

January 18, 2006

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

ROLL CALL

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

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

December 2004 - 6,480

December 2005 - 6,918

REPORTS

Financial Encumbrances - 2005

Paula made a motion, seconded by Ann to accept the funds encumbered from the 2005 budget to the 2006 budget for TIANN COY Designs, Inc. but not to exceed \$24,200.00. Motion carried unanimously.

Judy made a motion, seconded by Ann to encumber funds of \$4,500.00 from the 2005 budget to the 2006 budget for the Blackford Technology Group. Motion carried unanimously.

A Resolution was made by Judy and seconded by Paula to continue the Line of Credit of \$75,000.00 from the Pacesetter Bank in 2006 with Vicki Cecil, Bill Schantz, and Linda Leas as signatorys. Resolution passed unanimously.

Friends Book Sale

Sale will be Thursday, January 26, 10:00 to 4:00 and Saturday, 10:00 to 2:00, Bag Sale. Don thanked Friends for all their support.

COMMITTEES

Officers

tabled

Salary 2006

Wait til February Budget report.

DIRECTOR

Annual report

report has been sent to state

Board Members

discussion

Children's

Monday night and Thursday morninbg - storytime. Please check windows in children's section. Very nice.

UNFINISHED BUSINESS

Don received a plaque and presents from the library staff and board members for his last meeting.

NEW BUSINESS

Rick made a motion, seconded by Judy to approve the contracts of Licking, Jackson, and Washington townships at \$\$46.010 per family Motion carried unanimously.

CLAIMS & CHECKS

Ann made a motion, seconded by Rick to pay the claims of \$37,867.64.
Motion carried unanimously.

ADJOURNMENT

Rick made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING, Wednesday, February 15, 2006, 4:30 P.M.

Ann Hudson
Judy Colegrove
Paula Smith
William E. Schantz
Linda Leas
Kathleen M. G...

February 15, 2006

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

ROLL CALL

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

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

January 2005 - 6,816 January 2006 - 7,815

REPORTS

Financial Encumbrances 2005

Pam passed out reports, discussion.

Friends

January book sale netted \$252.00. They purchased a Baby Changing Station for the rest room. Board thanked friends.

COMMITTEES

Officers

Tabled

DIRECTOR

New Board Member

Ann made a motion, seconded by Bill that Jerry Poulson be asked to serve on the Public Library of Trustees. Motion carried unanimously.

2006 Budget

Approved

Children's

Andrea will be starting a new Chess Club. Boards are being purchased.

Tiann Coy Design Report

Mrs. Coy gave a presentation. Discussion. Need more local bids.

Internet Consortium

Filed

One book, One Community

Dr. Chabot met with Vicki and Montpelier Librarian Laura regarding starting a book club for ages 8th grade to adults. Ann will serve on the committee.

Salaries - 2006

Committee appointed were Rick, Bill and Ann

Township Contracts

Signed and approved.

CLAIMS AND CHECKS

Judy made a motion, seconded by Ann that the claims of \$20,927.76 be paid. Motion carried unanimously.

ADJOURNMENT

Paula made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING, Wednesday, March 15, 2006, 4:30 p.m.

Ann Ludwig *William E. Schantz*
Judy Colegrove *Richard B. Leas*

March 15, 2006

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, Trustees: Judy Colegrove, Rick Gerard,
Linda Leas, Ann Ludwig, & Bill Schantz

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

February 2005=7,322

February 2006 = 7,299

REPORTS:

Pam passed out financial reports, discussion ensued. Employee benefits discussed, breakdown

Of line item 55 for employee benefits to monitor through rest of year.

Friends have approved the following items for the library, new book/cassette rack for children's department,

Cordless listening station for the Children's department, DVD and VHS player for AV department and AV

Rewinder for AV department

COMMITTEES:

Officers for 2006:

President—Rick Gerard

Vice-President—Judy Colegrove

Treasurer—Bill Schantz

Deputy Treasurer—Linda Leas

Secretary—Paula Smith

Trustee—Ann Ludwig

Trustee—Jerry Poulson

Director—Vicki Cecil

Recording Secretary—Jacki Ridgway

Ann made motion seconded by Judy to accept slate of officers for 2006.

