

January 16, 2002

**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, Brian Ludwig, Linda Leas, & Bill Schantz.

CIRCULATION

A report for the last two years shows circulation still on upswing.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Next book sale on Thursday, January 24th. Group voted to purchase a "Reading" Rug for the children's department. Will also sponsor a visit from the Indianapolis Zoo next summer.

New Board Member, Paula Smith

Paula Smith will attend the February meeting as a new Board of Trustees member.

COMMITTEES

Library - 100 year - 2003

Discussion. Committee will be formed next meeting. Representatives of the board, Friends group and staff will serve.

DIRECTOR

Year end report - 2001

Discussion. Sheet sent out in packet.

Pacesetter Line of Credit pay-off 2001

Completed

Pacesetter Line of Credit - apply 2002

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

Children's Report

Andrea thanked board for allowing her sick leave. Staff will cover her absence.

Audio-visual - DVD's

Patrons have been asking about DVD's. Brian made a motion seconded by Linda that the library purchase alternate titles of DVDs. Motion carried unanimously.

Anthem Insurance

To participate in the insurance plan, you need to be a part time employee of the library.

Building Insurance - Bonham

Cost has skyrocketed since September 11th. Linda made a motion, seconded by Bill that the quote of \$11,448.00 total from Bonham Insurance Agency be accepted. Motion carried unanimously.
Bill made a motion, seconded by Linda to make quarterly payments on the insurance. Motion carried unanimously. Ed Schermerhorn will come to next meeting to answer any questions about insurance.

UNFINISHED BUSINESS

Property Report

Basement of one house is dry, second house, the sump pump is not working. Will get new pump and get it drained.

Computer room - air

Will look at fan for this room, possibly exhaust fan or small circulating fan.

NEW BUSINESS

Carpet needs to be replaced on main floor. Will get bids from local stores for this spring..

CLAIMS & CHECKS

Brian made a motion, seconded by Bill that the claims of \$52,338.41 be paid. Motion carried unanimously.

ADJOURNMENT

Brian made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, February 20, 2002, 6:00 P.M.

February 20, 2002

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

ROLL CALL

Don Young, Rick Gerard, Paula Smith, Bill Schantz, Judy Colegrove
Jim Forcum, Board Lawyer

CIRCULATION

Tabled

MEMBERS OF

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$110.00 was made at the January Book Sale. Next sale, Thursday, 2/28.
New Board Member - Paula Smith
Members welcomed Paula as a new member of the board.

COMMITTEES

Library - 100 year - 2003

Members, Linda, Judy, Vicki, Jacki Ridgway, Ruth Jennerjahn, and
1 or 2 staff members.

DIRECTOR

Bonham Insurance Presentation - Ed

Discussion. Ed did recommend buildings be reappraised.

State Farm Insurance Proposal

Tabled

Additional Appropriation - LIRF

Tabled

Andrea's Doctor Statement

Statement accepted. If all continues well, she should be back to
work in March.

Annual Report

Tabled

Parking Lot Signs

Tabled

Property Tour

Tabled

Staff Minutes

Discussion

UNFINISHED BUSINESS

Property Report

Water pumped out of basements. Don will check with Steve Thomas
and Bob Conner about furnace and estimate to tear down buildings.

Computer room - air

Tabled

CLAIMS & CHECKS

Bill made a motion, seconded by Rick to pay the claims of \$31,007.32.
Motion carried unanimously.

ADJOURNMENT. Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, March 20, 6:00 P.M.

Paula Smith, Judy Colegrove, Brian Ludwig, Don Young

March 20, 2002

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, Paula Smith, Judy Colegrove, Rick Gerard, & Brian Ludwig.

CIRCULATION

Down for the month but ahead of last year's circulation.

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$55.00 was made from the February closing out book sale. Due to Holy Week next week, the March book sale will not be held.

COMMITTEES

Committees will be appointed at the April meeting.

DIRECTOR

State Farm Insurance Proposal

Rick made a motion, seconded by Brian that the insurance coverage be changed from MCKnight to Farm Bureau.. MOTION CARRIED UNANIMOUSLY.

