

January 17, 2007

Minutes of the Hartford City Public Library Board of Trustees.

ROLL CALL

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

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

December 2006	7,004	December 2005	6,918
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REPORTS

Financial

Pam passed out 2006 yearly report. Ended in the black.
See separate sheet for motion on Line of Credit. +Motion made by Judy and seconded by Ann.

Friends

Next Book Sale January 24th. Good turnout for last program with local author.

COMMITTEES

Building

Tabled

Salary 2007

Tabled

DIRECTOR

Art Council

Vicki will serve on District Council.

Budget Update 2--7

No news yet.

Building Update

Lights & Painting finished. Found a leak.

Children's Report

Very good.

Encumbrances

See separate sheet.

4 Blackford County Steering Report

Discussion

Internet Consortium

Discussion.

One Book - One Community

New book will be chosen Feb. 8th. Discussion on last year's book will be Jan. 30th and led by Ann.

Rural Sustainability Project - Stephanie

Good classes.

Young Property

For sale at \$75,000. Discussion.

UNFINISHED BUSINESS

Corner Property

Discussion. Not interested at present time.

Window Treatments

Ann made a motion, seconded by Judy that the bid from Tiann Coy be accepted up to the maximum of \$4699.00 for window treatments.. Motion carried unanimously.

CLAIMS & CHECKS

Judy made a motion, seconded by Jerry that the claims of \$60,403.19 be paid. Motion carried unanimously.

includes \$25,332.22
presetter line
of credit pay
off

ADJOURNMENT

Bill made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING: Wednesday, February 21, 2007. 6 P.M.

William E. Leamy
Judith Colgrove
Linda Leas
Jerry Poulsen

February 28, 2007

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, Linda Leas, Jerry Poulson, Bill Schantz
Director, Vicki Cecil, & Bookkeeper, Pam Bolt,

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

Circulation was up, Jan. 2007 = 7,925 Jan. 2006= 7,815

REPORTS:

Financial Report: Reports presented, still working with 2006 figures as noted on Operating Fund Appropriation Report due to not having 2007 Budget Figures. Debt Service Fund has \$861.13 left from loan on properties that needs to be transferred to Operating Fund.

Linda made a motion to move the amount of \$861.13 to the Operating Fund, Bill seconded. Motion carried unanimously.

JR Flooring Resolution attached for spring carpet cleaning under encumbrances.

Committee report: Building, Capital Projects, Salary tabled for March meeting.

DIRECTOR:

Discussion on phone contract with Centrex, need more information on cost and definitions, will address at March meeting.

Children's-Pre School story hour is really growing, note samples from programs presented at meeting. Plans for Summer Reading. Shifting of books and weeding of books ongoing. Check all the new materials.

Copier quote from Weber's as our copier cannot be fixed -ten years old, can no longer obtain parts. We can purchase the Mita Copy Star Model 1620 for \$1,995, compared to \$3,995 new—see quotation. This copier is great for working on book copies; especially in genealogy section.

Linda made a motion to purchase this model from Weber Office Sales for \$1,995, Bill seconded. Motion carried unanimously.

DIRECTOR: (con'td:)

Discussion on obtaining security camera for elevator, due to patrons using as restroom. Perhaps, look into cameras that look like moving and security, however are not real. Also still need to look at security for third floor, walkie talkies?

Hours, Exempt/Non Exempt tabled until March meeting.

Anita Gardner, former resident and patron, would like to donate her collection of twelve Lenox China birds to the library.

One Book Committee will be meeting in March with new title
Responses from Mr. Grogan

Property loan is paid off, in four years!!!

All townships have entered into one year contract. Ann reappointed as Licking representative to the board for one year. Washington and Jackson may also appoint a representative to the board.

Wanamaker, Indiana University, Native American Collection will be at our library from August 2- 30, 2007

UNFINISHED BUSINESS:

Tiann Coy will be putting in the Roman Shades as soon as they are in.
Lights are in for meeting room and third floor

NEW BUSINESS:

Discussion on extending line of credit, with signed resolution presented to Pacesetter Bank for \$75,000 for 2007. Bill and Linda will need to sign form.

CLAIMS & CHECKS:

Linda made a motion, seconded by Jerry to accept claims in the amount of \$33,472.15

ADJOURNMENT:

Linda made a motion to adjourn

NEXT BOARD MEETING, WEDNESDAY, MARCH 21, 2007, 6:00 P.M.

