

February 18, 2004

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, Paula Smith, LindaLeas, Judy Colegrove, & Ann Ludwig.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

December 2003 - 6,936, January 2004 - 8,986 Great

REPORTS

Friends

\$100.00 was made from the January Magazine Sale.

COMMITTEES

Computer

A copy of the contract with Blackford Technology Group was passed out and discussed.

DIRECTOR

ADT Security

Tabled

Bank Report - Budget 2004

Discussed

Children's

Andrea would like to take a maternity leave in May with the option of giving Kathy more hours. Discussion.

Financial Report

Read and discussed

Patrons

Unruly patron. Police were called.

NEW BUSINESS

Jackson Township Trustee returned signed contract. Several Jackson patrons have asked for cards.

Discussion of combining with Harrison Montpelier Library was discussed.

Indiana Workforce Development will be auditing the library March 4th.

CLAIMS & CHECKS

Judy made a motion, seconded by Linda that the claims of \$25,188.50 be paid. Motion carried unanimously.

ADJOURNMENT

Ann made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, March 17, 2004, 6:00 P.M.

*Ann Ludwig
Linda Leas
Judy Colegrove*

*Richard P. Genard
William F. Schaefer
Don Young*

March 17, 2004

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, Judy Colegrove, & Ann Ludwig.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

February 2003 - 7618

February 2004 - 7744

REPORTS

Friends

Special program on Nepal, Tuesday, March 23rd, 6:30.
Book Sale, Thursday, March 25th.

COMMITTEES

Don will appoint several committees in April, officers, technology, etc.

DIRECTOR

Audio-Visual Report

Discussion. 41% circulation for February was A.V.
Budget - 2004

No news.

Children's

Summer Reading Program is being organized.

Computers

6 Gateway computers have been received. 5 are all hooked up.

County System - 1950 Handout

Discussion. Back in the year 1950, a county wide library system was discussed.

I.H.E.T.S. Internet Report

Discussion.

Indiana Workforce - Audit

Everything was alright.

PERF - Additional Credit

Rick made a motion, seconded by Bill that the board of trustees approve Marian Boots to apply to PERF for full time hours 1993 - 1996 as long as there is no cost to the library. Marian to pay all costs. Motion carried unanimously.

Water Damage - Lower Hall

Contractor is looking into it.

Insurance

Rick made a motion, seconded by Judy that the Insurance Package from Farm Bureau of \$5,691.00 be accepted. Motion carried unanimously.

UNFINISHED BUSINESS

Shelving KLV

Should start next week.

NEW BUSINESS

Don appointed committee of Bill, Ann, & Linda to look into improvements on lots behind library, particularly around picnic table area.

Linda mentioned Visions Athena Lab at BHS and its availability for use for programs, etc. Vicki will check it out.

CLAIMS & CHECKS

Linda made a motion, seconded by Rick that the claims of \$31,289.82 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

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

Ann Ludwig
Linda K. Leas
Rick P. Leas
Paula Smith
Judy Colegrove
William E. Leas
Don Young

April 21, 2004

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

ROLL CALL

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

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

March 2003 - 8,570 March 2004 - 9,525. Great.

REPORTS

Friends

March Book Sale, \$73.00 - April Book Sale Thursday, the 29th. Received donation of \$25.00 from Montpelier Friends for help in starting their organization. Purchased T V, VCR and DVD to replace old one in library basement. Allotted \$200.00 for landscape work and will sponsor an Adult Spelling Bee during Heritage Days Festival on June 19, Saturday at 11:00 in library basement.

COMMITTEES

Back Property Project

Have many suggestions, will get prices on stage.

DIRECTOR

Blackford Technology Group - Al Johnson

Ann made a motion, seconded by Linda to replace the non-working Internal network card in laser printer with an external network interface from Printer Network Connection at a cost of \$175.00
Motion carried unanimously.

Budget 2004

Should receive money by late July.

Children's

Andrea Landis' pregnancy excuse received from doctor and is filed. Summer Reading program sign up to begin May 3rd to May 26th and program to begin June 1st through 30th.

Montpelier Report

Vicki met with Montpelier librarian and discussed county wide library. Not too receptive.