DIRECTOR:

Building discussed with new bid on lighting from Iceman Inc, Rick Brown. Rick will put in sample light

On main floor around April 6th for Board and Staff to see.

Curved window area is still leaking –Tucker looking at some type of awning to stop leakage problems.

In the children's area, Amy and Andrea are doing an inventory of the department, as well as ideas for summer reading program. Chessboards were recently purchased for Chess Club.

Story Time attendance is improving.

Indiana Library Federation Conference will be in Indianapolis April 11-13. Ann made motion, Judy seconded for Vicki to attend the full conference.

Discussion on getting new laminator with quotes provided, tabled until April meeting.

Jerry Poulson will be our new board trustee

One Book-One Community, Laura Lee and Vicki Cecil are Co-Directors for this project, Committee meetings will begin on May 3.

Motion made by Judy with second by Ann to approve 2006 salaries for Hartford City Public Library Employees with pay retroactive to January 1, 2006. Recording Secretary pay increase to \$30.00.
2006 Salary Step Sheet attached.

UNFINISHED BUSINESS:

Tiann Coy, designer—discussion on looking at other lightning options, etc.

NEW BUSINESS:

Trustee survey for IU students

Employee job description for Board members

Judy made a motion, seconded by [unclear] to change library hours to Monday-Thursday 10-8, Friday 10-5, Saturday, 10-4

CLAIMS & CHECKS:

Judy made motion to pay claims, Linda seconded. Motion carried unanimously.

ADJOURNMENT:

Bill made a motion to adjourn, motion carried unanimously.

NEXT BOARD MEETING:

Wednesday, April 19, 2006, 6:00 P.M. Becky Musser Meeting Room, Library

William Eschert
Ann Ludwig
Judea Coligian

Paula Smith
Linda Lee
Jerry Poulson

April 19, 2006

Minutes of the Hartford City Public Library Board of Trustees.

Submitted by Jacki Ridgway, Recording Secretary. + Guests *Jolene Peters*
+ Brook Zigler

ROLL CALL

Director Vicki Cecil, Bookkeeper Pam Bolt, Bill Schantz, Ann Ludwig, Judy Colegrove, Paula Smith, Linda Leas, & Jerry Poulson.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

March 2005 - 7,204

March 2006 - 7,566

REPORTS

Financial

Pam passed out reports, discussion.

Friends

\$273.00 was made at the March book sale. Next sale will be third week in May. Excellent program with Sue Templin this month.

Welcome New Board Member

Jerry Poulson was welcomed as new member of Board of Trustees.

DIRECTOR

Building

Discussion of lights,

Children's report

Summer Reading Program being planned, Chess Club starting, Zoomobile from Indy Zoo will be here in May.

Hours - Logistics

Linda made a motion, seconded by Ann to re-evaluate the motion made at the March 2006 meeting regarding the opening and closing hours of the library and how best to serve the public. Motion carried unanimously. A survey will be taken in May on the hours the public would recommend. Discuss results at May meeting.

Indiana Library Federation Report

Vicki attended and reported on the meeting.

Internets - AV

Discussion

Name change - trustees

Discussion

One Book, One Community

Vicki meeting with Montpelier librarian. Target date, November.

Job Descriptions

Passed out to each member.

UNFINISHED BUSINESS

Laminator

Need more prices.

NEW BUSINESS

Allison Smoth will start working part time on May 15th.

CLAIMS & CHECKS

Linda made a motion, seconded by Paula that the claims of \$28,221.90 be paid. Motion carried unanimously.

ADJOURNMENT

Paula made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING, Wednesday, May 17, 2006, 6:00 P.M.

William E. Schantz

Paul N. Gaud

Ann Ludwig

Linda Seals

Judith Colegrove

Paula Smith

Jerry Poulson

May 17, 2006

Minutes of the Hartford City Public Library Board of Trustees.

