

January 26, 2000

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

ROLL CALL

Vicki Cecil, Director, Don Young, Rick Gerard, Bob Wyne, Linda Leas, Larry Bennett, Bill Schantz, & Jim Forcum, Board Lawyer.

MINUTES OF LAST MEETING

Bill made a motion, seconded by Linda that the corrected minutes of last meeting be approved. Motion carried.

REPORTS

Board recommended all stolen property reports be referred to Prosecutor's office. Vicki will check handbook for policy on fines.

COMMITTEES

Don appointed the following committees; New Officers, Rick & Larry; Employee Handbook, Patty & Bill; Long Range Planning, Bob & Linda. All reports are due at the May meeting.

DIRECTOR

Y-2K Report

No problems

ILF Insurance

Cost of insurance has come down from \$147.00 to \$103.00. Several part time staff members have expressed an interest in receiving this insurance. Discussion. Larry made a motion, seconded by Bill that any part time member working 46 hours up to 31 hours per week may participate in the insurance plan. Each part time employee will be responsible for paying their own insurance. Motion carried.

Auditor 97-99 Report

Good report. Auditor recommended the board fill out an inventory sheet and set a fee for mileage. 28¢ per mile will be the fee.

Building Insurance

Bob made a motion, seconded by Rick that the board stay with Bixler Insurance for 1 more year. Motion carried. Bob Cain, manager, will be invited to the March meeting.

UNFINISHED BUSINESS

Walls

No estimate yet.

Carpet

Tabled

NEW BUSINESS

ILF Conference will be held in Indianapolis March 13 to 15th. Staff members and board members are invited to attend. Reservations must be in by February 18th. Larry made a motion, seconded by Rick that \$500.00 be allotted to Vicki and up to 2 staff members to attend this conference. Motion carried.

Licking Township Trustee

Trustee Judy Trees has recommended Brian Ludwig to represent Licking Township on the library board. Board approved.

Shelving Third Floor

Vicki reported they are out of shelf space. She will get estimates on shelving. They will need two four foot sections.

MISCELLANEOUS BUSINESS

January Staff Meeting will be Friday, January 28th.

CLAIMS & CHECKS

Rick made a motion, seconded by Linda that the claims of \$32,761.17 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried.

NEXT BOARD MEETING: Wednesday, February 16, 2000. 6:00 p.m.

Patty Ponksan

Richard A. Gouard

Linda Gouard

William E. Schmitt

Bruce Ludwig

February 16, 2000

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

Roll Call: Vicki Cecil, Director, Rick Gerard, Linda Leas, Brian Ludwig, Patty Poulson, and Bill Schantz. Patty Poulson led meeting for Don Young

Minutes of Last Meeting:

Linda made a motion to approve the minutes, seconded by Bill. Motion carried.

Brian Ludwig was introduced to the Board & staff as the Trustees newest member representing Licking Township.

Reports:

Friends will be having their book sale on Thursday February 24. Walt Lewis will be giving talk on Impressionism Painting on Wednesday March 22 at 6:45 in the Becky Musser Meeting Room.

Committees:

Rick reported on New Officers committee, with advice to consult officer selections, for their input before making appointment. Rick and Larry are on the committee.

Rick will confer with Larry. More information available at next board meeting.

Patty and Bill reported on the Employee Handbook committee to suggest staff members put their areas of concern in writing so the committee could look at suggestions. More information available at next board meeting.

Linda and Bob are on the Long-Range and Technology Committee. Technology Plan through 2001 passed out to Linda and Brian. More information available at next board meeting.

Director:

Report on ILF Insurance that through Anthem hours must be twenty to be eligible for part time staff; therefore motion of last meeting would have to state 20-31, instead of 16-31 hours per week for part time staff to be eligible.

Discussion on bank loans, both Citizens and Pacesetter Bank quoting 6% rate for municipality loan. Will have to possibly consider tax draw to get us through to June since unable to carry over \$30,000.

Auditor gave her report to Pam and I discussing need for Fixed Assets sheet with board making determination of assets over 500.00 or 1,000.00. Motion by Rick to set assets at \$1,000.00, second by Bill. Pam and I will get form filled out for auditor. Good report overall, Auditor very impressed with excellent job Pam is doing as Bookkeeper.

