

January 17, 2001

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, Pat Clamme,
Larry Bennett, Linda Leas, Rick Gerard, Brian Ludwig, Bill Schantz,
Don Young, & Special Guest, Patty Poulson.

CIRCULATION

For year 2000, higher than previous years

MINUTES OF LAST MEETING

Rick made a motion, seconded by Linda that the November minutes
be approved. Motion carried unanimously.

REPORTS

Presentation to Patty Poulson

Don gave Patty a plaque, a box of candy and a card and expressed
his thanks to her for her 9 and a half years of service on the
board. Members expressed their thanks too. Patty said she had
enjoyed serving on the board and gave her thanks for the gifts.

Friends

Sponsored Conner Prairie Day at the library. January Book Sale
will be Thursday the 25th.

COMMITTEES

Long Range Plans

Will review next meeting

DIRECTOR

Building & Property Insurancer

Bonham Insurance is the new carrier for 2001.

Budget 2001 - Tax Board

Copies of the budget were passed out. Discussion.

Bond

Bond has been paid off.

Bank Loan - Open ended

Rick made a motion, seconded by Brian that the board borrow \$50,000.00
at an interest rate of 6% from the Pacesetter Bank for Business
Operating Funds. Signatures of Linda & Bill will be used and
Vicki will be able to transfer funds as needed. Motion carried
unanimously.

Taylor Phones - Centrex

Linda made a motion, seconded by Bill that the phone system be
changed to Centrex.. Motion carried unanimously.

Abell-Amco Elevator Contracts

Discussion. Vicki is to call Abell and cancel until further notice.
Jim will look over both contracts. Decision will be made at
February meeting.

Gates Grant

Since the library is eligible for this grant, they have applied
for it. It is a computer grant package.

Follett Upgrade 4.2

Finished.

Children's Report

Thanked Friends for sponsoring Conner Prairie Day. They will have Scholastic Book Fair soon.

UNFINISHED BUSINESS

Walls

Don suggested we get a letter from the company stating how long it will take to do the wall and then go ahead and do it. Vicki will call them.

NEW BUSINESS

Nearby Property Sales

Brian made a motion, seconded by Linda that the board investigate the acquisition of nearby properties that are for sale. Motion carried unanimously. A Tuesday, February 6th meeting may be held for further information on this project. 6:00

MISCELLANEOUS BUSINESS

Vicki explained to board that Kathy Evens had said she would like to have a four cent raise, making her an even seven dollars an hour. Larry made a motion, seconded by Linda to give Kathy the four cent raise. Discussion was held. Motion failed with a vote of four to three.

CLAIMS & CHECKS

Linda made a motion, seconded by Pat that the claims of \$18,188.46 be paid. Motion carried unanimously.
Brian made a motion, seconded by Pat that the December bills be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board meeting: tentative meeting, Tuesday, Feb. 6h
regular meeting Wednesday, February 21 - 6:00.

February 21, 2001

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

ROLL CALL

Director Vicki Cecil, Lawyer Jim Forcum, Don Young, Bill Schantz,
Pat Clamme, & Rick Gerard.

CIRCULATION

Still going up

MINUTES OF LAST MEETING

Pat made a motion, seconded by Bill that the corrected minutes
be accepted. Motion carried unanimously.

REPORTS

Long Range Plans
tabled

Friends
Successful poetry reading program in February. January Book
Sale netted \$170.00.. February 22nd is next book sale.

DIRECTOR

Staff Minutes
Read & discussed
Taylor Phones - Numbers
Now in service
Elevator Contracts
Rick made a motion, seconded by Pat that the Bi-monthly contract
from AMCO Elevator, Inc. be accepted. Motion carried unanimously.

Walls
Finished, good job.
Sheriff's Sale - Property

Discussion
Deed - Disclosure Statement - Property
Bill made a motion, seconded by Rick that the board borrow
\$29,966.00 from Citizens First State Bank for the purpose of
purchasing the property at 303 North Jefferson Street. This
will be a four month note. Motion carried unanimously.

Children's Report
Good newspaper coverage, successful Pre-school Reading Group,
Andrea visiting schools, planning for summer reading program.
ILF Conference - April 9-11, Indpls
Bill made a motion, seconded by Pat that the board pay up to
\$350.00 for staff members to attend for training and education.
Motion carried unanimously.