ROLL CALL

Director Vicki Cecil, Bookkeeper Pam Bolt, Rick Gerard, Bill Schantz, Jerry Poulson, Linda Leas, Paula Smith, Judy Colegrove, Ann Ludwig, Special guests, Jolene Peters, Ilah Place, & Brooke Zeigler.

MINUTES OF LAST MEETING

Bill made a motion seconded by Ann that the minutes be approved as read with the addition of Jolee Peters and Brooke Zeigler as Special guests. Motion carried unanimously.

CIRCULATION REPORT

Due to a computer glitch, final figures weren't available.

REPORTS

Financial

Handouts were passed out and explained. 3 year audit going on now.

Friends

May book sale is tomorrow, Thursday the 18th.

DIRECTOR

Computers

Due to defective zip drive all records between December '05 to April '06 were lost. Special thanks to all staff members for the extra work and computers are all running now.

Children's reports

Zoomobile visiting Saturday, May 20th. Summer Reading Registration will follow. Summer chess club will start June 5th, and Sign Languages classes will start July 18th.

ENA/T-1 Line

Router is in and working.

Hours Survey

Discussion, Linda will check with high school teachers for next month.

New Staff Member

Allison Smith is starting part time now.

One Book

Will start in November

Patrons Appreciation Month

May is fine free month. Cake and punch will be served 5/26.

UNFINISHED BUSINESS

Linda made a motion, seconded by Ann to hire Four Seasons to fix the cured window in back with a bid of \$800.00 Motion carried unanimously. Lights were discussed.

new business

Linda made a motion, seconded by Judy to grant Brooke 12 week Maternity leave when requested. Motion carried unanimously.
New laminator is in and working fine.

Judy made a motion, seconded by Ann that the claims of \$23,781.17 be paid. Motion carried unanimously.

ADJOURNMENT

Ann made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING _ Wednesday, June 21, 2006, 6:00P.M.

Ann hudson
Genda Lee
X (Judy, Colgrove)
Judy Foxboro
Kathleen B. Leonard

June 21, 2006

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

ROLL CALL:

Board Trustees: Judy Colegrove, Rick Gerard, Linda Leas, Ann Ludwig, Jerry Poulson, Director, Vicki Cecil, Bookkeeper, Pam Bolt,
Staff: Cathy Evens, Andrea Landis, Ilah Place, Blackford Technology Group, Al Johnson

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

May 2005= 6,327

May 2006=6,595

REPORTS:

Computers: Al Johnson, Blackford Technology Group reported on problem with loosing everything from computers due to back up problems from December 11, 2005 through April 2006. Mechanical problem, could not be avoided.

Staff had to manually re-enter all materials in the library for this period in record time. Discussion that we need more RAM memory, need to go from 256 to 512 of RAM memory. At this point doing back up directly to Hard Drive.

We also need a new File Server, should run about \$2,000—need to purchase this year to avoid any future problems. Also keep back-ups offsite. With new addition will be able to back up at night or morning. Need to also make sure Back-up with old system is working. We do not want to lose everything a second time! — *Trying to back up at night.*

Discussion also presented on cameras from Radio Shack for security, Al would be able to wire these.

Financial Report: Pam presented handouts for all funds and explained.

The State Board of Accounts presented three year audit for 2003-2005. Everything was fine, need new way of doing PLAC report only issue. Rick Gerard, Bill Schantz, Pam Bolt, Vicki Cecil were present at Exit Interview with State Board of Accounts representative Barry Moore. Pam had all financial reports in excellent order for the State Board. We will receive completed account from State Board for the library.

Minutes, continued: page 2

Friends Report: Book Sale was a big success at Heritage Days. Heritage Days Annual Spelling Bee had sixteen contestants with Amy Rotan winning the Spelling Bee. The plaque will be on display in the library with all of the winners names from the previous years.

DIRECTOR:

Discussion presented on problem with leaking windows in curved window area. Indianapolis Sunrooms knew they would probably have more work in correcting this problem, will return with new solutions

The Library will be having a Christmas in July sale on Monday, July 17, & Tuesday, July 18. This sale will include computers (old), music CD's, VHS tapes, posters, and other assorted items. Good time for public to get some great deals, and help the library!