Unattended Children's Policy in packets, a sample from Newcastle Library. Bill suggested have Jim look over before making a policy.

ILF Indiana Library Federation Annual Conference will be March 13-15. Vicki has to attend all to introduce speakers and chair some programs. Andrea and Brook will be attending on Tuesday March 14. We will still have our Board Meeting on the 15. Reports will be given by all attending.

Unfinished Business:

Walls: e-mails have been sent by Vicki to the Indiana State Library's Listserv that will go to all libraries in the state, to see if anyone has any input on working on Carnegie walls. Patty also suggested contacting John Payne Construction Company.

New Business:

Indiana State Library Annual Report will be put on the Internet this year as was last years.

Vicki will be giving a talk for the Leadership Academy on February 23

Andrea Landis was moved to 9.27 from 9.00 after six-month probationary period as Children's Librarian. Linda made motion, Bill second, motion carried, one oppose.

Memorial suggested for Charles Ridgway for Fire Truck Rescue of \$40.00, Vicki will take check to Fire department.

Miscellaneous Business:

Claims & Checks:

Rick made motion, seconded by Linda that the claims of \$17,509.22 be paid. Motion carried.

Adjournment:

Rick made a motion to adjourn, second Brian. Motion carried.

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

Don Young
Donna Young
William E. Schaefer
Richard A. Klemm
Linda Leas
Brian Ludwig

March 15, 2000

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

ROLL CALL

Director Vicki Cecil, Don Young, Rick Gerard, Larry Bennett,
Linda Leas, Brian Ludwig, & Bill Schantz

CIRCULATION

Up from previous month. Children's department increasing.

MINUTES OF LAST MEETING

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

REPORTS

Bixler Insurance, Bob Cain

Discussion. Insurance and Disaster plans will be discussed in
Long Range Planning Committee.

Friends

97.00 was made at February Book Sale. Program on Impressions
Painting by Walt Lewis on Wednesday, March 22nd.

Children's

Ronald McDonald will be coming. Summer Reading Program

COMMITTEES

New Officers

President, Don Young; Vice-President, Patty Poulson; Treasurer,
Bill Schantz; Deputy Treasurer, Linda Leas; Secretary, Richard
Gerard. Will begin May 2000.

Employee Handbook

Bill & Patty are working on it.

Long Range Planning

Linda Leas, chairman, Brian & Don. Will meet this month.

DIRECTOR

Elevator Problems

Breaker bad, has been replaced.

Handicap Signs

Are in place

Staffing

Jolene Musselman will start full time March 20th of this year.

ILF Conference

Good. Reports will be given next meeting.

Certification

Vicki is taking a teaching class from the University of Idaho
and will be certified by the end of this year. She was instructed
by the board to turn in her bill of \$400.00 for the class and will
be reimbursed by the board.

Census

The meeting room will be available to the Census Takers until April 15th.

UNFINISHED BUSINESS

Walls (e-mail responses)

Many were received and were passed out to members. More will be coming.

Bank Loan

A motion was made by Brian, seconded by Linda for Vicki to ask for a Line of Credit for \$30,000.00 from the Pacesetter Bank.

Motion carried.

NEW BUSINESS

Bob Wyne Resignation - New Board Member

A letter of resignation from Bob Wyne was accepted by the board with regret. Pat Clamme was mentioned as a possibility for a new member.

A motion was made by Brian, seconded by Rick for Bill to replace Bob as treasurer for the rest of his unexpired term. Linda will fill the unexpired term of Bill as Deputy Treasurer. Motion carried.

CLAIMS & CHECKS

A motion was made by Linda, seconded by Larry that the claims of \$17,729.49 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried.

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

William E. Schantz
Linda Lyles
Richard A. Bennett
Patty Poulson
Larry Bennett
Dorothy

April 19, 2000

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, Brian Ludwig, Rick Gerard & Bill Schantz.

Due to a lack of a quorum, a business meeting was not held.

CLAIMS & CHECKS

Pending notification of one more board member, the claims of \$24,543.94 will be paid.

NEXT BOARD MEETING: Wednesday, May 17, 2000, 6:00 P.M.

William E. Schantz
Lynda Leas
Richard N. Gerard
Patty Poulson
Larry Bennett
Doreen Young

May 17, 2000

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

ROLL CALL

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

CIRCULATION

Holding steady between 7 and 8 thousand. Will increase this summer.