Robert M. Grogan
William E. Schaub
Judy Colegrove
Jerry Poupour

Linda Grogan
William Grogan

March 21, 2007

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, Paula Smith, Bill Schantz, Jerry Poulson, Judy Colegrove, Linda Leas, & Rick Gerard.

MINUTES OF LAST MEETING

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

CIRCULATION REPORT

February 2007 - 6,521 blizzard

February 2006

6,835

REPORTS

Financial

Pam passed out worksheets. Funds were transferred from LURF to Operating.

Friends

Book Sale April 11 & 12

COMMITTEES

Handbook

Linda, Judy, & Ann. Will meet before next meeting.

Building

Please meet before next meeting.

Capital Projects Fund

Discussion

Salary

Tabled til May

DIRECTOR

Budget, 2007 Report

Tabled

Building Windows

Discussion

Centrex A T & T Phone Renewal

Linda made a motion, seconded by Bill to accept contract from

Centrex.

Motion carried unanimously.

Children's

Forms were passed out with plans listed.

4 Blackford County Steering Report

Committee met today. Discussion.

HCPL Web page

Discussion

Hours - Response

Discussion

Staffing Report

Stephanie will be returning.

Web Junction Courses

Discussion. Good courses.

UNFINISHED BUSINESS

Security Issues

Ann made a motion seconded by Linda that 2 sets of Walkie Talkies be purchased. Motion carried unanimously.

CLAIMS & CHECKS

Linda made a motion, seconded by Judy that the claims of \$28,007.69 be paid. Motion carried unanimously.

AADJOURNMENT

Bill made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING _ Wednesday, April 18, 2007, 6:00 p.m.

William E. Schantz

Ann Ludwig

Judy Clegrove

Linda Sears

Jerry Poulson

Keith A. General

April 18, 2007

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

ROLL CALL

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

MINUTES OF LAST MEETING

Bill made a motion, seconded by Judy to accept the reading of the Minutes. Motion carried unanimously.

CIRCULATION REPORTS

March 2006 - 7,299 - March 2007 - 7,584.

REPORTS

Pam passed out reports. Discussion.
Friends Book Sale
Sale went very well.

COMMITTEES

Building (new)
Discussion

Capital Projects Fund

Discussion. Short public hearing on May 9, 2007 at 5:00.
Employee Handbook

Please review sheets passed out and be ready to discuss at May meeting.

Salary
Tabled til May meeting.

DIRECTOR

Budget 2007 Report

discussion Capital Projects Fund Letter
Letter discussed and will be sent to City Council.
Centrex Contract

Discussion.

Childrens

Lots of good plans for the summer.

4_Blackford County Steering Report
Received award from state for good work.

HCPL Web www.hcpubliclibrary.com.

Have new web page.

One Book, One Community

Will meet Thursday

Staffing Report

Jessica left for new job at Pacesetter.

Wanamaker Collection Report

Will have 20 photographs August 2nd to 30th.

UNFINISHED BUSINESS

Overspent buying Marley books. Learning experience.

CLAIMS & CHECKS

Ann made a motion seconded by Linda to pay claims of \$28,939.40.
Motion carried unanimously.

ADJOURNMENT

Bill made a motion to adjourn. Motion carried unanimously.

NEXT BOARD MEETING Wednesday, May 16, 2007 6:00 P.M.

Richard N. Leonard
William E. Schardt

Judy Colgrove

Paula Smith

Linda Leas

Ann Ludwig

May 16, 2007

Minutes of the Hartford City Public Library Board of Trustees.

Submitted by Paula Smith, Secretary; for Jacki Ridgway, Recording Secretary

ROLL CALL: Vicki Cecil, Director; Pam Bolt, bookkeeper, Ann Ludwig, Bill Schantz, Judy Colegrove, Rick Gerard, Linda Leas, Paula Smith

MINUTES OF LAST MEETING: Linda made a motion that the minutes of the previous meeting be approved; seconded by Judy; motion carried.

