those attending will be Pam Bolt, Vicki, & Don. All other
board members are invited to attend.

DIRECTOR

Technology Presentation / Jeff

The board discussed the excellent presentation given by Jeff.
Bob made a motion seconded by Liz that the computers be upgraded
now and additional software packages to be purchased. The
server will be purchased in 1999. Motion carried.
The expense will be Approximately \$4860.00.

Health Insurance ILF

Tabled until next meeting

Internet Cards

Discussion. Many out of town and college students want to use
this service. Do they need to buy a library card for \$30.00?
Vicki will research the situation and report back to the board.

ILF District 8 Conference Report

The meeting was held in Jay County Library and the staff all
said it was an excellent meeting.

CYPD Conference Report

Jeff reported that this conference was one of the best he
had attended.

Staffing

Andrea and Ilah have already started working and Brook Shaffer
has been hired to take Jennifer's place as Children's
Administrative Assistant. She will begin work on November 4th.

UNFINISHED BUSINESS

Bookkeeper's Office

A storage room on the north west side of the basement will be
fixed up for an office for Pam.

Wish List

Tabled til next meeting.

Gadbury Money

There is between \$9 to \$10,000 left in the fund.

Thomas Refrigeration/Furnace

Furnace was checked out, bolts were tightened and hope that will take care of the odor. If not, they will return.

Building Upkeep

Tom will be replacing the panels and lights in the basement and will start washing the windows soon.

Carpet

A motion was made by Rick, seconded by Larry to go ahead with the carpeting in the hallway but to have the corrections people, under the direction of Mike Orr tear up the old carpet. Motion carried.

NEW BUSINESS

Vicki has received a notice that Jennifer has filed for unemployment insurance. She faxed the notice to Jim Forcum, board lawyer and is waiting for his answer.

MISCELLANEOUS BUSINESS

Direct Depositing will begin for all employees with the mid November payroll.

CLAIMS AND CHECKS

Bob made a motion, seconded by Bill that the claims of \$21,120.20 be paid. Motion carried.

ADJOURNMENT

Rick moved to adjourn.

NEXT BOARD MEETING: Wednesday, November 18, 1998 6:00 P.M.

William E. Schauf
Robert L. Wyne
Richard A. Gensard
Doreen Young
Elizabeth Young

November 18, 1998

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

ROLL CALL

Director Vicki Cecil, Board Lawyer Jim Forcum, Liz Young, Bill Schantz, Bob Wine, Don Young, Rick Gerard, Bob Cain, insurance salesman.

MINUTES OF LAST MEETING

Bill made a motion seconded by Liz that the minutes be approved.
Motion carried.

REPORTS

Friends

No book sales in November or December.

The Friends will host a Christmas Tea on Tuesday, Dec. 8th at 2:00 til 4:00 in the Becky Musser Room. All are invited.

Budget Hearing

Budget was approved.

director

Insurance Bids/building

Bob made a motion seconded by Liz that the bid from American States and Bixler Agency be accepted. Motion carried.

Health Insurance/ILF

2 bids were received. Check on dental service. Will hold off on making decision.

Business Cards

On advice from legal counsel, the board recommended that a non-resident of Hartford City, even though a stockholder in a local business, not be issued a Library Card.

Overdues/Collection

Discussion. Staff stay with policy. Vicki will meet with staff and board on the best way to handle a patron who has an article or book from the library too long.

Staffing

1 staff member was released. Amy Smith will be on circulation.

UNFINISHED BUSINESS

Bookkeeper's Office

Dan Young gave a bid on furniture needed for the office, it included a four drawer file, a two drawer file with lock, desk, and desk chair with arms. Bill made a motion to accept the bid and was seconded by Liz. Motion carried.

Furnace

Thomas Heating needs to come back and check the yellow tagged items.

Carpet/Children's

Should be laid the week of Thanksgiving. Vicki reported the desk in the children's library is warping.

Unemployment Dispute/Jennifer

Library won.