UNFINISHED BUSINESS

Gates Grant
Library did receive the grant, \$18,496.00 for computers.
Don made a motion, seconded by Rick that Vicki sign the agreement
and return it immediately. Motion carried unanimously.

NEW BUSINESS

Water Heater

a new electric tank will be installed Thursday, Feb. 22nd, guaranteed for six years.

Bond Fund

Rick made a motion, seconded by Bill that \$528.38 be transferred to the Operating Fund from the Bond Fund. Motion carried unanimously.

Library Capital Projects Fund

Vicki passed this information out and asked that the papers be read before the next meeting.

CLAIMS & CHECKS

Bill made a motion, seconded by Rick that the claims of \$22,460.59 be paid. Motion carried unanimously.

ADJOURMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting, Wednesday, March 21, 2001, 6:00 p.m.

Richard C. General
Linda Lenz
Bruce R. Ludwig

William E. Schmitt
Don Young

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MARCH @!, @))!

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

ROLL CALL

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

CIRCULATION

Still increasing

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$106.00 was made from the February Book Sale. There will be no
sale in March. Friends have agreed to sponsor program from the
Indianapolis Zoo for the Summer Reading Program.

COMMITTEES

Long Range Planning

Discussion. Vote on technology estimates will be taken at next
meeting. Please categorize other items and then prioritize them
for next meeting.

DIRECTOR

Staff Minutes

Will be mailed to each member.

Property Tour

Tour taken before meeting. Vandalism noted. Interest has been
shown in the fence on property.

Elevator Contracts

Contracts will begin April 1st of this year.

Citizens Loan

Four month loan has been received and will be due in June.
Loan is renewable.

Library Capital Projects Fund

Please look through this report as several items will be discussed
at next meeting.

Children's Report

Discussion. Summer Reading Program and other plans will be
reported on at April meeting.

ILF Conference

Discussion

(Trustee Workshop April 11)

Discussion

Jackson Township Trustee - Cards

It was decided a meeting should be set up with Marie Wrightsman,
Township Trustee, in regards to library usage. There are currently
67 patrons in Jackson Township using library.

Certification

Vicki hopes to be certified in August

Career Day at BHS

Library staff did participate at school.

Kiwanis Club

Vicki will be speaking to Kiwanis Club about library projects.

UNFINISHED BUSINESS

NEW BUSINESS

MISCELLANEOUS BUSINESS

CLAIMS & CHECKS

Linda made a motion, seconded by Brian that the claims of \$49,928.54 be paid. Motion carried unanimously.

ADJOURMENT

Rick made a motion to be adjourned. Motion carried unanimously

NEXT BOARD MEETING: Wednesday, April 18, 2001, 6:00.

Linda Leas
William E. Schantz
Harry R. Brown
Rick A. Jensen

April 18, 2001

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, Larry Bennet, Bill Schantz, & Rick Gerard.

CIRCULATION

Computer problems

MINUTES OF LAST MEETING

Linda made a motion, seconded by Bill that the minutes be accepted.
Motion carried unanimously.

REPORTS

Friends

Book Sale will be on Thursday, April 26th.

COMMITTEES

Long Range Planning

Tabled

Officers

Larry & Rick were appointed to committee.

Salary

Bill & Pat were appointed to committee.

DIRECTOR

Bats - Fourth Floor

Discussion. Bats are endangered species.

Capital Projects Fund

Tabled

Certification

Discussion

Gates Grant Workshop Report

Jeff Kieffer and Vicki attended the workshop. Larry made a motion, seconded by Bill that the library be closed on Monday, June 11th for a Gates Training Workshop for staff. Motion carried unanimously.

Ingram Tour

Board invited to tour warehouse. Dates to be announced later.

Property

Jim will monitor Thomas property. Linda made a motion, seconded by Bill that Tom & Peggy Willman will be given the fence, posts and swing set for free in exchange for getting them off of the North Jefferson Street property by June 1st of 2001. Motion carried unanimously.

CLAIMS & CHECKS

Bill made a motion, seconded by Linda that the claims of \$23,914.68 be paid. Motion carried unanimously.

ADJOURNMENT

Linda made a motion to adjourn. Motion carried unanimously.

