

January 14, 2003

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, Bill Schantz, Brian Ludwig, Linda Leas, Paula Smith, & Judy Colegrove.

CIRCULATION

December was down due to days closed but overall year had increased.

MINUTES OF LAST MEETING

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

REPORTS

Friends

\$680.00 was made from book sales during 2002. Next book sale January 29th.

COMMITTEES

100 YEAR COMMITTEE

Will meet Feb. 19th at 5:30 P.M.

2003 Salary Committee

Will meet Monday, February 3rd at 5:00 P.M.

DIRECTOR

Budget 2003 Certified

Budget passed out, discussion.

Carpet Installation

Excellent job.

Financial Year End Report

Report passed out. Discussion.

Pacesetter Line of Credit

Extension approved and ready to go.

Peggy Willmann Resignation

Discussion.

Shelving, Adult area

Board viewed area. Vicki will get an estimate.

Staff Hours

Peggy's position will be covered by in house staff for time being.

Year End Report

Report passed out. Vicki and staff were congratulated by board for good report. Vicki thanked board members for their support.

unfinished business

Children's Mural

Staff should start on it this weekend.

Third Floor, wall

Mold on wall. will look into it.

NEW BUSINESS

Brian has some suggestions for properties. Will get with Rich Uggen.

CLAIMS & CHECKS

Linda made a motion, seconded by Paula that the claim of \$31,111.02 be paid. Motion carried unanimously.

adjournment

Bill made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, February 19, 2003, 6:00 P.M.

Staff Meeting Friday, January 24, 9:00 A.M.

Judith Colegrove Linda K. Leas Paula Smith Richard C. Lewis Brian Ludwig

February 26, 2003

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

ROLL CALL

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

CIRCULATION

Down, snowy weather, will go up.

MINUTES OF LAST MEETING

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

REPORTS

Friends

January Book Sale \$145.00. Two programs are being considered.

COMMITTEES

Salary Committee

Rick made a motion, seconded by Brian that the board accept the salary proposal submitted by the committee. Motion carried unanimously.
See attached sheet for proposal.

100 year committee

Celebration will be August 4th through 9th, 2003. Dedication will be Aug. 9th. Many ideas have been suggested.

DIRECTOR

Father's death

Vicki thanked board members for their cards and support.

Budget 2003

Discussion. Handouts were passed out.

Children's Mural

Excellent job by Amy and Andrea. Paint was furnished by Quality Paints.

Shelving Area - Adult

Vicki will get bids.

UNFINISHED BUSINESS

Third Floor - Wall

Computer damage, water damage, mold on wall. Insurance company has been notified.

NEW BUSINESS

New Server

Brian made a motion, seconded by Rick that a server with windows purchased from GovConnection at a price of \$2,219.17, to be paid from Repair and Maintenance Equipment Fund. Motion carried unanimously.

Brian showed some sketches he had made for landscaping Jefferson Street property.

CLAIMS & CHECKS

Linda made a motion, seconded by Bill that the claims of \$32,689.97 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

Next Meeting, Wednesday, March 19, 2003, 6:00 P.M.

Richard D. Leonard Judy Colegrove Linda Leas Don Young, Pres.

March 19, 2003

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, Rick Gerard, Bill Schantz, & Don Young.

CIRCULATION

Down, bad weather conditions.

REPORTS

Friends

Book Sale, Thursday, March 27th, next program, April 8th, Tuesday 6:30
Dr. Carl Siler, Taylor University on World War 11.

MINUTES

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

COMMITTEES

100 Year Celebration

Next meeting, April 16th at 5:15.

DIRECTOR

Art Print - Auction Update

Going very well. Patrons will be notified on Mon. March 32st offirst month's winners.

Budget 2003 Update

No news. Rick made a motion, seconded by Bill that the line of credit of One Hundred & fifty thousand dollars be extended through July, Motion carried unanimously. 2003.

Computer Report

Computer is ordered, Jeff hopes to install it during spring break.

ILF District Conference - Indpls, April 14 - 16

Vicki & Andrea are planning on attending. Bill made a motion seconded by Linda that \$250.00 be allowed for their expenses. Motion carried unanimously.

Patron - Library request

Vicki will draw up contract subject to approval by board & staff.

Shelving Bids - Main Floor

Discussion. More bids needed.

Staff Minutes - Review for April Mtg.

Will be mailed.

Storm Damage - third floor update

Discussion, pictures were shown of the damage.