Additional Appropriation - LIRF

Discussion

Annual Report

Discussion

Certification

Discussion

Chat Rooms - Internet

Discussion. Brian made a motion, seconded by Judy that the use of "Chat Rooms" will be prohibited and the bylaws be amended showing the revocation of the use of "Chat Rooms". Motion carried unanimously. Signs will be posted regarding the use of the "Chat Rooms."

Parking Lot Signs

New signs have been erected.

Property Tour

All members of the board has toured the property.

UNFINISHED BUSINESS

Property Report

Discussion. Brian made a motion, seconded by Judy that a contract be awarded to Conner Stove & Gravel to tear down the houses on Jefferson Street for \$13,950.00. Jim will draw up a contract subject to approval. Motion carried unanimously.

Possible uses of ground, park, gazebo, auditorium, summer reading program were discussed.

Computer Room - air

A fan in the attic will be installed.

NEW BUSINESS

Follett upgrade will be done in near future.
Memoriams have been given to the library in memory of Chester Smith. Vicki will check with the family to see if they have any particular use in mind.

CLAIMS & CHECKS

Rick made a motion, seconded by Brian that the claims of \$17,539.68 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting - Wednesday, April 17, 2002, 6:00 P.M.

Paula Smith
Judy Colegrove
Brian Yuchin
William E. Johnson
Robert A. Search

April 17, 2002

Minutes of the Hartford City Public Library Board of Trustees.

Submitted by Vicki Cecil for Jacki Ridgway

ROLL CALL:

Director Vicki Cecil, Board Trustees: Judy Colegrove, Rick Gerard, Brian Ludwig, Bill Schantz, Paula Smith
Vice-President, Brian Ludwig conducted the meeting

CIRCULATION:

Circulation saw an increase for March 2002.

MINUTES OF LAST MEETING:

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

REPORTS:

Friends will be having their booksale on Thursday, April 25.
Will try to clear out all of the old books in closet.

COMMITTEES:

Committees will be appointed at the May Board Meeting.

DIRECTOR:

Our Additional Appropriation Form for transfer of funds into LIRF to cover property loan payback for 2002 will be advertised in our paper and the Montpelier paper. Will need to have five-minute wait for taxpayers at our May 15 board meeting. Bill needs to sign the form that is being given to you. **Rick made motion for additional Appropriation, Judy seconded. Motion carried unanimously.**

Building insurance is now with Farm Bureau. Ed is working on getting our pro-rated refund from Bliss McKnight Insurance Company.

Follet upgrade number 5.0 is now available for installation. Jeff would like to do this upgrade on June 7, 8, 9 & 10. At this point we will be On our summer hours, discussion presented on closing Saturday to the public and Monday to the public, with Staff reporting for work on Monday. **Rick made motion for Upgrade dates, Judy seconded, Motion carried unanimously.** Will discuss staffing for Monday, June 10 at May Board Meeting. Jeff feels it will take this long for this upgrade as this is a major upgrade. Last big one like this was three years ago and it took Jeff four to five days for completion.

Property—Robert Conner is working on demolition of properties and Working with patrons who want items from the properties.

April 17, 2002 Board Minutes, continued:

Discussion also presented on trying to do some landscaping with Properties and picnic tables or some type of outdoor furniture. Brian discussed how town of Oxford had small park atmosphere in their town. Need to think of some ideas for the property.

Property Taxes—we will be responsible for back taxes on properties, Jim Forcum suggested speaking with clerks office about getting taxes lowered for the library to pay on these properties. Pam and I will follow through with this suggestion.

Staff minutes will be discussed at May meeting.

UNFINISHED BUSINESS:

Bill and Don are working on putting exhaust fan in to server room to see if will help lower temperature. Brian and Bill will look at after meeting to see how to get better performance out of. May have to contact Thomas to determine if small air conditioning unit for area would work especially since hot weather is approaching.

NEW BUSINESS:

Andrea will be asking for maternity leave of six weeks after the baby is born. **Judy made motion for leave, Paula seconded, Motion carried Unanimously.**

Representative from Gates visited library and checked all computers Stated everything going well, will have surprise visit in June from Gates Handout from Lisa Krull from State Library on how they are trying To find future funding for the Internet.