Taylor Phone Contract

Linda made a motion, seconded by Judy to accept the 36 month contract from Taylor Systems, INC. at the \$281.47 monthly billing rate.
Motion carried unanimously.

UNFINISHED BUSINESS

Shelving KLV

Shelves not in yet. Don will call Phil Klink.

NEW BUSINESS

Don appointed new committees. 5 Year Technology Plan, Ann, Judy, Rick; New Officers, Paula, Linda, & Bill; Building Maintenance and Repair, Rick, Bill, & Don; Building Upgrade, Linda & Paula. Don and Vicki will serve ex officio on all committees.

CLAIMS & CHECKS

Rick made a motion, seconded by Judy that the claims of \$27,846.43 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, May 19, 2004, 6:00 P.M.

Linda Leas
Keith N. Leas
Paula Smith
Judith Colegrove
William E. Schmitt
Dorothy Young

May 19, 2004

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

ROLL CALL

Director Vicki Cecil, Pam Bolt, Bookkeeper, Paula Smith, Don Young, Bill Schantz, Rick Gerard, Linda Leas & Judy Colegrove.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

April 2003 - 7758 April 2004 - 7678

REPORTS

Financial - Pam

The following motion was made at the December 17, 2003 meeting.
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.

Rick made a motion, seconded by Bill for an addendum for clarification purposes to be added to the above motion. And maintenance to the computers, supplies and equipment. Motion carried unanimously.

Friends

\$50.00 was made at the April Book Sale and four book bags were sold, A total of \$92.00. Next book sale will be in June in connection with Heritage Days celebration. An adult Spelling Bee will also be held. This will be a written test.

COMMITTEES

Building Maintenance & Repair

Rick gave an excellent report on repairs needed. The list will be prioritized. A bid of \$3,528.00 for concrete work was tabled.

Building Upgrade

Repair work must come first.

New Officers

Bill made a motion, seconded by Judy that the following slate of officers be accepted. President Don Young, Vice-President Rick Gerard, Secretary Paula Amith, Treasurer Bill Schantz, & Deputy Treasurer Linda Leas. Motion carried unanimously.

Technology Plan

Linda made a motion, seconded by Judy to buy the Norton Anti-Virus Plan. Motion carried unanimously. This plan will be purchased from Gateway Computers for \$575.00.

DIRECTOR

Children - Summer Reading

Sign up days are now with the program running the month of June.

Computers - Internet

Had a virus but was caught in time.

Montpelier Report - Friends.

Met with Vicki, accepted donation of books, good meeting.

Public Restroom - Vandalism

It was suggested to use a sign up sheet for restroom key.

Summer Auction

Posters will be purchased and auctioned off to raise funds.

Third Floor - Security

Tabled

UNFINISHED BUSINESS

Shelving

Will start on them June 1st.

Report on outside stage by Linda. Will get prices for next meeting

NEW BUSINESS

Microfilm Printer Reader is not working, used almost daily. Tabled.
The Board thanked the Friends for the new T V and the coming DVD.

CLAIMS & CHECKS

Rick made a motion, seconded by Linda that the claims of \$20,709.26
be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, June 16, 2004

June 16, 2004

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, Ann Ludwig,
Pam Bolt, bookkeeper.

Due to a lack of a quorum, no business was conducted or motions made,

CIRCULATION REPORT

May 2003 - 6,403

May 2004 - 6,589

REPORTS

Financial

Pam passed out Revenue Reports for May 2004.

Friends

Book Sale this week. Ann announced Spelling Bee this Saturday, 11:00.

NEW BUSINESS

Discussion of Bob Barry's June 1, 2004 letter.

CLAIMS & CHECKS

Linda made a motion, seconded by Judy that the claims of \$33,602.89
be paid. Motion carried after notification of 4th board member.

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

Don Young
Robert A. Pearson
Judith L. Colegrove
Paula Smith
Linda Leas
Ann Ludwig
William E. Edwards

July 21, 2004

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

ROLL CALL

Director Vicki Cecil, Bookkeeper Pam Bolt, Don Young, Bill Schantz, Ann Ludwig, Judy Colegrove, Paula Smith, Rick Gerard, & Linda Leas.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

June 2003	-	June 2004	Big increase
8,121		10,325	

REPORTS

Financial - Pam

Pam passed out Revenue Fund Report and answered questions.