Library Estate Donations

(amounts to be returned to budget appropriations)

<u>fund #24</u>	<u>fund #34</u>	<u>fund #71</u>	<u>fund #72</u>	<u>fund #75</u>
\$63.28	\$98.15	\$ 899.36	\$1216.57	\$30.00
55.00		743.25	2359.95	
26.00		2161.44	2256.00	
5.84			62.95	
<u>\$150.12</u>	<u>\$98.15</u>	<u>\$3804.05</u>	<u>\$5895.47</u>	<u>\$30.00</u>

total for 1998 = \$9977.79

NEW BUSINESS

Abel Elevator Contract

rates are going. AMCO will be asked for a bid.

Christmas Holiday

The board recommended leaving the hours as is. The board also recommended the library close at 5:00 on Wednesday, the day before Thanksgiving.

MISCELLANEOUS BUSINESS

Insurance Salesman

Bob Cain, agent from The Auto Insurance Store introduced himself and talked about his business and how he could help the library.

Pages to Read

Vicki asked that the members read the following pages, 7, 13, and 21. in Indiana Library Law.

CLAIMS & CHECKS


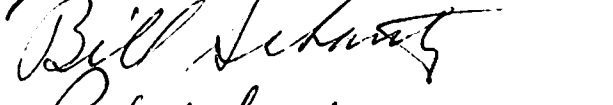

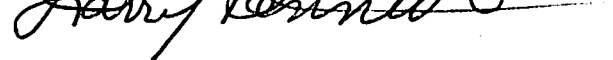
Bob. made a motion to pay the claims of \$32,315.29 and was seconded by Bill. Motion carried.


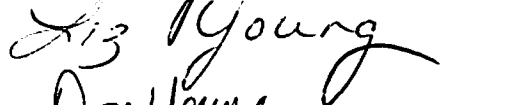

Adjournment

Rick made a motion to adjourn.

NEXT BOARD MEETING: Wednesday, December 16th, 6:00 P.M.

at the Country Club

HARTFORD CITY PUBLIC LIBRARY

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

December 17, 1998

Minutes of The Hartford City Public Library Board of Trustees-
Submitted by Vicki Cecil in absence of Recording Secretary, Jacki Ridgway.

ROLL CALL

Director, Vicki Cecil, Trustee Members: Larry Bennett, Rick Gerard, Patty Poulson, Bill Schantz, Bob Wyne, Don Young, Liz Young.

MINUTES OF LAST MEETING:

A motion was made by Bill to accept the reading of the minutes, seconded by Bob.
Motion carried.

REPORTS:

Friends Held a tea for the public from 2-4 on December 8. Jo Gates & Imogene were the Chairs. Decided perhaps next time to have tea at later hour to get more public involvement.

DIRECTOR:

Report that carpet installation was completed in the Children's area, from flood damage.

Report will order Server on 1998 budget from Accelerated Technology. Jeff has reported with the New Follett upgrade will have to close to public two days to install the new upgrade. Will give public plenty of advance notice. This is our fourth upgrade with Follett since installation in 1992!

UNFINISHED BUSINESS:

Still waiting on desk for Bookkeeper's office in area outside staff lounge.

Reading assignment from In the Public Trust on contracts and townships postponed until January 1999 meeting.

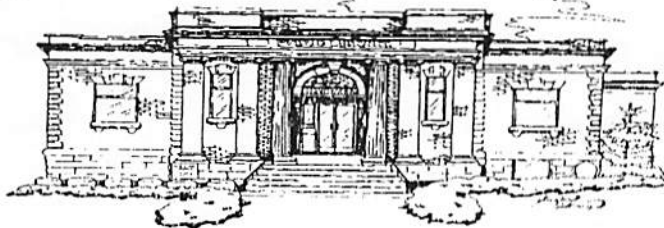
CLAIMS & CHECKS:

Rick made a motion, seconded by Bob that the claims of \$29,441.68 be paid.
Motion carried.

ADJOURNMENT

Rick moved to adjourn.

Next Board Meeting,
Wed. Jan. 20, 99



Patty Poulson
Bill C. Gerard
Larry Bennett
Don Young