Al Johnson, Blackford Technology Group, presented information on our computers, see above in reports

Andrea discussed great turn out, over 90 people, for The Indianapolis Zoo program. Summer Reading program -"Read Around Indiana" is going very well. Pizza Party will be held on July 13 at the library. Sign Language Classes will be presented on July 18 at the library.

Discussion was presented on hours for the library with Board, Staff and public input. Motion made by Linda, seconded by Ann for: Our winter hours, to coincide with school hours will be as follows: August 21, 2006—May 29, 2007:

<u>Monday-Thursday</u>	<u>10:00---8:00</u>
<u>Friday</u>	<u>10:00---5:30</u>
<u>Saturday</u>	<u>10:00---5:00</u>
<u>Closed Sundays & Holidays</u>	

Our Summer Hours will be:

<u>May 20, 2007-August 21, 2007:</u>	
<u>Monday-Thursday</u>	<u>10:00---7:00</u>
<u>Friday</u>	<u>10:00---5:30</u>
<u>Saturday</u>	<u>10:00---2:00</u>
<u>Closed Sundays & Holidays</u>	

We all hope this will better serve our community, and that our Budget continues to allows us to do so.

One Book—One Community discussion presented. With the excellent work of the committee, the books have been narrowed down from 55 titles to eleven with final book for the whole community of Blackford County to read decided at our Monday, July 10 meeting.

Minutes, continued: page 3

UNFINISHED BUSINESS:

Curved window as discussed above.

Lights in main area

Camera security, four camera system available through Radio Shack, with monitors. Will also check with ADT on security for back doors-with quote for next meeting.

NEW BUSINESS:

Motion made by Jerry, seconded by Judy to hire Angie Ellison at Step 1 Level \$7.16 under Circulation/Audio-Visual Clerk for part time position, beginning July 10, 2006.

To discuss Fines & Fees of Audio-Visual and DVD checkouts at July meeting.

Linda made a motion, seconded by Ann that the claims of \$37,619.07 be paid. Motion carried unanimously.

ADJOURNMENT:

Jerry made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING:

Wednesday, July 19, 2006, 6:00 P.M.

William E. Schantz
Judith K. Colegrove
Linda K. Leas
Jerry Doudson
Kristen M. Smith

July 19, 2006 HARTFORD CITY PUBLIC LIBRARY BOARD MEETING

Minutes of The Hartford City Public Library Board of Trustees.

Submitted by Vicki Cecil for Jacki Ridgway, Recording Secretary

ROLL CALL:

Board Trustees: Judy Colegrove, Rick Gerard, Linda Leas, Jerry Poulson,
Bill Schantz Director: Vicki Cecil Bookkeeper: Pam Bolt
Blackford Technology Group: Al Johnson

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

June 2005 = 8,192 June 2006 = 8,186

REPORTS:

Al Johnson of Blackford Technology Group discussed proposal of new business server from Gateway, Model #E-9220T , at @,\$2,689 see attached sheet for specifications. This will help eliminate future back-up problems, etc. Our old server not keeping up with system.

After discussion of the specifications.

Motion made by Linda, seconded by Judy to purchase the new business server from Gateway, Model #E-9220T through Blackford Technology Group.

Discussion also presented on new Gateway Computers for the public that will be purchased through Blackford Technology Group with a one-half matching Grant from The Indiana State Library of \$2,000.

See attached sheet.

Motion made by Linda to purchase Gates Grant Computers minus the CD-RW/DVD Combo Drive through Blackford Technology Group, seconded by Judy.

FINANCIAL REPORT: Pam discussed all of the financial reports. Also discussed Line of Credit with Pacesetter Bank, can pay back \$25,000 at To pay off line of credit.

Motion made by Judy, with second by Jerry to pay \$25,236.11 (with interest) on line of credit with Pacesetter Bank.

