

January 20, 1999

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

**ROLL CALL**

Director Vicki Cecil, Patty Poulson, Rick Gerard, Don Young, Larry Bennett, and Board Lawyer, Jim Forcum.

**MINUTES OF LAST MEETING**

Patty made a motion, seconded by Rick that the minutes be approved.  
Motion carried.

**REPORTS**

**Friends**

The Board of Trustees greatly appreciates the activities of the Friends group. Their next book sale is Thursday, January 28th and their next program by Harry Bohr will be Tuesday, February 9th.

**COMMITTEES**

**Employee Handbook**

Don appointed Bill, Patty & Rick to study handbook in regards to weather closings, director unavailable, etc.

**DIRECTOR**

**Contracts/Township**

Tabled til next meeting.

**Health Insurance/ILF**

Don appointed Larry, Liz & Bob to study insurance policies.

**Building/Water Damage**

Discussion, very bad leak, Vicki will get in touch with Bixler to see if they can help.

**Carpet/Main Floor**

water damage

**UNFINISHED BUSINESS**

**Bookkeeper's Office**

Still needs furniture and door.

**NEW BUSINESS**

**Annual Report/State**

Report is due February 1st.

**MISCELLANEOUS BUSINESS**

Library will receive a credit of \$984.00 on their phone bill. Phone system was discussed. Board will contact Tim Phillips for suggestions.

**CLAIMS & CHECKS**

Rick made a motion seconded by Patty that the claims of \$92,275.32 be paid. This payment includes \$70,840.00 for bond payment. Motion carried.

**ADJOURNMENT**

Rick made a motion to adjourn. Motion carried.

**NEXT BOARD MEETING:** Wednesday, February 17, 1999 - 6:00 p.m.

*Disabeth Young*  
*Rick N. Gerard*  
*Patty Poulson*

*Patty Poulson*  
*Harry Bennett*  
*Don Young*  
*Came late*

February 17, 1999

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

**roll call**

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

**MINUTES OF LAST MEETING**

Bill made a motion to approve the reading of the minutes, seconded by Rick. Motion carried.

**REPORTS**

**Friends**

\$184.00 was made from the January book sale. Author Harry Bohr was the program for the month. Next book sale will be February 25th.

**COMMITTEES**

**Weather/Employee Handbook**

Discussion. Committee needs another meeting.

Weather/Employees, as interpreted by Board, see Employee Handbook ← page 20, item 502 and page 22, item 510.

**Health Insurance**

Bob made a motion, seconded by Larry to go with the Indiana Library Federation. Motion carried. Will go into effect March 3rd, 1999.

**DIRECTOR**

**ILF Legislative Report**

Good. Legislature needs to be aware of library 's needs.

**Building/Insurance/Bixler**

will stay the same

**Workman's Comp (2 staff)**

Reports filled out and filed.

**New Phone System**

Discussion about Ron Barker, Telestar. More bids are needed. Matter tabled.

**Gadbury Report**

Total expended for 1997	\$6443.00
Total expended for 1998	<u>\$10,064.79</u>
Total expended	\$16,507.79
Balance remaining	\$8492.21

**Computer Follett Upgrade**

Completed in 30 hours. Jeff will begin training staff.

**Technology Grant/State**

Grants were received in the amount of \$1,640.00 for category a, \$,200.00 for category b. The board would like to thank Jeff for his excellence in writing for grants. Vicki & Jeff already have an updated technology plan and contracts signed. K  
LH  
6,200  
LAN

**NEW BUSINESS**

Library has agreed to be involved in:

Elks Youth in Government Day. Career Day. March 10th, 12:00 to 6:00

Reading conference, "Parent Involvement Night" at BHS on May 5th, 6:00 to 7:00.

**ILF Conference/April/Indpls**

Vicki & Jeff will be attending. Brook + Andrea also.

CLAIMS & CHECKS

Rick made a motion seconded by Patty to pay the claims of \$19,569.25. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Carried

Next Board Meeting: Wednesday, March 17, 1999 - 6:00 pm

Hartford City Public Library Board Minutes

March 17, 1999

Minutes of the Hartford City Public Library Board of Trustees

Submitted by Vicki Cecil in Recording Secretary's absence.

Roll Call

Director Vicki Cecil, Trustees-Rick Gerard, Patty Poulson, Bill Schantz,  
Don Young, Bob Wyne.