Next Board Meeting, May 16, 2001 6:00 P.M.

Richard A. General *Linda Leas*
William E. Schantz

May 16, 2001

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.

CIRCULATION

Same

MINUTES OF LAST MEETING

Read & approved.

REPORTS

Friends
\$83.00 made at April Book Sale. Next sale May 21. Flowers
planted in front of building. Board thanked the Friends.

Officers
Tabled

Salary
Tabled

COMMITTEE

Budget
Tabled

DIRECTOR

Staff Minutes
Discussion

Property/Salvage
Board went through property.

Property - Thomas
Board Lawyer, Jim Forcum, is monitoring situation.

Bond Bank Seminar
Program in Ft. Wayne on June 27th. Open to board members.

Children's
Summer Reading Program all set to go. "Don't Bug Me, I'm Reading".
PERF Rate - 2002

Rate going up.

Gates Software
Discussion. Training meeting for staff on June 11th & 12th.

UNFINISHED BUSINESS	None
NEW BUSINESS	None
MISCELLANEOUS BUSINESS	None

CLAIMS & CHECKS

Linda made a motion, seconded by Rick and approved by Don Young
by telephone that the claims of \$27,006.90 be paid. Motion carried.

ADJOURMENT

Rick made a motion to adjourn. Motion carried.

Next Board Meeting: Wednesday, June 20, 6:00 P.M.

Linda Leas Larry Bennett Don Young
Brian R. Under William E. Schantz

June 20, 2001

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

ROLL CALL

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

CIRCULATION

Increasing

MINUTES OF LAST MEETING

Bill made a motion, seconded by Linda that the minutes be accepted
Motion carried unanimously.

REPORTS

Friends

\$76.00 was made at the May Book Sale. June Book Sale this week in connection with Heritage Days. Next sale will be in September. Board thanked Friends for sponsoring the Indianapolis Zoo program for the summer reading program. Very successful.

Officers

Brian made a motion that the present officers be retained and was
seconded by Larry. Don Young, President, Brian Ludwig, Vice
President, Rick Gerard, Secretary and Bill Schantz, Treasurer.
Motion carried unanimously.

Salary

Committee of Vicki, Linda, Bill & Don will give report at July mtg.

COMMITTEES

Budget

Brian, Don, Larry, & Rick will work on report for August.

DIRECTOR

Property

Discussion of Thomas property. Brian made a motion, seconded by
Larry to purchase the Thomas property for \$43,500.00. Motion
carried unanimously.

Bond Bank

Luncheon seminar in Fort Wayne on June 27th. All board members invited. Vicki & Don are planning to attend.

Children's

Over 100 in attendance for reading program. Children's librarians doing excellent job. Great publicity for all.

Air Condition - Computer room

Room needs to be cooler. Vicki was asked to check with John Thomas for a price and to do the work.

Gates Computers - Training

Excellent training session. Staff thanked the board for allowing them to close the library for the training.

Internet Filtering - Children's

Discussion. Papers passed out pertaining to laws & regulations.

Open House - Gates

Vicki hopes to have Open House by the end of July.

NEW BUSINESS

Pat Clamme submitted her resignation due to health problems and work overload. Bill made a motion, seconded by Linda that the Board accept her resignation regretfully. Motion carried unanimously. Names for possible members were discussed.

CLAIMS & CHECKS

Brian made a motion, seconded by Larry that the claims of \$47,246.35 be paid. Motion carried unanimously.

ADJOURNMENT

Brian made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, July 18, 2001, 6:00 p.m.

Robert A. Gensel
Brian R. Leeding
William E. Schantz
Don Young

July 18, 2001

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

CIRCULATION

Still up, probably due to Summer Reading Program.

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$244.00 was made at the June Book Sale. Next sale in September.

DIRECTOR

Bond Bank Report

Discussion

Property

Jim will send a letter to Tim Thomas stating he has ten days in which to move the car, remove any furniture, and turn over the keys. Board will meet again on Tuesday, July 31st at 6:00 to go through the house and discuss options on what to do with the properties.

Budget 2002

Committee will meet after meeting

Salary 2002

Committee will meet after meeting

Budget Mtg. July 23rd, 10:00 Auditor's

Vicki, Pam, and Don will attend this meeting.