CIRCULATION REPORT: April, 2006 - 6,104

April, 2007 - 6,546

Vicki commented that circulation should begin to increase in June/July with the upcoming summer reading program

FINANCIAL REPORT: Copy attached

Pam reported that \$25,000 remains in the credit line @ Pacesetter Bank after two transfers to the Operating Fund. \$29,280.50 in certified funds was received from the Blackford Co. Auditor on May 2 - does not show on current (April) report. The earliest tax draw is anticipated to be in August, and following discussion a resolution to establish a 2nd line of credit in the amount of \$100,000 until funds are received from the state was made. Motion made by Judy and seconded by Ann; motion carried.

Appropriation report attached: still using 2006 figures; no funds in need of transfer

Pam distributed copies of the updated LCPF Plan with revenue and summary pages attached. Vicki and Pam will be addressing the City Council re: this plan on June 4th, 7p.m. Board members were asked to talk to any one or all of the councilmen and urge them to attend this meeting - a quorum is needed. If project is approved it will then go to the state. If denied, project can be resubmitted next year. Ann expressed some concern that Bob Barry will be opposed to the project as it will add to what he already considers to be an unfair tax rate. Vicki and Pam are prepared to address this issue.

FRIENDS OF THE LIBRARY will hold their next book sale during Heritage Days, June 14th-16th. Also they will sponsor the annual Spelling Bee on Saturday of Heritage Days, 11a.m. Ann will check with the Presbyterian Church re: hosting the event.

OTHER REPORTS:

- Employee Handbook, tabled until June meeting; waiting to talk with Jim Forcum
- Salary Committee; waiting for funds to be received to establish 2007 salaries; 2008 salaries will have to be proposed July/Aug!
- Public Hearing on LCPF Plan; no one showed up
- Children's report; summer reading information included in packet. Will try to incorporate One book, One Community mystery book theme into the program
- Vicki reported that Stephanie is doing an excellent job on website
- Andrea and Amy would like to design a mural for over the front desk in main lobby - will submit design to board for approval
- Staff Meeting: summer hours will begin soon; no change in staff thru summer. Rick asked that the board receive copies of staff meeting reports
- Rex Shadle informed Vicki that Dean Young's property might be sold at auction; asking price is in mid 60's. Following discussion it was decided that the board has no interest in acquiring the property.
- Leadership Academy (4-Blackford County) has given \$10,000 to the One Book, One Community project, and also will be helping with funds for downtown beautification

CLAIMS AND CHECK: Linda made a motion seconded by Ann to pay claims in the amount of \$19,495.26. Motion carried.

A motion to adjourn was made by Bill Schantz. Next Board meeting will be Wednesday, June 20, 6:00 p.m.

William E. Schantz
Jacqueline R. Colegrove
Paula Smith

Linda K. Leas
Jerry Pomphrey

June 20, 2007

Minutes of the Hartford City Public Library Board of Trustees.

Submitted by Paula Smith, Secretary; for Jacki Ridgway, Recording Secretary

ROLL CALL: Vicki Cecil, Director; Pam Bolt, bookkeeper; Judy Colegrove, Bill Schantz, Jerry Poulson, Linda Leas, Paula Smith

MINUTES OF LAST MEETING: Bill made a motion that the minutes of the previous meeting be approved; seconded by Linda; motion passed.

CIRCULATION REPORT: May, 2006 - 6,566 May, 2007 - 6,699

FINANCIAL REPORT: Report shows the transfer of \$25,000 from the credit line to the operating fund for each of the months of March and April. No transfer was needed for the month of May as funds were received from the county in the amount of \$29,280.50 (Certified Shares/PTRC); township contract funds were also received, contributing to the total revenue in May of \$33,596.23. Pam did report the transfer of the last \$25,000 on June 19, leaving a -0- balance in Credit Line #1. Credit Line #2 was approved by Pacesetter Bank in the amt. of \$100,000 with an interest rate of 5.5%. Still using 2006 figures for appropriations. Judy asked if there was any news re: 2007 funds, and Pam stated that the auditor reports that all is in the hands of the state. It is hoped that statements will be mailed in September, with payments due in November - possibly won't receive any funds until Dec. Vicki told the board that she had received a notice from the state that the 2008 budget needs to be ready for the meeting on July 12, 1p.m. at the Court House. Vicki will submit the budget form with a 5% overall increase (most allowed by state) for 2008.

A resolution was signed by those present giving Pam permission to pay necessary bills (those that might be overdue) without prior approval at the monthly board meeting.