Minutes of Last Meeting:

Minutes will be amended.

Reports:

Friends report-friends will be giving Children's Department \$150.00 for new toys and puzzles. Also will be going over Wish List at Friends April 20 meeting.

Friends Book sale will be on March 25. Friends meeting and Book Discussion of Maeve Binchy's Circle of Friends will be on April 20, 6:45 at the library.

Thanks to the Friends for their continued hard work and support of the library!

Committees:

Employee Handbook Committee met on March 1 to review items of handbook.

Revisions, additions, deletions, noted below as presented by Rick Gerard, Chair:

Handbook Areas Covered;

- Employee Acknowledgement Form-leave the same, *This form is not a contract, just this action* statement employee has read the handbook. If staff do not want to sign should be noted and put in personnel file.

Disclaimer page leave as written, again note, *with personnel. file,*

- #201 P. 17* Exempt/Non-Exempt leave as written, legal terms, better off as non-exempt because can then be paid time and one-half with previous approval as stated on page 21. Legal terms, *non-exempt shall remain the same*

- P. 12* Vacation Benefits #302—requests made after ten years four weeks, however leave as is for now *remain as written on vacation benefits* with review next year. Wording changed on page 12 fifth paragraph to state, "In the event that more than two weeks of vacation has accrued a minimum of two weeks vacation must be taken during the year. However, no more than two consecutive weeks may be taken unless previously approved by the Director and scheduling allows."

Vacation can be taken after six months where applicable in calendar year.

Personal leave benefits leave as written.

Motion made by Rick to accept, Bob seconded.

#504 Use of telephones in handbook changed to "Employees are encouraged to make phone calls during breaks or as necessary. Long Distance calls should be

*employees  
personal  
or home phone*  
billed to calling card or credit card if possible. Motion by Patty to accept, Rick seconded.

Review of Handbook will take place annually with labels seeing addendum to Employee Handbook as written for The Hartford City Public Library. Indiana State Library also has a copy of our handbook.

Thanks to the committee for all of their hard work and input.

#### DIRECTOR:

ILF Conference in Indpls. On April 7-9 discussed with Jeff attending pre-conference and full conference, Vicki at all, Brook and Andrea at full conference. Conference Hotel-The Westin, conference fees, hotel and mileage to be paid. Option for all staff to get to attend every year and to take turns as scheduling permits.

Non-Resident Fees discussed —State as per capita expense for 1997 would have to charge 49.78 as per capita formula with population—due to contracts.

Resolution to Establish a Non-Resident Fee signed by Board and dated 3/17/99 even though pertains to 1997. Four Ayes, One Nay. Sent into State Library to be in compliance with state laws. 1998 expense would be 30.00 as per capita.

Discussion presented on meeting with Licking Township Advisory Council at one of our Board Meetings to see what we can work out, to provide service for everyone. Also discussion now pending in legislation on allowing students to be able to obtain cards even if outside of city. More information forthcoming as becomes available from State.

.Anthem Insurance with ILF accepted, waiting on memberships.

Phone system bids tabled until April Board Meeting.

Transfer of money from Pacesetter into Money Market at Citizens Bank of \$32,000 presented. Will then have accounts split between Pacesetter and Citizens bank with checking at Pacesetter. Will have to be able to transfer between two if necessary while waiting on monies from auditor.

Motion to open account at Citizens Bank by Rick, seconded by Patty.

Technology Plan revised for State for 1999-2001 motion to accept by Rick, seconded by Bill.

City worked on sewers behind the library on down to Jefferson, hopefully this will help our problems when we have any rain!

#### NEW BUSINESS:

Director should try to contact Jake Holstein of Eco-Water systems to see if we can get better rate on water softener for the library and local person for next board meeting.

#### Claims & Checks

Rick made a motion seconded by Patty to pay the claims of \$35,107.66

Motion carried.

Adjournment-Rick motion, seconded by Bill, next meeting May 19, 6:00 P.M.

Motion made by Rick to accept, Bob seconded.

#504 Use of telephones in handbook changed to "Employees are encouraged to make phone calls during breaks or as necessary. Long Distance calls should be billed to calling card or credit card if possible.

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**NEW BUSINESS:**

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**Claims & Checks**

Rick made a motion seconded by Patty to pay the claims of \$35,107.66

Motion carried.