UNFINISHED BUSINESS

Old and new shelving was discussed. Names were discussed for prospective new board member.

CLAIMS & CHECKS

Rick made a motion, seconded by Linda that the claims of \$102,168.12 be paid. \$70,545.70 of this amount is for the loan and property.
Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, August 22, 2001, 6:00 P.M.

Rick C. Gerard
Linda Leas
Harry Bennett
Brian Ludwig
William E. Schantz

August 22, 2001

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

Meeting conducted by Brian Ludwig, Vice President.

ROLL CALL

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

CIRCULATION

Still rising

MINUTES OF LAST MEETING

A motion was made by Bill, seconded by Linda, to accept the minutes of the last meeting. Motion carried unanimously.

REPORTS

Friends

A group of the Friends worked several days at Blackford High School helping to install a new security system for the library books. Next book sale will be last Thursday in September.

Officers

New board member needs to be selected first.

COMMITTEES

Salary

A motion was made by Larry, seconded by Bill to give the following employees a four per cent raise; Amy raised to \$7.30, Andrea to \$9.93, and Marian to \$10.04 to take place in January of 2002. Motion carried 4 to 1.

Budget

Final hearing for 2002 budget will be at September meeting.

DIRECTOR

Budget - Bond

A motion was made by Rick, seconded by Larry, to approve a five year loan for \$100,000.00 from the Citizens First State Bank. Motion carried unanimously.

Gadbury Report

Discussion

Gates Open House

Open House will be Thursday, September 27th. Several activities are being planned for that day.

Property

Discussion. Locks have all been changed.

Trustee Nominations

Names were discussed. Hope to choose new member at September meeting.

Winter Schedule

A list of upcoming events for the children's department was passed out.

UNFINISHED BUSINESS

Air Condition-servers

Not done yet.

NEW BUSINESS**ILF Children's Conference**

A motion was made by Linda, seconded by Larry for Brook and Andrea to attend the ILF Children's Conference at Lebanon on Sept. 9th and 10th, to include mileage, cost of conference and one night's accomodations. Motion carried unanimously.

Maintenance Contract

A motion was made by Rick, seconded by Bill, to accept the Maintenance Contract from ACC Tech, Jeff Kieffer, but to hold off on the software contract. Motion carried unanimously.

CLAIMS & CHECKS

A motion was made by Linda, seconded by Bill to pay the claims of \$50,917.53. Motion carried unanimously.

ADJOURMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, September 19, 2001, 6:00.
Budget Adoption

William E. Schantz
Darryl Bergquist
Richard A. Demand
Don Young

September 19, 2001

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

ROLL CALL

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

CIRCULATION

Down slightly.

MINUTES OF LAST MEETING

A motion was made by Bill, seconded by Rick to accept the minutes of the last meeting. Motion carried unanimously.

REPORTS

Friends

Book Sale September 27th, Thursday. Conrad Lane October speaker

Board Trustee Nominations

Larry made a motion, seconded by Bill that Judy Colegrove be recommended to the School Superintendent as a Board Trustee. Motion carried unanimously.

DIRECTOR

2002- Budget Adoption Signatures

Members signed the Budget papers.

Additional Appropriation - State Tax Bd.

Papers sent to Auditor's office.

Budget Hearing Oct. 5th, 1:00 P.M.

Members invited to attend hearing.

Staff Minutes

Discussion

Property Tour

Don appointed a committee of Bill, Rick, Vicki, and himself to meet on Tuesday, Sept. 25th at 5:00 to tour property and make recommendations..

Citizens Loan

5 year note, will pay monthly.

Children's Report

Children's Staff thanked board for allowing them to attend conference. Larry made a motion, seconded by Bill that library patrons be allowed to take out 12 books and 5 video and audios with a cap of 20 items. This is a change from previous policy of 8 books and 3 videos and audios. Motion carried unanimously.

Gates Open House Sept. 29th

Many activities planned for the day.

Ingram Tour, October 25th

Rick made a motion, seconded by Larry to close the library the day of the tour and to pay mileage for the staff to attend. Motion carried unanimously.

UNFINISHED BUSINESS

Money Transfers

Pam and Vicki will work on a list of recommendations for the next meeting.