UNFINISHED BUSINESS

Board of Trustees signed a paper, "Request to Extend Additional Service Credit" for Marion Boots.

CLAIMS & CHECKS

Rick made a motion, seconded by Linda that the claims of \$9835.89 be paid.
Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, April 16th, 2003. 6:00P.M.

Don Young, Richard A. Gerard, William E. Schantz, Linda K. Leas, Paula Smith

April 16, 2003

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, Bill Schantz,
Linda Leas, & Paula Smith

CIRCULATION

Down 32 people, still doing well though.

MINUTES

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

REPORTS

Friends

\$140.00 was made from the March Book Sale. No book sale is planned
for this month but a larger will be planned for May. Rick
presented the Friends with a reduced bill of \$205.00 for the book
bags. Thank you very much, Rick.

COMMITTEES

100 Year Celebration

Plans going well. Dedication ceremony is planned for August 11
with special invitations sent out. A time capsule will be buried.
A budget needs to be set up and some fund raisers planned.
Possibly a breakfast under the tent on Saturday morning.

DIRECTOR

Art Print - March Report

Auction going well. At least \$230.00 has been made so far.

Computer Report

Server is here and hope to have it going soon.

Gates Upgrade

Should be done the end of April and is free.

ILF District Conf.

No one was able to attend this conference.

JR Flooring cleaning bid

Linda made a motion, seconded by Bill that the bid from J R Flooring
of \$89.95 be accepted for cleaning and sanitizing the rug.
Motion carried unanimously.

Pacesetter Line of Credit

Don made a motion, seconded by Rick that 120 day extension be
added to the Promissory Note of One hundred and fifty thousand
dollars with the following persons be eligible to request advances
or authorize payments, Bill Schantz, Treasurer of the Hartford City
public Library Board of Trustees, Linda Leas, Deputy Treasurer
of the Hartford City Public Library Board of Trustees and Vicki
Cecil, Director. Motion carried unanimously.

Patron Report

Patron didn't show up for meeting with Vicki and board member.

PLAC Report - changes

Abuses of card reported. Discussion

Shelving bids

Tabled until May

Staff Minutes - March review

Discussion

Storm Damage - Insurance

A check was received for \$2149.00 for damages to computer and a check for \$581.00 for repairs to the ceiling. Insurance company very cooperative. Rick made a motion, seconded by Paula that the bid of \$1081.07 from 3 Way Builders be accepted for replacing and repairing the ceiling. Motion carried unanimously.

UNFINISHED BUSINESS

Third Floor - walls, ceiling
Discussion, problem with mold.

NEW BUSINESS

Rick made a motion, seconded by Bill that an inventory of fixed assets in the library costing \$500.00 or more be sent to the State Board of Accounts. Motion carried unanimously.

Don appointed a committee for new officers. They were, Brian, Rick & Bill.

CLAIMS AND CHECKS

A motion was made by Rick and seconded by Linda that the claims of \$27,411.98 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING Wednesday, May 21, 2003, 6:00 P.M.

Rick C. Henrich
Linda Leas
Paula Smith
Judy Colegrove
William E. Schmitt
Donyoung

May 21, 2003

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, Judy Colegrove, Bill Schantz, Paula Smith & Rick Gerard.

CIRCULATION

Still down from last year's figures.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Book Sale next Thursday and a 2 day sale during Heritage Days in June.

COMMITTEES

Officers

The following officers were nominated with a vote to be taken at the June meeting. President Don Young, V. President Brian Ludwig, Secretary Rick Gerard, Treasurer Bill Schantz and Asst. Treasurer Linda Leas.

DIRECTOR

Budget Mtg. 2004

Meeting on July 15th, 10.30 at County Courthouse. Trustees are invited.

Computer Report & Gates Report

Computer received Wednesday. Jeff Kieffer plans on working and installing them this Memorial Day weekend while library is closed.

Insight Commercial

A commercial of Hartford City was made which included scenes of the library.

Patron Report

Discussion.

Picnic Tables

Were installed by teacher Dustin Phelps and BHS class. Very nice.

Shelving Bids

Because of economic conditions, this was put on hold.

Third Floor.

Lights & ceiling were replaced and floor cleaned. Good job.

Mold on walls was discussed with some new suggestions made.

UNFINISHED BUSINESS

Discussion of the August 4th - 9th 100 year celebration

NEW BUSINESS

LINDA MADE A MOTION, SECONDED BY Judy that the library be closed on Friday and Saturday, July 4th & 5th, 2003 in celebration of Independence Day. Motion carried unanimously.