Discussion presented on ADP Payroll Service and their fees. Pam displayed all paperwork that they do for all employees, including all taxes, agreed we are getting great coverage for the price to stay with ADP.

FRIENDS: Will probably be having an August Book Sale

DIRECTOR:

Discussion presented on AD/Tech, ENA Internet Report. This is our new Internet Consortium, we will pay monthly fee and be reimbursed from The Indiana State Library as in previous years. Indiana State Library does require new Technology Fund set up for this account by the Board, see attached sheet.

ADT Security proposal quotes presented for new security on doors. After discussion, felt their quotes were too high, will look at other security companies for quotes.

Discussion on Audio-Visual Fines & Fees and checkouts, currently may take out five videos or DVD'S per household and \$1.00 per day if late.

Books-may take out twelve per person, 5 cents a day if late.

Discussion presented on changing check out of DVD'S/VHS to 3/3days. Look at book fines 5 cents-25 cents? Will discuss with staff at staff meeting and report at August Board Meeting.

Christmas In July Sale, big success, sold all computers and lots of items that had been stored in the attic. Made close to \$200!

Children's Report, Summer Reading huge success, had over 100 children enrolled in the program. Pizza Party for end of Summer Reading program. Gates Grant, we will be receiving a ½ matching Grant from The Indiana State Library, see attached sheet for details.

UNFINISHED BUSINESS:

Still waiting for big rain, with wind to make sure back curved windows are keeping out the rain, as fixed from Indiana SunRooms

Lights—Dee Myers, electrician came in and looked at lights on main floor, suggested we have Benny from City Lights in Muncie come and give us suggestions and then he will get with City Lights to see what he can do on installation process.

NEW BUSINESS:

Brook Zigler, AV Technical Services Manager has tendered her resignation effective July 22, 2006-see attached letter.

We will advertise her position in-house if filled from in-house will have to hire new staff. Discussion presented on hiring two new twenty hour positions after Brook's position is filled.

CLAIMS & CHECKS:

Judy made a motion, seconded by Linda that the claims of 47,533.00(includes 25, 236.11 to line of credit) be paid. Motion carried unanimously.

ADJOURNMENT:

Bill made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING:

Wednesday, August 16, 2006, 6:00 P.M.

Paula Smith
William E. Scholz
Ann Ludwig

Judith L. Colquhoun

HARTFORD CITY PUBLIC LIBRARY BOARD MINUTES
September 20, 2006

ROLL CALL: Trustees: Rick Gerard, Linda Leas, Jerry Poulson, Bill Schantz
Bookkeeper, Pam Bolt, Director: Vicki Cecil

CIRCULATION:

August 2006= 8,445
August 2005= 8,275

REPORTS:

Friends book sale September 14

Financial Report, presented by Pam Bolt
Discussion also presented on Capital Projects Fund for funding new
Library building will have more information at October meeting

DIRECTOR'S REPORT:

The Budget for 2007 was discussed with no public at public hearing and adoption of budget on September 14. Linda attended budget workshop with Pam and Vicki. Pam had all the information available for the State. Will hopefully have more information after October 16 on 2007 budget.

Discussion was presented on Audio-Visual area with check out of AV materials and time frame circulated to change from 7-day checkout to 3-day checkout. AV staff state some patrons are upset about possible changes-some patron letters were presented to Rick and will be discussed at October meeting

Children's Report-Story Time is being presented for pre-school ages on Tuesdays at 11:30. The Presbyterian Church pre-school and Carey Services are also attending the story times. The Hartford City Public Library held the Children's Roundtable for Children's Librarians and had a very successful turnout of twenty librarians from all over the state.

Computers-AI will be installing the new server and new computers from Gateway as part of the matching Grant program from The Indiana State Library.

Indiana Library District Eight Conference will be held at New Castle Library on October 6. Chance for staff to network and attend meetings. Cost for members is \$30 (Vicki only member) and non-members \$45. Linda made a motion, seconded by Bill to allow Amy, Andrea, Cathy, Ilah, Jolene, Stephanie, and Vicki to attend. Linda made a motion, seconded by Jerry to close the library on October 6 so staff may attend the ILF Conference in NewCastle. Both motions carried.