MISCELLANEOUS BUSINESS:

Brian suggested we remove Miscellaneous Business from agenda and minute sheet, as we never use.

CLAIMS & CHECKS:

Rick made a motion seconded by Bill that the claims of \$23,570.76 Be paid. **Motion carried unanimously.**

ADJOURNMENT:

Rick made a motion to adjourn. **Motion carried unanimously.**

Next Board Meeting -Wednesday, May 15, 2002, 6:00 P.M.

*Linda Lee
Judy Colegrove
Paula Smith
William E. Leung*

May 15, 2002

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

ROLL CALL

Director Vicki Cecil, Linda Leas, Judy Colegrove, Paula Smith, & Bill Schantz

CIRCULATION

Up by 100 patrons

MINUTES OF LAST MEETING

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

REPORTS

Friends

April book sale, \$67.00. No sale in May. Program on Tuesday, May 23 with Bob Murphy on Greek Islands, & Thursday May 25 with Carolee Snyder on plants.

DIRECTOR

Additional Appropriation - LIRF

No taxpayers appeared at meeting.

Follett Upgrade

Will take place on June 7, 8, 9, & 10. Library closed to public on Saturday and Monday with regular staff working Monday.

Pre-Budget Hearing - June date

Hearing set for July 24th at 9:30 at courthouse.

Property - Patron Input

Discussion

Staff Minutes

Discussion

UNFINISHED BUSINESS

Computer room - air

Problem seems to be solved. Thanks Bill and Dee Meyers.

NEW BUSINESS

Carpet, main floor

Discussion. Vicki will get some quotes.

CLAIMS & CHECKS

Linda made a motion, seconded by Bill that the claims of \$34,314.19 be paid. Motion carried unanimously.

ADJOURNMENT

Judy made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, June 19, 2002; 6:00 P.M.

Brian Yund
Richard B. Seaward
Judy Colegrove
William E. Schantz
Don Young

July 17, 2002

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

ROLL CALL

Director Vicki Cecil, Don Young, Paula Smith, Bill Schantz,
Rick Gerard, Linda Leas, Jim Forcum, Board Lawyer & Pam Bolt, Bookkeeper.

CIRCULATION

UP ABOUT 700

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$200.00 was made during the last book sale. Board thanked the Friends for all their help.

COMMITTEES

Officers

It was recommended officers stay the same. All agreed.

Salary

Linda made a motion, seconded by Bill that the discussion be tabled til August meeting. Motion carried unanimously.

Budget (2003)

Discussion. Pam explained concerns and the need of possible cuts in this year's budget.

DIRECTOR

Budget Hearing - July 24, 9:30 State Tax Board

Discussion. All members invited to meeting.

Carpet JR Montpelier

Rick made a motion, seconded by Linda that the discussion be tabled til more bids are received. Motion carried unanimously.

Follett Upgrade - Corrupt discs

Discussion. Jeff still working on it.

Staff Minutes

Read. No questions

Summer Reading

Very Good

new business

Aubrey Anna Ellen Landis arrived July 1, 2002, Everyone is doing very well.

CLAIMS & CHECKS

Rick made a motion, seconded by Paula that the claims of \$24,948.03 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, August 21, 2002, 6:00 P.M.

Linda Leas *Brian Sealing*
Rick Gerard *Paula Smith*
Judith Colegrove

August 21, 2002

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

ROLL CALL

Director Vicki Cecil, Paula Smith, Judy Colegrove, Linda Leas, Rick Gerard, & Bryan Ludwig.

CIRCULATION

9594 ABOUT 2000; HIGHER THAN LAST July and August.

MINUTES OF LAST MEETING

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

REPORTS

Friends

First program of the year will be September 17th with Brian Ludwig.

COMMITTEES

Budget 2003

No public appeared to object to the budget.

DIRECTOR

Budget Hearing Report

Hearing went well. Money not available til after December.

Budget, 2003 Handouts

PLEASE bring budget folders to next meeting

Children's Report

Children's Librarian Andrea Landis spoke to the board, asking that her hours be cut from 40 to 32 when she returns from maternity leave. Linda made a motion, seconded by Judy that will allow Andrea to continue her maternity leave til September 30th at which time she will return and begin a 32 hour week instead of 40hours. Motion carried unanimously.