CLAIMS & CHECKS

Rick made a motion, seconded by Linda that the claims of \$29,484.28 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, June 18, 2003, 6:00 P.M.

Handwritten signatures: Rick Gerard, Linda Leas, Bill Schantz, Judy Colegrove, Brian Ludwig

June 18, 2003

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

ROLL CALL

Director Vocki Cecil, Linda Leas, Rick Gerard, Bill Schantz,
Judy Colegrove & Brian Ludwig

MINUTES OF LAST MEETING

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

CIRCULATION

Up about 400

REPORTS

Friends
May Book Sale, \$101.00. June book sale this week with Heritage Days.

COMMITTEES

Officers
Tabled
100 year
August 4 through 9th. Plans going fine. Dedication is Saturday 9th.

director

ADP Increase
Doing good job, worth the increase.
Art Prints
Over \$300.00 has been made.
Budget 2004
Discussion. Meeting July 15th.
Computer Report
Jeff reports everything is working now. Replacement is working to.
Patron Report

Discussion

Reading More & Loving it
Linda made a motion, seconded by Judy that Andrea be given the
choice of attending this seminar in July or the one in September
with her expenses being paid by board. Motion carried unanimously.

NEW BUSINESS

Jim Thurman, Washington Township Trustee is interested in his
township using the library. Rick made a motion, seconded by Linda
that Mr. Thurman be presented a contract, \$39.00 per family library
card to start July 1, 2003 to July 1, 2004. Motion carried unanimously.

CLAIMS & CHECKS

Rick made a motion, seconded by Judy that the claims of \$24,888.39
be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: July 16th, 2003, 6:00 P.M.

Paula Smith
Judy Colegrove
Don Young

William E. Schantz
Linda Leas

Brian Ludwig

July 16, 2003

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, Linda Leas, Paula Smith, Rick Gerard, & Judy Colegrove.

MINUTES OF LAST MEETING

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

REPORTS

Friends

Phillip Gulley will speak Tuesday night during Dedication week.
Will have August book sale.

COMMITTEES

100 YEAR COMMITTEE REPORT

See enclosed page.

Officers - 2004 Report

Rick made a motion, seconded by Paula that the following slate officers be accepted. President Don Young, Vice President Brian Ludwig, Secretary Rick Gerard, Treasurer Bill Schantz, and Asst. Treasurer Linda Leas. Motion carried unanimously.

DIRECTOR

Art Prints

Still selling well. Plans are to sell several during Dedication Week.

Budget - 2004

Discussion. Bill made a motion, seconded by Rick that the budget as proposed by Vicki be accepted. Motion carried unanimously.

Computers

Still having problems. Vicki is going to look into the possibility of hiring part time computer expert, 2 or 3 days a week, cost analysis.

Licking & Washington Contracts

Washington Township returned their signed contract.

Pest Control Quote

Discussion. Problem seems under control at present.

Reading More & Loving It Report - Andrea

Andrea said it was the best conference that she had attended.
Her costs were \$165.00 for conference and mileage \$43.12.

Summer Reading Final Report

55 children enrolled, over 40 finished program. Very good.

UNFINISHED BUSINESS

Different monitoring systems were discussed.

Patron Report

A man appeared in the library on May 9th and again on June 9th in the late afternoon, seemed to be stalking the young female staff, He did or said nothing verbally but staff felt uneasy. Police were notified. They said if he returned to notify them immediately and try to get his license number.

NEW BUSINESS

State Auditor is here this week.

CLAIMS & CHECKS

Linda made a motion, seconded by Brian that the claims of \$20,664.19 be paid. Motion carried unanimously

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, August 20, 2003, 6:00 P.M.

Brian Luongo
William E. Schmitt
Linda Leas
Paula Smith
Don Young

August 20, 2003

**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,
Linda Leas, & Paula Smith.

MINUTES OF LAST MEETING

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

CIRCULATION

9,204, higher than usual. Great

REPORTS

Friends

Book Sale next week, Thursday, 9/28.

COMMITTEES

Don appointed Salary Committée, Bill, Linda & Paula. Will
meet with Don on September 2nd in library at 6:00.

DIRECTOR

Budget 2003

Budget approved for full amount \$360,900.

Budget 2004

Special meeting on Sept. 4th, Thursday, 6:00 for five minutes
Need quorum.

Building Maintenance

Mold in ladies restroom, leaks on ceiling at top of steps. Steps

Computer Report

Discussion. Need work done on computers and need more of them.