Board Minutes, cont'd:

One Book-One Community Report-Marley & Me has been chosen by the One Book Committee for all of Blackford County to read for Life Long Learning and Literacy for the month of October. Programs and discussions will follow in November, with, hopefully, John Grogan's talk and book signing concluding the program.

Rural Sustainability Report—Rick discussed classes available from this program as presented from The meeting at Huntington Public Library. Classes are available for all to take at various prices, with one year to complete the course. If staff wants to take course, will pay and be reimbursed upon completion by the library up to \$50.00. Motion was made by Linda, seconded by Bill to pay up to \$50.00 in one year for Web Junction Courses through Rural Library Sustainability Project for staff members who may want to take the courses on their own time, not library time. Motion carried.

Staff report—Angie Ellison will be leaving, cannot do our library and school library. We are looking at hiring two twenty-hour positions at this time. Suggestions made by board to speak with Jessica Stimpson, and Courtney Newport, might be good candidates for part time positions. Will have more details at October Board Meeting.

UNFINISHED BUSINESS:

As noted above discussion presented on Capital Funds project, will have more information at next board meeting.

Rick has looked into ordering lights from Lowe's and Kirby Risk, with Rich then being able to install lights. Vicki will contact Steve Barnes again to see about updating his painting quote. Encumbered monies need to be spent by December 2006.

NEW BUSINESS:

Discussion presented on staff being at library hour's library is actually open, effective immediately, not one hour earlier, since new server now can back up during evening. Suggestion to speak with staff about what has to be done before opening to public and time involved.

CLAIMS & CHECKS:

Motion made by Jerry, seconded by Linda to pay bills totaling \$28,844.45.
Motion carried.

ADJOURNMENT:

Jerry made a motion to adjourn. Motion carried.

NEXT BOARD MEETING, WEDNESDAY, OCTOBER 18, 2006, 6:00 P.M.

William E. Leback
Judith Colegrove
Jimmie Ludwig

Richard M. Leback
Paula Smith
Jerry Paulson

October 17, 2006

Minutes of The Hartford City Public Library Board of Trustees.
Submitted by Vicki Cecil & Paula Smith for Jacki Ridgway, R. Secretary

ROLL CALL:

Board Trustees: Judy Colegrove, Rick Gerard, Ann Ludwig,
Jerry Poulson, Bill Schantz, Director, Vicki Cecil, Bookkeeper, Pam Bolt,

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

REPORTS:

Financial Report: Balance on hand, \$29,709.92, borrowed from operations, on paper only. Presented Resolution to transfer funds, see attached. Bill had a question on why so much in checking account. Perhaps would be better to get a short-term CD for better interest on the money. Pam and Vicki will check on rates and better terms. Letter sent to auditor for possible advance on November tax monies. Pam will have more handouts in next board packet for Capital Funds Project for the library.

Discussion presented on Gold Visa Card from Pacesetter Bank for \$2,500 limit. This card would be paid off monthly at Board Meeting.

Motion made my Judy to authorize Pacesetter Visa Gold Card in the amount of \$2,500 with Rick Gerard, Board President, and Vicki Cecil, Director as authorized card holders, seconded by Jerry. Resolution also attached for Visa Gold Card.

Rick also wants to make sure the \$2,500 limit stays set if possible, in other words after paid off to not raise limit as most card companies do.

Friends Report:

No information on book sale at this time. John Adams painted new sign for the Friends Book Sale.

Building Report:

Steve Barnes has issued a new quote, see attached, with same estimate as last year for the amount of \$15,013.52. Questions by Ann, make sure to check on Pam's office and elevator painting that this is included.

Also do we need to set time frame for painting. Jerry assured board Steve was very fast on his painting. Rick question on where can pay in thirds.

Ann made motion to accept Steve Barnes painting bid of \$15,013.52 including elevators and office and to be completed by January 1, 2007. Bill seconded motion, motion carried unanimously.
Discussion also on East wall repair on third floor.