MINUTES OF LAST TWO MEETINGS

Bill made a motion, seconded by Linda to approve the reading of the minutes for the March 15, 2000 meeting. Motion carried.

Patty made a motion, seconded by Bill to approve the minutes of the April 19, 2000 meeting. Motion carried.

REPORTS

Friends

\$90.00 was made at the April Book Sale. The next sale will be during the Heritage Days in June.

COMMITTEES

Employee Handbook

Will meet after the board meeting today.

Long Range Planning

Last meeting postponed. Any ideas should be given to Linda for their next meeting.

DIRECTOR

Bixler Insurance

Local office is closed. Insurance is renewable in November.

Taylor Phones

Tabled til we receive more information.

ADT Security

Discussion of problems - hall security monitor

Internet-HET

Internet T-1 line installed with grant money from state. Fastest line in the state. - Discussion

Internet Misuse

Discussion of problem. Situation to be handled by Vicki & staff. It has been discussed with Board Lawyer, Jim Forcum.

Bonds-Linda, Bill

Both have been bonded.

Wellness Fair, April 29th

Went very well with 429 attending.

Youth in Government - May 8th

Sponsored by Elk's Lodge, 2 senior girls worked here. Excellent.

Southside School Tour - May 18th

3 groups from Southside School will be touring our facility.

Summer Reading

Lots of plans, exciting activities going on.

Follett Upgrade

Discussion

Turf Management

Thanks to Bill, they will treat the lawn 3 times this year.

UNFINISHED BUSINESS

Rick made a motion, seconded by Patty that the board accept the rewritten policy on Unattended Children. Motion carried.

Walls
Some^{one} from Anderson will be over by June to look at them.
Steps
Max Thomas will begin the work on May 22nd.

NEW BUSINESS

ALA Bus Trip-INCOLSA
Bus is full
Lightning-Hub
Is being repaired
Resignation

Patty announced to the board her intention of resigning from the board because of her job activities. She will submit a written resignation in June. It was received with much regret and she was thanked for her many years of service. She is a commissioner appointee

MISCELLANEOUS BUSINESS

Due to Patty's resignation, a new Vice President will be needed.

CLAIMS & CHECKS

Linda made a motion, seconded by Patty that the claims of \$20,671.16 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried.

Next Board Meeting - Wednesday, June 21st, 6:00 P.M.

William E. Lehart
Richard H. Hensen
Brian Sudler
Doy Young
Linda Hest

June 21, 2000

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, Linda Leas, Bill Schantz, Rick Gerard, Don Young, & Brian Ludwig.

CIRCULATION

Is up.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Heritage Days Book Sale this week. Would the board be interested in the Friends purchasing a park bench for use outside the Library? More information is needed.

COMMITTEES

New Officers

Linda made a motion, seconded by Rick that Brian be appointed Vice President for the coming year. Motion carried.

Employee Handbook

Linda made a motion, seconded by Brian that the following be added to the handbook. An employee of the library will receive a four week vacation after ten years of service. Motion carried.

Long Range Planning

Will meet after board meeting.

Budget

Discussion

DIRECTOR

Ingram-1-page

Rick made a motion, seconded by Linda to get the Ingram-1-page at a cost of \$495.00 for one year. This will delete the need of magazine subscriptions of book reviews. Motion carried.

Phone rate update

Tabled

Follett Upgrade/Fourth of July

Don made a motion, seconded by Rick that the library be closed on Monday, July 3rd so the Follett upgrade can be finished and ready to go on Wednesday, July 5th. At the board's discretion all full time employees will be paid for July 3rd, this year only.

R-rated movies

Motion carried.

tabled

Budget Workshop/July 10

Pam and Vicki will attend.

Children's Summer Reading

Andrea Landis, children's librarian gave a report on Stevens Puppet Show, Ronald McDonald's visit, upcoming Scholastic Book Fair. Excellent response. Could murals be painted on walls?

Curbs/Hartford Concrete

Good job. They will be thanked.

Staff Minutes

Discussion.

UNFINISHED BUSINESS

Steps

In progress.

Vent, computer room

Will do right away.

NEW BUSINESS

New Board Member Name/Patty, resignation

Vicki will call several names to find out if they would be interested in serving on board.