NEW BUSINESS

Larry Bennett Resignation

Larry is moving to the Muncie area and will submit his letter of resignation at the October meeting.

Roof-Leak

Don will talk with Chuck Hochadel.

CLAIMS AND CHECKS

Larry made a motion, seconded by Bill that the claims of \$59,060.96 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, October 17, 2001, 6:00 P.M.

William E. Schantz

Arnan Yudeiz

Rachel A. Howard

Lyndee Spas

October 17, 2001

Minutes of the Hartford City Public Library Board of Trustees

Submitted by Vicki Cecil, for Recording Secretary, Jacki Ridgway

ROLL CALL:

Director Vicki Cecil, Rick Gerard, Linda Leas, Brian Ludwig, Bill Schantz
Brian Ludwig led meeting

CIRCULATION:

Patrons and Circulation had dramatic increase

MINUTES OF LAST MEETING:

A motion was made by Bill, seconded by Rick to the accept the minutes of the last meeting. Motion carried unanimously.

REPORTS:

Friends, Booksale will be last Thursday of the month.
Board Trustee Nominations; will now need to replace Larry Bennett's position. Possible candidate, Policeman, Doug Beckley

COMMITTEES:

Property report, need to look at again, rent or tear down. Need to get water out of basements. Electricity is ready to be turned on as soon as water is out of both basements. Also quote on what would cost for tear down. Will have prisoner's clear houses. Best- Way will provide dumpster.

DIRECTOR:

Pam & Vicki met with our Tax Field rep, Jane Schoef to finalize budget, at this point looks like additional cut of 6,000, instead of 100,000 that Jane had first suggested. Should have final budget end of November.

Gates Open House was a success; we had several patrons in using the computers and the Internet. Punch and cookies were served and staff cookbooks were given as doorprizes. We will have to have two more open houses in 2002.

The Staff will be going to Ingram Warehouse in Fort Wayne for continuing education trip on Wednesday October 24.

Pam & Vicki will be going to the State Board of Tax Commissioners, on October 25 in downtown Indianapolis to present our case for the \$100,000 additional funds.

Page 2 October 17 Hartford City Public Library Minutes, cont'd:

Software contract was presented to consider by Accelerated Technology or \$2,000 for a year. We need to have someone who can work with all of our software, which is everything we have on the computer. Linda made motion, second by Bill to accept Accelerated Technology Contract for one year for \$2,000 for software.

Accident Report, Mr. Wallace Elliott slipped on front step on October 11, 2001. Glasses scratched, shoulder sore, accident report filed.

After begging at the courthouse, the VA office has given us one of the flags from the courthouse to place in front of the library.

Still trying to get a flagpole and flag for the library.

Pam, Hartford City Public Library Bookkeeper, has presented financial Sheet for transfers to funds before year-end. After reviewing financial sheet Rick made a motion with second from Linda to approve transfers.

The Hartford City Public Library received a nice surprise from the Auditor's office by receiving \$33,758 from a special distribution/CAGIT Jacki Ridgway's recording secretary salary was discussed with board. Motion from Bill and second from Rick to increase salary to \$25.00 per Board Meeting.

UNFINISHED BUSINESS:

Chuck Hochadel has checked roof, will be back to determine solution, leaking again in area we just had painted on main floor.

Still need some type of air condition in server room for computers.

NEW BUSINESS:

Having problems with Internet chat rooms, some patrons coming in and staying on computer for hours in chat rooms if no one waiting, some chat rooms very undesirable, staff would like to see Internet use at one hour max per day. Policy states may use Internet for 30 minutes and if in one is waiting can keep using the Internet, during the day patrons using for up to four hours on chat rooms.

Bill made a motion with Rick seconding maximum time on Internet to be one hour per day. Motion carried unanimously.

Larry Bennett presentation, Nov. meeting, Judy Colgrove new trustee.

MISCELLANEOUS BUSINESS:

CLAIMS & CHECKS: Linda made a motion, seconded by Rick that the claims of \$31,238.95 are paid. Motion carried unanimously.

ADJOURNMENT: Rick made a motion to adjourn, second by Linda, and motion carried unanimously.

NEXT BOARD MEETING, Wednesday, November 21, 2001, 6 P.M.