Lights Report:

Rick and Rich will be installing lights on Sunday, October 22.
Approximate light cost of lights and labor, \$2,800. Lights from Kirby Risk and Lowe's.

DIRECTOR:

Discussion of AV report on patron letters complaining about changing AV times, most of the letters were in the Upland area. Board agreed to go ahead and change circulation time of VHS tapes and DVD's from seven days checkout to three day checkout.

Capital Funds remaining pages will be sent out in next Board packet as stated above.

Children's Report—Pre-School Story Time every Tuesday morning.

Andrea will be working with Title I and Southside on a program at the library in December.

Computers-new server now installed, as well as new computers from Indiana State Library, Gates Grant.

District 8 Report-New Castle Library, design of library and lights given to Rick. Discussion at business meeting that Governor Daniels is looking at consolidating several small townships into county libraries in 2007-2008. Will have board handouts for trustee workshop presented at conference at next meeting. Very good group presentations on handling difficult patrons in the library, also on recognizing sexual offenders in the library and what to look for; especially in the children's area/

One Book-One Community Report, Marley & Me, by John Grogan is the selected book for the October read for the whole community. The One Book committee has been very busy designating programs and discussion groups. We will also be having a dog contest for Labrador Retrievers and Lab mix. Finally, after much work with Mr. Grogan's agents, Mr. Grogan will be coming to Blackford County to Blackford High School on Friday, November 10- from 1-3 for talk and book signing.

Since both libraries have been involved so much, Montpelier library is closing for the day, Motion made by Judy, seconded by Ann, for Hartford City Public Library to close from 12:30-3:30 for Mr. Grogan's presentation at Blackford High School. Motion carried unanimously. Veteran's Day—closed Monday for Holiday, instead of Saturday, as Saturday is our busy day
Thanksgiving,- Motion made by Judy, seconded by Ann to close the library at 6:00 P.M. on Wednesday, November 22-day before Thanksgiving. Will reopen on Friday November 24. Motion carried unanimously.

Staffing-Jessica Stimpson and Courtney Ellison are new 20 hour part time staff. Will begin October 30 at entry level circulation rate of \$7.19 Angie Ellison has resigned effective Monday October 16—too much with school library.

UNFINISHED BUSINESS:

Lights, paint—discussed above
Discussion of eight hours for staff/lunch/ hours library open, preparing library for public-9:30

NEW BUSINESS:

Jerry discussed possibility of obtaining house on corner of High & Franklin for the library and parking possibility at the cost of \$10,000. The \$10,000 would be for demolition, probably looking at \$5,000 more for asphalt, will have to look at quotes, Demo. Permit is \$25.00. The house is owned by Troy Baker. Will have Troy speak with Rick, Also will check with Jim on legalities. Will have more information to present at November meeting.

Health Insurance—New quotes from Anthem with 16% increase were presented. Please review and bring to November meeting.

CLAIMS & CHECKS:

Judy made a motion to pay claims in the amount of \$26,280.64, seconded by Jerry. Motion carried unanimously.

ADJOURNMENT:

Jerry made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING:

Wednesday, November 15, 2006, 6:00 P.M.

William E. Schenck
Ann McGraw
Judith L. Colegrove

November 15, 2006

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

ROLL CALL:

Board Trustees: Judy Colegrove, Ann Ludwig,
Bill Schantz, Director, Vicki Cecil, Bookkeeper, Pam Bolt,

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

REPORTS:

Financial Report: Balance on hand, \$29,082.53 November receipts from Auditor include \$31,348.50 for Certified Shares and PTRC on November 3 and \$18,241.51 for General Property and Debt Services on November 2, 2006. Transfer Resolution of \$4,943.94 from line item #73 books to line item #74 periodicals & newspapers for \$4,943.94 for new magazine order from EBSCO and renewals for Indianapolis Star & The Star Press for 2007.