Bookcase extensions

This will be checked out.

Bookkeepers office/cold

This will be checked. Could vent be covered?

Thank you plaque for Patty

Vicki Will take care of this. Will be presented at next meeting.

CLAIMS & CHECKS

Brian made a motion, seconded by Bill that the claims of \$30,753.47 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried.

Next Board Meeting, Wednesday, July 19, 2000 6:00 P.M.

Richard A. Leonard
William E. Schmitt
Linda Leas
Don Young

July 19, 2000

MINUTES OF THE Hartford City Public Library Board of Trustees.
Submitted by Jacki Ridgway, Recording Secretary.

ROLL CALL

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

CIRCULATION

Keeps increasing, especially the children's department.

MINUTES OF LAST MEETING

Rick made a motion, seconded by Bill, that the minutes of the last meeting be accepted. Motion carried.

REPORTS

Friends

\$275.00 was made at the June Book Sale. They have agreed to purchase a magazine rack for the children's department, a printer for the computer on the third floor and the flowers in front of the library.

COMMITTEES

Long Range Planning

Please see the attached sheet for the ideas.

Budget

Discussion. Wednesday, September 6th, public hearing on budget, 5 minute meeting. Wednesday, September 13th change of meeting, to adopt budget. Will be discussed more extensively at August meeting.

DIRECTOR

Follett Upgrade Report

Went fine. No major changes.

R-rated Movies

Discussion. Linda made a motion, seconded by Bill that we purchase 2 sets of 78 inch shelving. Motion carried.

Copier

Repaired

Air Conditioner

Discussion. Needs repairs.

Children's Program

Discussion

CYPD Conference, Children's

Bill made a motion, seconded by Linda, that \$300.00 be allocated for Brook and Andrea to attend this conference in October. Motion carried.

Staff Minutes

Discussion.

UNFINISHED BUSINESS

Building: steps, walls, carpet, Bkk office

Steps - finished except for center rail

Walls - Rick made a motion, seconded by Linda that the board accept

the \$12,050.00 bid from Paul Maines & Son to do the work. Motion carried

Carpet - will be re-bid.

Bkk office - no solution yet.

Board Appointment

It was suggested more names be called, then discussed at August meeting.

CLAIMS & CHECKS

Bill made a motion, seconded by Linda, that the claims of \$30,635.64 be paid. Motion carried.

ADJOURNMENT.

Rick made a motion to adjourn. Motion carried.

Next Board Meeting - Wednesday, August 16th - 6:00 P.M.

William E. Schantz
Don Young
Harry Bennett
Pat Clamroe

August 16, 2000

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

ROLL CALL

Director Vicki Cecil, Trustees Lawyer, Jim Forcum, Bill Schantz, Don Young, Larry Bennett, & new appointee, Pat Clamme.

CIRCULATION

Is still up, adult & children's department both.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Board gave thanks to the Master Gardeners and the Friends group for the landscaping at the rear of the library.

COMMITTEES

Long Range Planning

Tabled

DIRECTOR

Budget 2001

Public hearing - Wednesday, September 6th, 5 minutes

Budget to be adopted Wednesday, September 20th at regular meeting.

2001 Salary Schedule

Don appointed Vicki, Larry, Pat and himself to study the schedule.

They will meet Thursday, August 24th at 6:00 in the library.

R-rated Movie List

Discussion of list. Vicki & Jolene have been going through the Video & Audio books and taking out those not used very often.

They will be sold at the next Friends' Book Sale.

Children's Report

Andrea presented to the board a photograph album of their activities for the year. The board appreciated her work.

Building

No progress

ILF District 8 Conference, Oct. 13th

tabled

UNFINISHED BUSINESS

Steps, Walls, carpet Bkk office

Steps completed. Looks great. Everything else on hold.

Board Appointment

discussion

NEW BUSINESS

Larry made a motion, seconded by Bill that the Board accept the contract from Jeff Kieffer for Computer Maintenance and Software.
Motion carried.

MISCELLANEOUS BUSINESS

An incident of sexual mis-conduct in the library by patrons was reported to the board. Discussion. A police report was filed.

CLAIMS & CHECKS

Larry made a motion, seconded by Pat that the claims of \$24,295.38 be paid. Motion carried.

ADJOURNMENT

Larry made a motion to adjourn. Motion carried.