CAPITAL PROJECTS FUND: Council approved the plan as received at the public hearing on May 10th, 2007. Project is now in the hands of the state. After state approval, a notice to the public will be published in the paper. Taxpayers have 10 days to object to the project. If 10 or more persons object there will be a public hearing. If no objections - final approval will be given. Some discussion followed as to the possibility of vacating the alley immediately, but it was suggested that it wait until necessary and/or John Mitchell retires.

FRIENDS OF THE LIBRARY: Due to Jacki's absence there was no report, but Vicki felt that all went very well with the book sale during Heritage Days. Andrea and Amy enjoyed participating in the Spelling Bee

There were no other committee reports - Employee Handbook (still waiting to talk to Jim Forcum); Salary 2007 tabled (waiting on funds to be received)

DIRECTOR: Vicki reported that she and Andrea were learning a lot about Grant Writing/Approval through their work with the Arts Council.

-106 children are signed up for the Summer Reading program. "Get a Clue at Your Library" is the program for the younger children, and "YNK" (You'll Never Know) is for older youth, as Andrea tries to keep with the "Mystery" theme of One Book One Community.

-Internet funding renewal approved with AdTec

-Community Outreach: Ilah and Kathy are working with residents of Heritage Commons; taking books, videos, etc.

-4 Blackford Co. Steering Committee: Property across street has "For Sale" sign; Economic Development Dir., Dax Norton, is checking into what is happening there and will let Vicki know. Jerry says there may be a lien on the property as the city could enforce the \$100/day fine imposed as the property was not cleared during the 90 day period allowed by the court.

--Notice was received of the new minimum wage to go into effect on July 24th (\$5.85) - only Holly would be affected by this increase

--One Book One Community: The Mystery Store in Carmel has expressed an interest in working with us on this project, and would provide a list of Indiana mystery authors.

--Wanamaker I.U. Exhibit - kit sent to us - available during the month of Aug.

Vicki handed out copies of the letter received from Bob Barry requesting copies of contracts between the Library and the Townships/ Shamrock Lakes, and also copies of certificates of appointment for each currently serving Trustee - his main issue being the appointment of the Licking Twp. Trustee. Question was raised as to why he did not attend the public council meeting/hearing on Capital Projects Fund. Feeling of Vicki is that the state will within the next two years mandate that those counties with 6 twps. or less become a county system and thus Mr. Barry will have no further agenda.

Vicki handed out copies of the Library Staff Minutes which did not get included in mailed packet. Board members should review, and bring any questions to the next meeting.

Claims were reviewed and a motion to pay the amt. of \$23,130.16 was made by Linda and seconded by Bill. Motion carried. Jerry made a motion to adjourn. Next Board meeting will be Wednesday, July 18, 6:00 p.m.

Robert M. General
Ann Ludwig
William E. Schantz
Paula K. Smith
Linda K. Lenz

July 18, 2007

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

ROLL CALL: Vicki Cecil, Director; Pam Bolt, bookkeeper; Rick Gerard, Bill Schantz, Linda Leas, Ann Ludwig, Paula Smith

MINUTES OF PREVIOUS MEETING: Linda made a motion, seconded by Ann, that the minutes of the previous meeting be approved; motion passed.

CIRCULATION REPORT: June, 2006 - 8,186 June, 2007 - 8,652
Increased circulation from previous month due to summer reading program

FINANCIAL REPORT: As reported last month, the transfer of \$25,000 on June 19 depleted balance of Credit Line#1. Pam reported the transfer of \$25,000 from Credit Line # 2 on July 17, leaving a balance of \$75,000. Vicki has asked for an advance if the county gets any tax monies. Both property tax installments are anticipated to be payable on Nov. 13. Vicki and Pam were both encouraged that the 2007 budget might be approved soon, but Pam's appropriation report is still based on 2006 figures. A resolution to transfer funds from line item #73 (books) to line item #74 (periodicals/newspapers) within the operating budget to take advantage of a discount was handed out by Pam. Linda made a motion to transfer the amount of \$5000; seconded by Ann. Motion passed and resolution signed by all present. Vicki and Pam met with state rep. on July 12 to submit the 2008 budget in the amount of \$390,500. The 2008 Budget reflects a 5% overall increase, which is the most allowed by the state (individual items within the budget vary according to needed increase, such as insurance, etc.) Pam will take "Notice to Taxpayers of Budget Estimates/Tax Levies" to the News Times for publication. Taxpayers have 12 days to object - if 10 persons object, there would be a public hearing. Pam also obtained needed signatures for PLAC report - \$30 paid to state for cards sold.