**Adjournment**

Rick made a motion to adjourn, seconded by Bill.

**Next Board Meeting: Wednesday May 19, 6:00 P.M.**

May 19, 1999

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

ROLL CALL

Director Vicki Cecil, Attorney Jim Forcum, Rick Gerard, Bill Schantz, & Patty Poulson. Patty presiding.

REPORTS

Friends

\$126.00 was made from the April Book Sale. There will be no sale in May. The next sale will be in June during the Heritage Days celebration.

DIRECTOR

Technology Grants/Gates

The technology grants were approved April 27 and the Gates will be ready shortly.

ECO Water System

Everyone likes the system.

Taylor Phones

The phones will be installed in a week and the staff will receive training on their use.

NEW BUSINESS

Jim suggested that the agenda of the board meeting be posted on the front door of the library at least 48 hours before the meeting and the newspaper should be notified also of the meeting and agenda.

CLAIMS & CHECKS

The board members, with the approval of Larry Bennett by telephone, approved the claims of \$21,159.53 to be paid by Liz.

The meeting adjourned.

NEXT BOARD MEETING Wednesday, June 16, 1999, 6:00 P.M.

Don Young  
William E. Schantz  
Robert L. Wyne  
Larry Bennett  
Rick A. Gerard



June 16, 1999

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

#### ROLL CALL

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

#### CIRCULATION

Increasing

#### MINUTES OF LAST MEETING

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

#### REPORTS

##### Friends

Vicki showed the board a plaque that will be presented to the Friends Group in honor of all the help they give the library. It will be placed on the wall on the first floor. Their next Book Sale will be Friday, June 25th.

#### COMMITTEES

##### Officers

All officers will remain the same except for the treasurer. Liz Young submitted her resignation to be effective immediately, as she will be moving out of the township. Bob was elected to the office. Rick made a motion, seconded by Bill that the slate of officers be accepted. Motion carried.

##### Budget 2000/Salary

Bob, Larry, Vicki & Pam appointed to committee. Rick & Bill were appointed to look at the salary schedule and note any changes to be made. Needs to be ready by July.

##### Budget & Tax Committee Meeting

Vicki attended the meeting at Indianapolis. Few changes were noted.

##### Licking Township Report

Township Judy Trees is working on a contract subject to the approval of her advisory board and the library board.

##### Building Maintenance

Discussion. Walls are in bad shape on first floor. It was suggested that a professional be called in to look at the roof and wall problems. Possibly McGuff from Marion. Estimates will be needed and bids taken.

##### Carpet Main Floor

Carpet is old needs to be replaced. Bids will be taken from Needlers & J R Flooring.

##### State Annual Report

Report has been sent to Indianapolis. It includes all actions of the library for a complete year.

##### Taylor Phone Update

There have been some minor problems but they are being worked out.

##### Catalog Workshop

Bob made a motion seconded by Bill that \$205.00 be paid for Jeff, Jolene, Brook & Marion to attend this workshop. Motion carried.

August Board Date

Rick made a motion seconded by Bill that the August Board meeting date be changed to the 2nd Wednesday, August 11th. Motion carried.

**NEW BUSINESS**

Intelenet Grant was discussed. This will include direct access to state library.

**MISCELLANEOUS BUSINESS**

Discussion of advantages of using one or two banks. Tabled.  
PERF Cost is going up.

**CLAIMS AND CHECKS**

Rick made a motion seconded by Bob that the claims of \$23,888.04 be paid Motion carried.

**ADJOURNMENT**

Rick made a motion to adjourn

**NEXT BOARD MEETING: Wednesday, July 21, 6:00 p.m.**

*William F. Schantz*  
*Robert L. Wynn*  
*Richard H. Deane*  
*Larry Bennett*  
*Don Young*

July 21, 1999

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, Rick Gerard,  
Larry Bennett, Bob Wyne, Bill Schantz, & Don Young.

#### CIRCULATION

Increasing

#### MINUTES OF LAST MEETING

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

#### REPORTS

Friends

\$160.00 was made at the June book sale.

#### COMMITTEES

Salary 2000 Report

Discussion. Jeff & Marion will receive a 6% raise, Jeff's salary \$22,425.60 and Marion's salary \$17,817.60. Other employees will receive a 3% raise. Bill made a motion, seconded by Larry to accept the committees report. Motion carried.