Rick C. Gerard *Judy Colgrove*
Linda Lee *Donna Young*
Judith A. Colgrove

November 21, 2001

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

ROLL CALL

Director Vicki Cecil, Don Young, Linda Leas, Bill Schantz,
Rick Gerard, Judy Colegrove, & retiring board member Larry Bennett.

CIRCULATION

Almost 2,000 increase.

MINUTES OF LAST MEETING

Linda made a motion, seconded by Rick that the minutes be approved as read. Motion passed unanimously.

REPORTS

Welcome/Judy Colegrove

President Don introduced Judy and welcomed her to her first meeting.

Board Presentation/Larry Bennett

Don presented Larry with a plaque and box of candy and thanked him on behalf of the board for his many years of service on the board.

Friends

Book Sale Thursday, November 29th

COMMITTEES

Property

A dumpster will be on the site for several days. Prisoners will be cleaning inside and outside of properties. Still water in the basements. Don will check on it. Bill will get bids for tearing down the properties, separate bids.

DIRECTOR

State Tax Board Report

Pam and Vicki appeared before the board in Indianapolis. Board members signed a Resolution to the Tax Board asking for One Hundred Thousand Dollars appropriation for five years due to the property purchases. Vicki will fax it to them this week.

Ingram Tour Report

Staff thanked the board for allowing them to take the tour. It was excellent.

Drop Box/Videos

Discussion. Vicki will check on new and used boxes.

ILF/Health Insurance

Rick made a motion, seconded by Bill that the board will pay the current rate of \$167.16 for the insurance starting January 2002. Motion passed unanimously. Rate has risen.

UNFINISHED BUSINESS

Flag

Several options were discussed.

Roof

Mr. Hochadel will check, is very busy now.

Computer Server/Air

Discussion. Computer has been moved upstairs.

Board Trustee Nominations

Discussion. Persons being considered are Doug Beckley, Paula Smith, and Joyce Needler.

NEW BUSINESS

Website

Jeff is working on new website.

Cable Service

Insight is now furnishing the library with FREE cable service, basic plus classic. This is a much appreciated service.

CLAIMS & CHECKS

Linda made a motion, seconded by Bill that the claims of \$23,550.35 be paid. Motion passed unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion passed unanimously.

Members were served cake in honor of Larry's retirement.

NEXT Board Meeting, Wednesday, December 19th, 6:00 P.M.
Place to be announced later.

William E. Schantz
Richard N. Desand
Judith L. Colegrove
Lynna Lee
Dorothy

December 19, 2001

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, Don Young, Judy Colegrove, Linda Leas, Rick Gerard, Bill Schantz, & guest, Pam Bolt.

CIRCULATION

Still increasing

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$80.00 made on recent Book Sale, Refund from Conrad Lane, recent speaker, \$20.00. \$100.00 deposited.

Board Trustee Nominations

Paula Smith was selected to be recommended to School Superintendent as a Board Trustee.

DIRECTOR

Budget Hearting Report & Cut

Operating budget cuts were necessary because - Each taxing unit is entitled to a 5% increase over the previous years' maximum levy. Our anticipated expenditures for the last 6 months of this year and all of next year (as proposed on our original budget submitted to State Board of Tax Commissioners for approval) exceeded the amount which can be funded by the allowed maximum levy. Therefore, expenditures had to be cut in order to balance the budget.

Yearly Report & Staff Minutes

Will be in mail.

UNFINISHED BUSINESS

Property

A bid of \$27,000.00 to \$30,000.00 from Oswalt Stone & Gravel to tear down properties was taken under advisement.

Roof Report

Fixed

Basement of properties was pumped out.

Computer Server - Air

Will be checked out following week.

NEW BUSINESS

Linda made a motion, seconded by Bill that a 6 week (maximum 8 week) leave without pay be granted to Andrea Landis starting January 16, 2002 subject to doctor's slip. Motion carried unanimously.

CLAIMS & CHECKS

A motion by Rick, seconded by Bill was made to pay the claims of \$32,820.00. Motion carried unanimously.

ADJOURNMENT Rick made a motion to adjourn. Motion carried unanimously.
Next Board Meeting: Wednesday, January 16, 2002.

Brian Young
Linda Leas

William E. Schantz
Don Young