100 year celebration report

Vicki thanked board for their support of celebration. Everything
went very well. Activities were well attended.

Staff Lunch

Linda made a motion, seconded by Paula that the library be closed
at 12:00 on Wednesday, September 10th for staff lunch & workshop.
Motion carried unanimously.

Staff Minutes

Tabled

NEW BUSINESS

The board accepted Brian's resignation from the board to take
effect September 21st of this year with regret and thanked him
for his service. Linda made a motion, seconded by Bill to
accept Ann Ludwig to represent Licking Township on the board.
Motion carried unanimously.

Vicki will talk with Citizens First State Bank about interest
rate on loan. Pacesetter has a lower rate of interest. Will
report next meeting.

Auditor has been here. Exit interview on Sept. 2nd at 3:00.
Request that Bill and Don be here.

Board members signed yearly contract with Licking Township.

CLAIMS & CHECKS

Brian made a motion, seconded by Bill that the claims of \$25,290.70 be paid. Motion carried unanimously.

ADJOURNMENT

Paula made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, September 17, 2003, 6:00 P.M.

William E. Schmitt
Ruth A. General
Linda Guss
Judith A. Colegrove
Ann Ludwig
Paula Smith
Don Young

September 17, 2003

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, Rick Gerard, Paula Smith, Bill Schantz, Judy Colegrove, & Ann Ludwig.

MINUTES OF LAST MEETING

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

Linda made a motion, seconded by Paula that the minutes of the public hearing on the budget be approved as read. Motion carried unanimously.

CIRCULATION REPORT

Due to computer glitch, report was tabled.

REPORTS

Welcome - Ann Ludwig, new trustee

The board welcomed Ann Ludwig as the new representative on the board from Licking Township.

Friends

\$105.50 was made from the August book sale. September sale is next Thursday, the 25th. The board thanked friends for their support.

COMMITTEES

Officers - 2004 report

Tabled til October meeting

Salary - 2004

Tabled til November meeting.

DIRECTOR

Auditor's Report

Good report. Made a few suggestions, need a different receipt book, change in PLAC report.

Budget 2004 - Adoption

Board signed papers for the adoption.

Budget 2004 Hearing

October 15th at 10:00 at courthouse.

Computers

Still in need of repairs. Vicki is gathering info on the possibility of hiring a computer expert for 20 hours a week.

Jackson Township Contract

Rick made a motion, seconded by Bill that the board sign a contract with Jackson Township, Marie Wrightsman, Trustee to allow them the use of the library at \$39.00 per family, beginning January 1, 2004. Motion carried unanimously.

Loan Rates

Citizens First State Bank reduced the loan interest rate to 4. which is comparable to Pacesetter Bank's rate.

Public Internets

Discussion. Vicki voiced concerns of staff about an out of town patron's use of the internet. Since they had the patron's name and address Don suggested that Vicki make a police report of the incident.

Staff Minutes

Will be mailed to members.

No New or Unfinished Business.

Time Capsule is filled and ready to be placed in display case, to be opened in 50 years.

CLAIMS & CH#CKS

Paula made a motion, seconded by Rick that the claims of \$15,841.38 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion cartried unanimously.

NEXT BOARD MEETING: Wednesday, October 15, 2003, 6:00 P.M.

Richard P. Gursch
Linda K. Leas
Ann Hedberg

October 15, 2003

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

ROLL CALL

Director Vicki Cecil, Rick Gerard, Linda Leas, & Ann Ludwig,

Due to lack of a quorum, no motions were made.

MINUTES OF LAST MEETING

Tabled

CIRCULATION REPORT

September up 500.

REPORTS

Friends

\$80.00 made from September's book sale. Next sale Thursday, Nov. ¹³th.

COMMITTEES

Officers & Salary report 2004 tabled.

DIRECTOR

Budget 2004 Hearing Oct. 15th

Pam & Vicki attended. Should receive 2003 budget late December.
2004 budget in February or March of 04.

Computers

Still having lots of problems.

Gazette Handout / 1904 Louise Clamme

Copies handed out. Discussion.

Maintenance / Outdoor request

Vicki had discussion with Tom Willman about increase in pay.
He uses own equipment and pays for gas. Suggested \$1,500 year
increase. Tabled til next meeting.

Property Tax Money

Received \$17,000.00 Sheriff's Sale, should help tide us over
til end of year.