Bob made a motion seconded by Larry that the Director Vicki Cecil be given a \$1,600.00 raise. Motion carried.

Budget 2000 Report

The committee has met and will present the budget to the board for approval on Wednesday, August 11th.

#### DIRECTOR

Trustee Open Position

The board will recommend Linda Leas to the Blackford County School Superintendent Del Jarman for this position.

Licking Township Report

Jim drew up a contract between Licking Township and the board.

Rick made a motion, seconded by Bill that the board accept the contract. Motion carried. Members present signed the contract. The contract will take effect January 1st, 2000.

Building Bids, Roof & carpet

Discussion - tabled

Upcoming Workshops

Several workshop coming up in August and September.

Patron Fall - Front Entryway

Insurance is taking care of the problem.

Taylor Phone Update

All phones are now working and bill will be paid in full.

Staff Minutes Reviewed

Discussion

#### UNFINISHED BUSINESS

New Business

MISCELLANEOUS BUSINESS

**CLAIMS & CHECKS**

Bill made a motion seconded by Larry that the claims of \$33,478.70 be paid. Motion carried.

**Adjournment**

RECK made a motion to adjourn.

**NEXT BOARD MEETING: Wednesday, August 11, 1999, 6:00 P.M.**

Patty Populson  
Keith A. Gend  
Larry Bennett  
William E. Schantz  
Don Young

August 11, 1999

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

**ROLL CALL**

Director Vicki Cecil, Patty Poulson, Rick Gerard, Bill Schantz,  
Don Young, & Larry Bennett.

**CIRCULATION**

Climbing up 599 books from last month.

**MINUTES FROM LAST MEETING**

Bill made a motion seconded by Rick that the minutes  
be read and approved. Motion carried.

**DIRECTOR**

Contract Acceptance - Licking

As of January 1, 2000, Licking Township has agreed to pay \$39.00  
dollars membership fee for up to 250 cards.

Jeff Kieffer (Children's Librarian) Resignation

Bill made a motion seconded by Patty that the Board of Trustees  
accept Jeff's resignation with regret and much appreciation  
for all the work he has done. Motion carried.

Interviewing will start week of August 16th with in-house  
employees first, then open to public.

New Board Appointment - Linda Leas

Linda will officially start September of 1999.

2000 Budget - Dates

Patty made a motion seconded by Rick that the budget for year  
2000 be accepted. Motion carried. There will be a five minute  
meeting on Tuesday, September 7th at 6:00. A quorum is  
needed.

**UNFINISHED BUSINESS**

ROOF & carpet

discussion. More checking needs to be done on roof repair  
and wall. Carpet will be done when other repairs are finished.  
More estimates will be needed.

**NEW BUSINESS**

Computer Maintenance

Discussion. Jeff has agreed to continue the maintenance of  
computers. Larry made a motion seconded by Patty that Jeff  
Kieffer be retained as computer maintenance person. For \$2850.00.  
Motion carried.

Patty made a motion seconded by Rick that Bill be the Assistant  
Treasurer in the absence of Bob. Motion carried.

**MISCELLANEOUS BUSINESS**

Handicap Parking and front steps

Discussion. Bill will get costs and some ideas.

**CLAIMS & CHECKS**

Patty made a motion seconded by Bill that the claims of \$23,927.46  
be paid. Motion carried.

**ADJOURNMENT**

Rick made a motion to adjourn.. Motion carried.

NEXT BOARD MEETING: Wednesday, September 15, 1999, 6:00 P.M.

*William E. Schantz*

*Robert L. Wynn*

*Lynia Feas*

*Patty Poulson*

*Doreen Young*

# HARTFORD CITY PUBLIC LIBRARY

314 North High Street  
Hartford City, IN 47348

Phone: 765-348-1720  
Fax: 765-348-5090

September 7, 1999

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

## ROLL CALL

Director Vicki Cecil, Rick Gerard, Linda Leas, Patty Poulson, Bill Schantz,  
Bob Wyne & Don Young, Board President

## DIRECTOR:

### Public Hearing for the 2000 Budget

Waited necessary time period for public to appear. No public appeared.

Immediately following Executive Session for Children's Librarian Hiring  
Andrea Landis is our new Children's Librarian, Bill Schantz made motion  
To accept, with second by Bob Wyne effective start date September 13, 1999.  
Hourly pay rate will be Children's adjusted entry level pay at 9.00 per hour.  
This is a forty hour full time position. Entry level change motion, Linda, second  
Bill, rest of steps will be adjusted 3% in Children's.