Friends - Heritage Days

Book Sale netted profit of \$192.00 and first time Spelling Bee, \$60.00.

COMMITTEES

Building Maintenance - Repair

Still not done. Rick will contact Rick Tucker

DIRECTOR

August Silent Auction

Several Read Posters will be offered this month.

Budget 2005

Discussion. Don will appoint committee next month.

Budget Workshop - Aug. 2nd

Board members welcome to attend.

Children's Summer Reading

58 students finished an excellent reading program.

Computers - Internet

Al Johnson from Blackford Technology Group had a question and answer discussion for board members. Good report.

SimIndiana

Information to come.

Third Floor - Security

Discussion. Blackford Deputy Sheriff will look over the area and give some ideas.

UNFINISHED BUSINESS

Robert Barry Letter - Aug. Meeting

Bob Barry will attend meeting, Board lawyer, Jim Forcum will be present.

CLAIMS & CHECKS

Paula made a motion, seconded by Linda that the claims of \$33,602.89 be paid. Motion carried unanimously.

ADJOURNMENT

Paula made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, August 18, 2004

Linda Leas
Robert Barry

Paula Smith

August 18, 2004

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

ROLL CALL

Director Vicki Cecil, Board Lawyer Jim Forcum, Bookkeeper Pam Bolt, Rick Gerard, Linda Leas, Paula Smith.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

July 2003 - 9,204

July 2004 - 8,636

REPORTS

Robert Barry - Township

Mr. Barry gave a presentation on the inequities of tax rate between townships and Hartford City. Discussion. No solutions reached.

Financial

Pam passed out July report. Suggestion was made to discuss the fines for books and videos at the January meeting in 2005.

Linda made a motion, seconded by Paula that Line of Credit of \$50,000.00 be reopened with Pacesetter Bank. Motion carried with telephone approval of fourth board member. ✓ Bill Schantz 8/19/04

Friends

Meeting Thursday, Aug. 19th. Next book sale in September.

COMMITTEES

Building Committee

Rick reported that Tucker hopes to get some work done by next week.

DIRECTOR

Budget & Salary 2005

Discussion. Public Hearing on Aug. 25th at 6th:00 P.M. Members were asked to be present for 5 minute meeting.

Children's

Andrea begins work Thursday, Aug. 19th.

Computers

Several are down. Discussion.

SIM Indiana

Disc and brochures were passed out.

Staff Development Workshop - Sept.

Tabled

CLAIMS & CHECKS

Paula made a motion, seconded by Linda that the claims of \$63,050.31 be paid. Motion carried with telephone approval of fourth board member.

ADJOURNMENT

Paula made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, September 15, 2004, 6:00 P.M.

September 15, 2004

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

ROLL CALL

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

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

August 2003 - 7,909

August 2004 - 7,943

REPORTS

Financial

Pam passed out August Revenue Report.

Linda made a motion, seconded by Ann that the transfer of funds on the enclosed sheet be accepted. Motion carried unanimously.

Friends

Book Sale September 30. Program to be held in October

committees

Building Committee Bid

Linda made a motion, seconded by Judy to accept the bid from Tucker Tree Service for \$3,710.00. See enclosed sheet for bid. Motion carried unanimously.

DIRECTOR

@))% BUDGET. Operating - 370,000 - LIRF 10,000

Debt Service 23,774

Children's

Andrea has many new programs going starting with WIPB sponsored program Ready, Set, Learn Training..

Computers

Internet computer is out. Al plans to work on it this week.

Staff Development Workshop

Discussion. Vicki will submit new ideas for next meeting.

Township Contracts

Judy made a motion, seconded by Bill that a rate of \$46.00 per card be charge to all township residents.. Motion carried unanimously. Vicki will write a letter to all township trustees. notifying them of the change as of 2005 in January.

Triad Talk, Oct, 20, Vicki Ilah

Will give a library presentation to triad members on that date.