Discussion followed concerning salaries, and it was suggested by Ann that we might raise the salaries for the remainder of the year to the 2007 proposed level, but not make it retro-active to January until funds are received from the state. This retro-active amount could then be paid in full to each staff person hopefully by the end of the year. This will be decided at the August meeting. Vicki responded that it might be necessary to continue summer hours until funds are received. The salary committee will meet just before the next regular board meeting in August to discuss salaries for 2008.

FRIENDS OF THE LIBRARY: Vicki said there would be no Friends Book Sale in Aug. or Sept., but that the Library staff would be holding a book sale to raise funds to purchase needed supplies. Ann reported that Friends would be sponsoring some cultural evenings in which movies having to do with Indiana would be shown free of charge. More about this later.

OTHER COMMITTEE REPORTS:

- Building (New) - Vicki stated that the Indiana Library Federation would have several designers present at the next conference
- Capital Projects Fund - notice of adoption was published in paper today (not without error☺). Taxpayers have 10 days to register a protest with the county auditor. If there is no protest, a certificate of "No Response" plus Proof of Publication will be filed with the state.
- Employee handbook -Vicki has given Jim Forcum an Aug. deadline; Rick asked that the staff review of the handbook with any suggestions/proposals be submitted to him prior to the next board meeting.

DIRECTOR: Vicki reported that the air conditioner unit on the main level has stopped working. Thomases have submitted quotes for a new unit ranging from \$6,000-7,500. They are filling it with gas each week to keep it working - \$100/visit. Rich Brown will also be submitting a quote, but it is hoped that he might be able to repair the current unit.

--A Children's Report on the Summer Reading program was submitted by Andrea Landis. 104 children registered for the program, with 82 meeting their reading goals. There were 56 participants who attended the summer reading party at which Valerie Marsh, Indiana Storyteller, was special guest. H.C. Police Dept. provided DNA kits & fingerprinting, and special prizes and certificates were handed out. Currently there are 10 children attending the Sign Language Class.

---4 Blackford County Steering Committee met recently, and they will be making a final selection from Indiana mystery authors for the One Book/One Community in August. Gateway signs to Hartford City and Montpelier will soon be up.

---Property across the street is available to us for the cost of \$9,000-10,000 as per Tracy Baker. Board reaffirmed that it is not presently interested in acquiring the property

--Staff Minutes were reviewed with no comments

--Minimum Wage increase to \$5.85 goes into effect on July 24 - only Holly affected

--Wanamaker I.U.Exhibit - is an honor for a library our size to be chosen to host this exhibit during the month of August.

--Vicki handed out a copy of the most recent correspondence from Bob Barry (to Don Goetz); Rick, Vicki and Pam will meet Bob for breakfast on Friday morning (July 20) and try to resolve this issue if possible.

It is hoped that the state will soon intervene and mandate a county system which should address the concerns of Mr. Barry.

Claims were reviewed and a motion to pay the amount of \$28,150.26 was made by Ann and seconded by Paula. Motion carried.
Bill made a motion to adjourn. Next Board meeting will be Wednesday, Aug. 15, 6:00 p.m.

Kent M. Leonard
Ann Ludwig
Judith Colgrove
Gerry Johnson
Paula Smith
Linda Teas

August 15, 2007

Minutes of the Hartford City Public Library Board of Trustees re: Public Hearing
Submitted by Paula Smith, secretary; for Jacki Ridgway, Recording Secretary

Roll Call: Vicki Cecil, director; Pam Bolt, bookkeeper; Rick Gerard, Linda Leas, Ann Ludwig, Judy Colegrove, Jerry Poulson, Paula Smith

A public hearing on the 2008 budget was held at 6:00 p.m., August 15, 2007 at the Hartford City Public Library with the proper officers present. No taxpayers were present to object to the proposed budget, tax rate or tax levy. A letter from Mr. Robert Barry voicing his concerns was received and copies given to each board member. The Library Board will meet at the Hartford City Public Library on September 19th, 2007, 6:00 p.m. to adopt the 2008 budget.