Patty discussed interview process of Andrea Landis and Brook Shaffer with  
questions developed by Vicki that were very fair to both candidates as well  
as same Children's Test given to both candidates. Andrea was the choice  
for Children's Librarian due to her more solid experiences with children and  
her own day care, as well as programming abilities. Brook Shaffer will continue  
on as the Children's Assistant for the library.  
Brook will also show her maturity by being able to help train Andrea and show  
Andrea the Children's area.

Motion by Rick to adjourn, Bill second.

Next Board Meeting, Wednesday September 15, 6:00 P.M.

Friday, September 17, 6:00 P.M. Budget Approval

*William E. Schantz*

*Bob Wyne*

*Linda Leas*

*Patty Poulson*

*Don Young*



September 15, 1999

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

#### Roll Call

Director Vicki Cecil, Jim Forcum, Lawyer, Patty Poulson, Linda Leas, Bill Schantz, Bob Wyne, Don Young.

#### MINUTES OF LAST MEETING

Don made a motion, seconded by Bill that the minutes for the August 11, 1999 meeting approved. Motion carried.

Bob made a motion, seconded by Patty that the minutes of the September 7, 1999 be accepted. Motion carried.

#### REPORTS

##### Official Welcome / Linda Leas

Everyone congratulated Linda for accepting the responsibility of being a Library Board Trustee.

##### Friends

Next Book Sale will be Thursday, September 30, 1999.

##### Front Steps & Parking

\* Bill will have the drawings ready for the October 20th meeting.

#### DIRECTOR

##### Staffing

Andrea Landis will be the new Children's Library Director and Amy Smith will be the A V & Circulation Clerk.

##### ILF District 8 Conference/Taylor

All staff members will attend this conference on September 28th, 1999. The library will be closed.

##### ILF Children's & Young People-Indpls

Brook and Andrea will attend. Bob made a motion, seconded by Bill that the fee of \$80.00 will be paid by the board for the conference and mileage will also be paid. Motion approved.

##### Budget

All board members signed the budget.

#### UNFINISHED BUSINESS

##### Building - Wall

Extensive repairs need to be done.

##### Roof

Will be fixed and there is some wiring that needs to be repaired.

##### Carpet

Tabled

#### NEW BUSINESS

##### Bank Loan - Building

Discussion. Jim & Bpb gave some input to the discussion.

#### MISCELLANEOUS BUSINESS

##### Transfer of funds

Bob made a motion, seconded by Linda that the following funds be transferred. From Furniture & Equipment \$1,000 to Operating Supplies, From Furniture & Equipment, \$500.00 to Office Supplies, From Insurance, 2,000 to Communication & Transp. Motion carried.

*Patty Poulson Linda Leas Don Young*  
*Robert H. General William E. Schantz*



**CLAIMS & CHECKS**

Patty made a motion, seconded by Linda that the claims of \$31,001.57 be paid. Motion carried.

**Adjournment**

Bob made a motion to adjourn. Motion carried.

**NEXT BOARD MEETING:** September 17, 1999 - 6:00 p.m. - Budget Approval, five minutes

October 20, 1999 - 6:00 P.M. - Regular Meeting.

September 17, 1999 Board Meeting 6:00 P.M.

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

Approval of The Hartford City Public Library 2000 Budget

Motion to approve; Patty Poulson

Second Bob Wyne

Adjournment; Rick Gerard

Next Board Meeting; October 20, 1999, 6:00 P.M.

Patty Poulson  
Rick Gerard  
Steve Leas  
Don Young  
William E. Schmitt

October 20, 1999

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

#### ROLL CALL

Director Vicki Cecil, Don Young, Patty Poulson, Rick Gerard,  
Linda Leas, & Bill Schantz

#### MINUTES OF LAST MEETING

Rick made a motion, seconded by Bill that the minutes of the  
October 17th, 1999 be accepted. Motion carried.

Rick made a motion, seconded by Patty that the amended minutes of  
the October 20th, 1999 meeting be accepted. Motion carried.

#### REPORTS

##### Friends

\$134.00 was made on the September Book Sale. The next sale will  
be Thursday, October 28th. Their next program will be on Tuesday  
November 9th at 6:30. An expert on Ball Jars from the Minnetrista  
Cultural Center will be the speaker.