CIPA (Children's Internet Protection Act)

Still in legislation.

Computers - Internet

Gates people were in on June 20th. Library passed inspection.

Financial Report

Bookkeeper Pam Bolt explained report to board. Discussion.

Rick made a motion, seconded by Judy to accept the proposed transfers listed on separate sheet. Motion carried unanimously.

See attached sheet for list of transfers.

Staff Minutes (June Questions)

None

Teachers (Blackford County)

Patty Poulson wants to meet with Vicki and explain use of CAPE grant and Blackford County teachers use of library.

NEW BUSINESS

Citizen's Loan Payment

Vicki met with bank president Jim Weiseman, next payment due after December 30th when our money becomes available.

NEW BUSINESS CONTD.

Kieffer Maintenance agreement

Rick made a motion, seconded by Linda to delay action on Jeff's agreement until next meeting. Motion carried unanimously.

CLAIMS & CHECKS

Linda made a motion, seconded by Judy that the claims of \$18,705.82 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting: Wednesday, September 18, 2002, 6:00 P.M.
Budget Adoption

Ruan R. Yudin
Linda Seas
Judy Colegrove
Richard A. Deane
William E. DeLant
Dan Young

September 18, 2002

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, Rick Gerard, Linda Leas, Judy Colegrove and Brian Ludwig.

CIRCULATION

Computer glitches again.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Excellent program given by Brian Ludwig at September meeting.
Book Sale will be next Thursday, September 26th.

COMMITTEES

No report

DIRECTOR

Rick made a motion, seconded by Brian that the 2003 budget be approved and to include the following items, Operating, \$36,000.00, LIRE, #10,000.00 and Debt Service, \$25,000.00. Motion passed unanimously.. Budget tax hearing will be Oct. 3rd, 1:00 P.M.

Citizen's Bank Loan Note

Date was corrected.

Computers - Contract

Jeff will submit contract soon.

Equipment

Fax machine died. Printer not working, under warranty.

Staff Minutes

Discussion

UNFINISHED BUSINESS

Carpet

Waiting for bid from Wilson. Will decide next meeting.

NEW BUSINESS

Linda made a motion, seconded by Brian that the summer hours be continued through December 31, 2002. Motion passed unanimously.

CLAIMS & CHECKS

Brian made a motion, seconded by Linda that the claims of \$16,220.68 be paid. Motion passed unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion passed unanimously.

Next Board meeting Wednesday, October 16, 2002, 6:00 P.M.

Don Young
William E. Schantz *Rick P. Gerard*
Paula Smith

October 16, 2002

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, Paula Smith
& Rick Gerard.

CIRCULATION

Up even with shorter hours.

MINUTES OF LAST MEETING

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

REPORTS

Friends

A well attended program given by author Delonda Hartman was given Tuesday night. \$95.00 was made at September's book sale. October 24th is the next sale.

COMMITTEES

Salary

Tabled

DIRECTOR

Budget 2003 Tax Hearing Report

5 minute meeting held. Looks hopeful for next year

Computers - Contract

A motion by Rick, seconded by Paula was made to accept the software and hardware contract as written with Jeff Kieffer. Motion carried unanimously. Rick made a motion, seconded by Paula to pay Jeff \$2,500.00 in January and \$2,495.00 in June. Motion carried unanimously.

Equipment - Gates Printer

Was repaired for \$50.00.

Library Cards - School

Patty Poulson still working towards getting all students a card.

Mowing Incident

A truck was hit by a rock thrown by our mower. Police report filed. Insurance should take care of damage.

Saturdays (November & December)

Discussion. Will continue as usual for now.

UNFINISHED BUSINESS

Vicki will set up meetings with both vendors to examine carpet samples before November meeting. Will decide then.

NEW BUSINESS

Vicki received a letter of congratulations for being named #1 in the country for towns with population between 5,000 and 10,000. The board was pleased with the ranking of our library. The survey was done by the Hennen's American Public Library Ratings for 2002.

PAULA MADE A MOTION, SECONDED BY Bill that Vicki be allowed to get a Wal Mart Credit card with the signatures of the director and one employee. Motion carried unanimously.