UNFINISHED BUSINESS

Robert Barry - new letter

Discussion. Vicki will write him a letter suggesting he talk with Judy Trees, Licking Township Trustee.

CLAIMS & CHECCKS

Paula made a motion, seconded by Lindaa that the claims of \$20,015.37 be paid. Motion carried unanimously.

ADJOURNMENT

Judy made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, October 20, 2004, 6:00 P.M.

William E. Colegrove *Judith L. Colegrove* *Don Young*
Robert N. Leas *Ann Ludwig*

October 20, 2004

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

ROLL CALL:

Director Vicki Cecil, Bookkeeper Pam Bolt, and Trustees: Judy Colegrove, Rick Gerard, Ann Ludwig, Bill Schantz, & Don Young

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

September 2003 = 7,108

September 2004 = 7,629

REPORTS:

Financial—Pam passed out September Revenue Report. Financial transfer of \$25,000 was made from Pacesetter Line of Credit. Motion made by Bill, seconded by Rick to accept transfer. Discussions presented about paying off line of credit at \$50,000, including interest and obtain a new Line of credit for \$75,000. Motion presented by Bill, seconded by Rick to pay off \$50,000 line of Credit, including interest and obtain new line of credit for \$75,000. Motion carried unanimously. Resolution also presented to receipt 100% of interest from Pacesetter Bank Checking account into Operating fund, Rick made a motion to accept resolution, Bill seconded, motion carried.

Friends—The Bennett's program on the Amazon was a success with the community.

COMMITTEES:

Building—Rick Tucker has completed spray wash of building as well as all exterior windows, Also has finished painting of all windows. Will complete sealkrete after thirty days.
Total cost = 4,780.00

Charlie May has completed all tuck-pointing of building. Total cost = 3,800
(See attached bills, both Rick and Charlie have been paid from LIRF for Building Improvement)

DIRECTOR:

2005 Budget Hearing will be held at courthouse on Oct. 25 with Shelly. Pam and I will attend, however, will probably not get final answers at this meeting.

Building – as reported above, Rick Tucker and Charlie May have addressed problems with Outside of building. Don and Bill are working on a way to fix guttering with funnel system.

Also looking at water problems in walls in bathrooms and third floor, can paint after those problems are resolved.

Children's report, see attached. Al is still working with computers and getting all working. Also trying to get library's web site ready.

Waiting on discussing 2005 Salaries until receive word from the auditor on final budget figures.
Security-Jeff Sones, Sheriff's dept. passed on ideas—Vicki will have report at Nov. meeting.

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October 20, Board Meeting, cont'd:

Director, cont'd:

Staff Development day-discussion presented for ½ day on Wed. November 3 for Staff Meeting And Bracken tour, motion made to allow ½ development day on Wed. November 3 by Rick, Seconded by Bill, motion carried unanimously.

Triad-Ilah, & Vicki had a table representing the library at Triad meeting on Oct. 20, Friends also had table selling books. Vicki spoke at the meeting about everything available at the library for the community.

UNFINISHED BUSINESS:

Videos/DVD'S --address ways to improve security

NEW BUSINESS:

Request to discuss fines & fees at November meeting

CLAIMS & CHECKS:

Rick made a motion, seconded by Bill that the claims of \$38,107.25 be paid. Motion carried unanimously.

ADJOURNMENT:

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING:

Wednesday, November 17, 2004, 6:00 P.M.

(vc)

Paula Smith
Linda Lenz

Dmyaung
Judy Cole
Richard A. Demand
Wilhelm E. Schmidt

Children's Report

Story-times are on Wednesdays at 11:00 for toddlers/preschoolers as well as on Saturdays with Cathy.

Beginning Wed. Oct. 20—we will be going to Southside to visit the Headstart students for a story-time. This will be done on the 1st and 3rd Wed. of each month.

Saturday Oct. 20 children may wear costumes to story-time and receive a treat.

Monday October 25—WIPB Ready, Set, Learn workshop for parents from 6:00-7:00pm.

****There will be door prizes and giveaways, parent handouts, & refreshments.**

Northside and Southside school library cards have been updated for the 2004-2005 school year.