##### Steps/Proposal

Bill submitted plans for the front entrance and the rear entrance  
for handicapped persons. He will check with Jim Forcum, board  
lawyer, for bid information. He will get an estimate from Max  
Thomas for the work and Hartford Concrete Products for hand rails.

#### DIRECTOR

##### Staffing

a 16 hour position has been filled by Kathy Evans.

##### ILF District 8 Conference - Taylor Report

Discussion. Vicki felt some of the conference could have been  
improved.

##### ILF Children's & Young People - Indpls Report

Tabled til next meeting

##### Budget 2000 - 1999 Resolution, Tax Hearing

Budget for 2000 approved. \$30,000 was cut from the 1999 budget.

##### Computer Upgrade - Follett

Bill made a motion, seconded by Linda that the library be closed  
Thanksgiving Day, November 25th, Friday, November 26th and  
Saturday, November 27. During these days Jeff Kieffer will work  
on the upgrade. Regular hours will be resumed on Monday, November  
29th. All hourly employees will not be compensated for the above  
listed days off.. Motion carried.

##### Eaton Public Library

Vicki has been meeting with people from Eaton to help them get  
a library started.

##### Saturday Statistics

Discussion. Does it pay to stay open on Saturday afternoons?  
Vicki will keep an accurate report of patron usage on Saturdays  
and report at the next meeting. Maybe Friends group might have  
some ideas.

##### Roof & Wiring

Everything is finished. No leaks so far.

#### UNFINISHED BUSINESS

##### Budget - Wall

Will get estimates.

**NEW BUSINESS**

Discussion. Several days work were accidentally deleted from the computer. It was suggested a letter be sent to Follett about the deletions. Possibly a scanner for inventory control?

**CLAIMS & CHECKS**

Patty made a motion, seconded by Bill that the claims of \$34,065.46 be paid. Motion carried.

**ADJOURNMENT**

Rick made a motion to adjourn.

**NEXT BOARD MEETING** November 17, 1999, 6:00 P.M.

Patty Poulson  
Richard A. Genard  
Linda Deas  
Larry Bonnell  
Don Young  
William E. Schanz  
Robert L. Wye

December 15, 1999

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

**ROLL CALL**

Director Vicki Cecil, Patty Poulson, Bill Schantz, Rick Gerard,  
Linda Leas & Don Young.

**MINUTES OF LAST MEETING**

Linda made a motion, seconded by Patty that the minutes be approved  
as read. Motion carried.

**REPORTS**

Handicapped Parking

Work is all finished. Bixler furnished two signs to be put in  
as soon as poles are bought.

**COMMITTEES**

Inside repair work done

The first of the new year, someone from Muncie will look it over  
and give an estimate.

**DIRECTOR**

Computer Follett Upgrade Report

Work is completed and well done by Jeff Kieffer.

ILF & Building Insurance

Discussion. Tabled.

Library Projects Capital Fund (Redefining)

Vicki passed out papers. Discussion.

Staffing

Jolene's situation unchanged at present time. Consideration is  
be given to hiring a high school <sup>student</sup> for part time.

Year End Review

Vicki passed out papers showing an overview of this past year.  
She also thanked the board for all the cooperation she received  
this past year. Discussion.

**UNFINISHED BUSINESS**

Bank Loan

Tabled

Steps

Work will be held off til spring

**NEW BUSINESS**

Y-K Report

Jeff will come in New Years Day to check computers

LIRF Encumber

at January meeting

Door

Pam needs a door to her office

New Board Member

New board member from Licking Township needs to be appointed by  
Judy Trees, township trustee as soon as possible after the first  
of the year.

**MISCELLANEOUS BUSINESS**

Committees

To be appointed in January, New Officers, Wage Scale & Handbook

**CLAIMS & CHECKS**

Rick made a motion, seconded by Linda that the claims of \$108,556.17 be paid. Motion carried. (Bond payment made)

**ADJOURMENT**

After a delicious dinner at Carben's Restaurant, Rick made a motion to adjourn. Motion carried.

**NEXT BOARD MEETING:** Wednesday, January 19, 2000, 6:00 P.M.

Don Jouny

Richard A. Demand

Robert L. Wyle

Lynne Leas

Barry Bennett

William E. Schaefer

approved as corrected