NEW BUSINESS CONTINUED

Andrea and Amy are interested in painting mural on basement wall outside their department. Board asked for cost figures. Enthused about the idea.

CLAIMS & CHECKS

Rick made a motion, seconded by Bill that the claims of \$11,318.39 be paid. Motion carried unanimously.

ADJOURMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting, Wednesday, November 20, 2002, 6:00 P.M.

*Richard P. Deegan
William E. Schwartz
Judith L. Colegrove
Gerda K. Leas
Don Young*

November 20, 2002

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, Judy Colegrove,
Linda Leas, & Don Young.

CIRCULATION

Up from October of last year.

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$116.00 was made at the October book sale. A clearance sale will
be Thursday, the 21st.

COMMITTEES

100 YEAR CELEBRATION

Discussion. Plans are being made. Committee will meet after
first of the year.

DIRECTOR

Budget 2003 - Financial Report

Discussion

Carpet Report

Judy made a motion, seconded by Linda that the board accept the
bid of \$9522.15 from J R Flooring. Motion carried unanimously.

Computers

Discussion. No money to buy new ones.

Continuing Education - Staff

Discussion

HAPLR # 1 Ranking Update

Discussion. Board is very proud of the library and staff.

Health Insurance - Increase

Linda made a motion, seconded by Bill that the board accept the
new health insurance increase of \$167.16 to \$266.65 for full time
staff. Motion carried unanimously.

Hours (November & December)

Closed Friday & Saturday, Nov. 29th and 30th. Closed all Saturdays
in December. Closed Dec. 24th to Dec. 30th. Linda made a motion,
seconded by Judy to accept the above closing dates. Motion
carried unanimously.

Mural (Children's Update)

Tables til December meeting

PERF Meeting Report

Rick made a motion, seconded by Bill that the board approves Marion Boots to apply to PERF for full time hours 1993 - 1996 as long as no cost to Library. Marion to pay all costs. Motion carried unanimously.

NEW BUSINESS

Fine Free December

Discussion. Cider & cookies will be served to patrons.

Staff

Staff wishes to make a donation to the Kiwanis Clothe A Child Fund.

Transfer of funds

Rick made a motion, seconded by Linda that the board approve the transfer of funds listed on a separate sheet. Motion carried unanimously.

CLAIMS & CHECKS

Rick made a motion, seconded by Bill that the claims of \$23,381.10 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting - Wednesday, December 18, 6:00
Dinner meeting at Club

December 18, 2002

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, Rick Gerard, Linda Leas and Paula Smith.

CIRCULATION

Up 30 from last year.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Fill the bag clearance sale. \$25.00 profit.

DIRECTOR

Building

Several problems discussed. Front door fixed, cost \$215.00.
Gutter problems.

Budget 2003

No news

Carpet Installation (12 26 - 31 2002)

Discussion

Closing Dec. 30th due to carpet dates

Bill made a motion, seconded by Linda that the closing dates of the library be December 24th through Jan. 1st. Motion carried unanimously.

Financial Year End Report

Rick made a motion, seconded by Bill to approve the transfer of funds of \$6,440.00. Items listed on separate sheet. Motion carried unanimously.

Gates Training Grant \$688.

Discussion

Hours - Summer

Rick made a motion, seconded by Paula that the library keep summer hours through the year 2003 unless further adjustments need to be made. Motion carried unanimously.

ILF - Focus Number one listing

Newspaper passed around noting library listing of number one.

Pacesetter Line of Credit

Linda made a motion, seconded by Bill that the Line of Credit with Pacesetter Bank of \$50,000.00 be renewed. Motion carried unanimously.

Year End Report

Will be mailed out.

UNFINISHED BUSINESS

Children's Mural

tabled til January

NEW BUSINESS

Vicki will submit book listing all overdue articles from the library to the January meeting.

CLAIMS & CHECKS

Paula made a motion, seconded by Linda that the claims of \$22,249.10 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Board Meeting - Wednesday, January 15, 2003, 6:00 P.M.

William E. Schroy
Linda K. Leas
Judy Colegrove
Paula Smith
Brian Leasing