DIRECTOR:

Discussion presented on Anthem Health Insurance to renew at String 9 for employee at \$535.97. Currently Board pays 75%, employee pays 25%, will be studying this. Please find renewal information attached to minutes. Ann made a motion, seconded by Bill to accept the Indiana Library Federation Renewal Rate with Anthem at V03 String #9 for 2007.

Technology Plan Discussion and Indiana State Library Consortium for Public Library Internet Access with proper forms filed with the State.

Discussion presented on a very successful One Book, One Community for Blackford County with the book Marley & Me by John Grogan as the first book for the program. New York Times Bestselling Author, John Grogan spoke at Blackford High School on November 10, 2006 and signed books for over two hours for the community. Thanks to the One Book, One Community Committee, all the libraries, schools and business' for all of their support for this great program. Book discussion after holidays with the community will be presented. Thanks to all for their support in this great effort at Literacy for the whole community.

November 15, 2006 Board Minutes, cont'd: p. 2

Encumbrances—need to be thinking if we want to do this for 2007, Value Line subscription service suggested as one idea for 2007

Painting—Steve Barnes is doing painting, with ½ deposit presented on his total of \$15,013.52. JR Flooring will be contacted to clean carpet after all painting is completed.

Holiday Hour Discussion: Bill made a motion, seconded by Judy that the Hartford City Public Library will be closed Saturday, December 23, Sunday, December 24, and Monday December 25 for the Christmas Holiday and Saturday, December 30, Sunday December 31, Monday, January 1, 2007 for New Year.

UNFINISHED BUSINESS:

Capital Projects Fund

Lights

Paint

House, Franklin & High

Staff/Hours—Ann taking time cards for one month and payroll to Jim Forcum for review

NEW BUSINESS:

December Board Meeting will be on December 20, 6:00 P.M. AT
BLACKFORD COUNTRY CLUB

CLAIMS & CHECKS:

Ann made a motion, seconded by Bill to accept claims in the amount of \$33,330.87

ADJOURNMENT:

Bill made a motion to adjourn

Judith Colapinto
Linda Sears
Paula Smith
Jerry Poulson

William E. Edgley
Paul N. Sears

December 20, 2006

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

ROLL CALL

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

MINUTES OF LAST MEETING

Bill made a motion, seconded by Jerry that the Minutes be approved
AS READ. Motion carried unanimously.

CIRCULATION REPORT

November 2005 - 7,485

November 2006 - 7,605

REPORTS

Financial & LCPF
Pam passed out reports. Discussion.
Friends Book Sale
Good Sale.

COMMITTEES

Building (New)
Jerry & Bill appointed to committee.
Capital Projects Fund
Pam and Judy appointed to committee.
Salary 2007
Ann, Paula & Linda appointed to committee.

DIRECTOR

Bibliostat Collect
Report sent to state
Building Painting
Excellent Job. Please come in and check it out.
Children's
Good Job

Encumbrances

Ann made a motion, seconded by Linda to get estimates from Sears
Penneys and TyAnn Coy for treatments for upstairs windows.
Motion carried unanimously.

Patrons

Letter was read complaining about Video Policy. Discussion.
Technology Grant State Library
Received from state.

Wanamaker Collection I.U.

Brochure about Native American Art was passed around. Discussion.
Township Contracts Appt.

Linda made a motion, seconded by Judy to accept the contract for \$46.00
from Licking Township. Motion carried unanimously.

Linda made a motion, seconded by Judy, to accept the contract of \$46.00
from Washinton Township. Motion carried unanimously.

Linda made a motion, seconded by Judy to accept the contract of \$46.00 from
Jackson Township. Motion carried unanimously.

UNFINISHED BUSINESS

House on High & Franklin Report
Discussion

NEW BUSINESS

CLAIMS & CHECKS

Paula made a motion that the claims of \$44,658.55 be paid. Linda seconded the motion. Motion carried unanimously.

ADJOURNMENT

Bill made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING, WEDNESDAY, January 17, 2007 6:00 P.M.

Ann Ludwig
William E. Schantz
Judith Colegrove
Gaulag Smith
Jerry Pearson
Robert A. Leonard