Next Board Meeting: Wednesday, September 6th 6:00, Public Hearing.
Wednesday, September 20, 6:00, Regular Meeting.

Paul B. Lewis
Linda Lee
Brian Yachura
William E. Schantz
Patricia J. Clamme

September 20, 2000

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

ROLL CALL

Director Vicki Cecil, Pat Clamme, Linda Leas, Brian Ludwig, Rick Gerard, & Bill Schantz

CIRCULATION

Still going up, adult department higher than children's this month.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Well attended program given by Earl Conn on Touring Indiana.
September Book Sale will be Thursday, the 28th.

COMMITTEES

Salary Committee

Linda made motion, seconded by Bill that the Salary Schedule be accepted. Motion carried. See attached sheet for schedule.

Long Range Planning

Tabled

DIRECTOR

Budget 2001 - Adoption

Budget will be taken to county auditor on Friday, Sept. 22nd.
Operating budget - \$352,737.00, LIRF -\$10,000.00.

District Eight Conference - Oct. 13th

Linda made a motion, seconded by Rick that the library be closed on Friday the 13th and that the staff be authorized to attend. Motion carried. Board members are invited also.

Children's Report

Many special events are coming up such as, Harry Potter Party in October, Super Saturdays in November, and Decorate Sugar Cookies in December.

Internet Handout

Reviewed and discussed.

AV Shelving

Shelves are in place and being used. Still weeding out videos.

Rick made a motion, seconded by Linda to accept the director's report. Motion carried.

UNFINISHED BUSINESS

Building: steps, walls

Discussion. problems with steps, walls not fixed yet.

Board Appointment

Discussion

NEW BUSINESS

Holidays

Discussion, days off, Veterans Day, Christmas holidays

CLAIMS AND CHECKS

Rick made a motion, seconded by Linda that the claims of \$23,820.26 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried.

NEXT BOARD MEETING: Wednesday, October 18th, 6:00 P.M.

Douglas

Robert A. Donald

William E. Schantz

October 18, 2000

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

ROLL CALL

Director Vicki Cecil, Don Young, Rick Gerard, & Bill Schantz

CIRCULATION

Still going up.

MINUTES OF LAST MEETING

Will be approved at next meeting.

REPORTS

Friends

\$181.00 was made at the September Book Sale. October 26th will be last book sale for this year.

COMMITTEES

Long Range Planning

Papers with suggestions were passed out. Discussion.

DIRECTOR

Budget 2001 - Adoption

Budget turned in. Results will be known in November

ILF District 8 Report - Richmond

Good meeting. Staff thanked Board for allowing them to attend meeting.

Staff Minutes

Discussion

Children's Report

Lists of coming events passed out

Patron Report

Discussion

Internet Usage

Review policy. Suggestions?

Holidays

Discussion

UNFINISHED BUSINESS

Board Appointment

On hold

CLAIMS & CHECKS

Prior to meeting Linda Leas made a motion, seconded by Rick that the claims of \$9441.84 be paid. Motion carried.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried.

Next Board Meeting - Wednesday, November 15, 2000, 6:00 P.M.

November 15, 2000

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

ROLL CALL

Director Vicki Cecil, Don Young, Rick Gerard, & Linda Leas.

CIRCULATION

Still going up.

MINUTES OF LAST MEETING

REPORTS

Friends

\$225.00 was made on the October Book Sale.

COMMITTEES

Long Range Planning

Tabled til January meeting.

DIRECTOR

Certification

in process

Taylor Phone Systems

Vicki will ask for time extension.

Building Insurance

Vicki will get bids from several companies locally.

Gates Grant

Vicki & Pam will attend seminar and get further information.

Staff Minutes

Discussion

Children's Report

Staff doing great job.

Shelving - Fourth Floor

Discussion

Internet

Discussion

Holiday - Tuesday

Due to Christmas and New Years falling on Monday, library will be open Saturday and closed Monday and Tuesday.

CLAIMS & CHECKS

On November 16th Linda made a motion, seconded by Bill Schantz that the claims of \$28,296.20 be paid. Motion carried.

Due to a lack of a quorum, no further business was discussed.

ADJOURNMENT

Rick made a motion to adjourn.

NEXT BOARD MEETING: Dinner on Wednesday, 13th at the Country Club
6:00 in December