Carey services in Marion requested a November calendar of events. This was faxed to them last week.

Andrea will be contacting Mrs. Werling of Southside, Mrs. Clamme of Northside to schedule read aloud in the classrooms.

Andrea is working on a reading counts list for Montpelier schools as suggested by the Montpelier library. We already have a notebook with the reading counts list for Northside.

We have a ballot box for children visiting the children's department to vote for their favorite books. This is to go along with the election.

November 17, 2004

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

ROLL CALL

Director Vicki Cecil Bookkeeper Pam Bolt, Don Young, Rick Gerard, Paula Smith, Linda Leas, Bill Schantz, Judy Colegrove, & Ann Ludwig.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

October 2003 - 8,326 October 2004 - 7,787. Down a little bit.

REPORTS

Financial

Pam discussed reports. Linda made a motion, seconded by Judy that the items listed on a separate sheet be sent to the Vital Record Office for disposal after January 1, 2005. Motion carried unanimously.

Friends

Last book sale of the year, Thursday, Nov. 18th. Excellent program was presented by Nancy & Arlan Bennett in October.

COMMITTEES

Don appointed the following committees. Building, Rick, Paula, & Judy. Salary, Bill, Linda, & Ann. Don and Vicki will meet with both committees..

DIRECTOR

Anthem, 2005 rates

Bill made a motion, seconded by Paula that the proposed rates from Anthem for 2005 be accepted. Motion carried unanimously.

BCHS student career interviews

Vicki had an interesting day at Career Day at BHS.

Budget - 2005

Hope to receive it after Thanksgiving.

Children's

Storytimes and workshop with WIPB going very well.

Computers

Waiting for figures from Blackford Technology Group.

Fines & Fees & PLAC

Discussion. Don & Vicki will bring figures to December meeting.

Patron Appreciation Day

Coffee and cookies will be served December 14th.

Security Presentation

To be given at December meeting.

Staff Meeting Report

Will be mailed out.

UNFINISHED BUSINESS

Jim Forcum is looking over the recent letter from Bob Barry.

NEW BUSINESS

Vicki received information about a new Gates Grant and will send in an application.

CLAIMS & CHECKS

Linda made a motion, seconded by Ann to pay the claims of \$22,446.96.
Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, Dec. 15, 2004. 6:00 P.M.
Place to be announced later.

William E. Schurz
Robert C. General
Linda K. Leas
Ann Ludwig
Don Young

December 15th, 2004

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

ROLL CALL

Director Vicki Cecil, Bookkeeper Pam Bolt, Linda Leas, Bill Schantz, Rick Gerard, Ann Ludwig, & Don Young.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

November 2003 - 7,406

November 2004 - 7,558

REPORTS

Financial

Pam passed out reports. Linda made a motion, seconded by Ann to transfer \$2,500.00 from #73 books to #74 periodicals. See attached sheet. Motion carried unanimously.

Encumbered Funds Report of \$10,876.25 was accepted. See enclosed sheet.

Friends

\$135.00 was made at November Book Sale. Next sale in January, 2005.

COMMITTEES

Building Committee

tabled

Salary Committee

Linda made a motion, seconded by Bill that the report from the Salary Committee be accepted including the increases. See enclosed sheet. Motion carried unanimously.

DIRECTOR

Budget 2005

tabled

Building Report

Need new water heater, under warranty.

Children's

tabled

Computers

Gates new grant was discussed.

Pacesetter Credit Line

Will be done in January 2005.

Security - Third Floor

Jeff Sones will be at January meeting.

Staff

Everybody cooperating.

WIPB News Report

Will be on television news

NEW BUSINESS

Ann made a motion, seconded by Bill that the ccontracts for Washi Jacksonh, and Licking Township Trustees be accepted. Motion carried unanimously.

CLAIMS & CHECKS

Rick made motion , seconded by Linda that the claims of \$25,175.51 be paid. Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, January 19, 2005, 6:00 P.M.

✓ *Wm Harding*
William E. Leary
Paula Smith
Judy Colegrove
Richard A. Gennard
Dorey Young