Public Internets

ADT was in. Sugestions were made, will consider moving to lower floor

Staff Minutes

tabled

UNFINISHED BUSINESS

Building / water damage

no money for repairs

Time Capsule

Ready to be sealed

NEW BUSINESS

Staff Christmas vacation

tabled

CLAIMS & CHECKS

Linda made a motion, seconded by Ann that the claims of \$19,813.67
be paid. Motion carried pending notification of 4th board member.

NEXT BOARD MEETING: Wednesday, November 19, 2003, 6:00 P.M.

Judy motion as bills
Linda Leas
Judy Calogrove
Don Young

Ann Ridgway
Paula Smith
William E. Schantz

November 19, 2003

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

ROLL CALL

Director Vicki Cecil, Ann Ludwig, Judy Colegrove, Linda Leas,
Don Young, Bill Schantz, & Paula Smith.

MINUTES OF LAST MEETINGS

Linda made a motion, seconded by Judy that the minutes of the
September meeting be approved as read. Motion carried unanimously.

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

CIRCULATION REPORT

Down by 500 hundred from last year. Result of shorter hours?

REPORTS

Friends

November book sale netted \$215.00 dollars. Next sale in January.

COMMITTEES

Officers - 2004 Report

President Don Young, Vice President Rick Gerard, Secretary Paula Smith,
Treasurer Bill Schantz, Deputy Treasurer Linda Leas.

Salary - 2004

Committee will meet December 10th at 6:00.

DIRECTOR

Audio-Visual Weeding

These consist of 15% of our circulation. 100 were given to Friends
for Nov. Book Sale.

Computers

Need three new computers. Vicki will get bids.

Financial Records

Discussion. Pam is working on them.

HAPLR Ranking

Hartford City Library is honored by being ranked 5th in the nation.

Health Insurance Renewal

Linda made a motion, seconded by Judy that the library Board of
Trustees accept the Anthm Insurance Package through I. L. F.

Motion carried unanimously.

Maintenance Outdoor Request

Judy made a motion, seconded by Paula that Tom Willman be given
\$50.00 a month for use of equipment, equipment maintenancy and
gasoline effective December 1, 2003. Motion carried unanimously.

Meeting Room Requests

Discussion. It was decided to use the room only for non-profit
organizations.

Staff Minutes

Next meeting December 5th.

Tax Rates - Letter

Letter from Robert Barry was discussed. Don will meet with Mr. Barry.

Time Capsule Contents

List of contents passed out. Now ready to be sealed.

UNFINISHED BUSINESS**Christmas Holiday Hours**

Judy made a motion, seconded by Linda that the library be closed on Friday and Saturday, the 26th and 27th of December, 2003. Motion carried unanimously.

NEW BUSINESS**December 17, 2003 Board Meeting location**

The board decided to meet at 5:30 at Carben's Keg & Kettle. Please note change in time.

CLAIMS & CHECKS

Paula made a motion, seconded by Judy that the claims of \$16,222.49 be paid. Motion carried unanimously.

ADJOURNMENT

Ann made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, December 17, 2003 5:30.

Paula Smith

Richard A. Henry

Linda K. Leas

William E. Schandy

Judy Colegrove

Don Young

December 17, 2003

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, Linda Leas, Judy Colegrove, Paula Smith & Pam Bolt, bookkeeper.

MINUTES OF LAST MEETING

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

CIRCULATION

UP FROM November 2002. 7,666

COMMITTEES

Salary Committee Report

Linda made a motion, seconded by Paula to accept the report of a 3% across the board increase for all employees. Motion carried unanimously.

DIRECTOR

Children's Department

Discussion

Computer Packets

Work being done but a long way to go yet with no money coming in.

Encumbering 2003 Monies

Rick made a motion, seconded by Linda to encumber funds from 2003, a total of \$23,700.00; which includes \$15,000.00 for computer and technology equipment and \$8,700.00 to KLV Millwork, Inc. for shelving. Motion carried unanimously.

Gift Fund

Discussion of use of fund.

Internet/CD Age Policy

Rick made a motion, seconded by Bill that a patron must have either a birth certificate or driver's license for I D purposes to use the Internet. Motion carried unanimously. *min. Age internet use 13*

Staff Minutes

Will be mailed

Year End Report

Will be mailed.

NEW BUSINESS

Rick made a motion, seconded by Linda to transfer all funds on the attached sheet. Motion carried unanimously.

CLAIMS & CHECKS

Linda made a motion, seconded by Judy that the claims of \$31,726.53 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, January 21, 2004, 6:00 P.M.

Linda K. Leas *William E. Schantz*
Ann Ludwig *Don Young*