Signed and approved this 19th day of September 2007.

Richard A. Gerard
William E. Schantz
Judith Colegrove
Linda Leas

August 15, 2007

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

ROLL CALL: Vicki Cecil, Director; Pam Bolt, bookkeeper; Rick Gerard, Linda Leas, Ann Ludwig, Judy Colegrove, Jerry Poulson, Paula Smith

MINUTES OF PREVIOUS MEETING: Linda made a motion, seconded by Judy, that the minutes of the previous meeting be approved; motion passed.

CIRCULATION REPORT: July, 2006 - 8,277 July, 2007 - 8,537 (circulation up in both children and adult dept.)
-Vicki reported that there have been 144 visits to the website

PUBLIC HEARING -2008 BUDGET: A public hearing on the 2008 budget was held at 6:00 p.m. on Aug. 15th at the Library with the proper officers present. No taxpayers were present to object to the budget estimates and tax levies. A letter from Mr. Robert Barry voicing his concerns was handed out to each board member and a copy attached to the minutes. Mr. Barry's letter will be given to Jim Forcum and the board requests that Jim reply to the letter with a copy to be given to the board. A copy of the minutes of the public hearing will be sent to Mr. Barry as per his request. Vicki and Rick met with Mr. Barry, but nothing was resolved. It was suggested by Vicki that the Township Trustees and Mr. Barry be invited to the October meeting for further discussion of these issues.

FINANCIAL REPORT: Concern was expressed regarding the letter from the State of Indiana (copy attached), re:non-compliance with data submission by County Assessor. Pam was told that the data had been submitted two different times, but county is still considered non-compliant - either due to error or incomplete data.

Cash on hand of \$23,764.39 includes the transfer of \$25,000 from the 2nd line of credit with Pacesetter Bank (total borrowed: 1st line of credit - \$75,000; 2nd line of credit - \$25,000). Not included on the report was the amount of \$40,848.47 just received as an advance on Property Tax assessment (county still owes at least \$99,000 from the spring draw), and \$29,280.50 in certified shares. Hopefully no more funds will have to be borrowed from the credit line for a while. 2007 budget has NOT been approved as yet - hoping sometime very soon that this will happen as we are still operating under 2006 figures .

CAPITAL PROJECTS FUND: Our part is completed: Auditor sent certificate of "NO Remonstrance"; notice of adoption; proof of publication

2007 SALARIES: The salary committee met at 5:30p.m. on Aug. 15. Linda reported that the committee recommended a 3% increase for each employee with the exception of Pam and Stephanie, to whom the committee recommended a 6% increase be given, and that the increase be effective with the next pay period. Following discussion it was recommended that the pay increase retro to Jan., 2007, be given in a lump sum (Jan. thru August) after funds are received from the county. Judy voiced her concern about giving raises when we are borrowing money. A motion was made by Linda that the recommendation of the committee re: 2007 salaries be approved; seconded by Ann. Motion passed. One "no" vote by Judy.

AIR CONDITIONING UNIT: Only 1 bid received - Thomas Quality Heating & Air Conditioning. LMR not interested. Jerry made to the motion to accept the proposal for the American Standard Heating and Cooling Unit to be installed within 30 days at the bid of \$6,250, with \$250 to be donated back to the library by Thomases. Seconded by Ann. Motion approved.

WANAMAKER EXHIBIT is on site; considered an honor for a library of our size to obtain this exhibit. Contact will be made with the media coordinator at Blackford Co. Schools to try and arrange for as many students as possible to view the exhibit

OTHER BUSINESS:

-It was brought to Rick's attention by his wife, Susan, that the Library information on the Blackford Co. web-site needs to be updated. Vicki will have Stephanie work on this.

-Employee Handbook - August deadline given to Jim Forcum has come and gone. Jim has referred the handbook to a lawyer in Ft. Wayne for review. Question was asked as to who will be paying for this consultation??

--The Board has requested that Vicki work on the following goals:

- 1) Handbook be finished by Jan. 1, 2008
- 2) Staff meeting minutes be included in the packet that the board receives each month prior to meeting
- 3) Staff input on the new employee handbook be received by the September meeting

Claims were reviewed and a motion to pay the amount of \$19,829.02 was made by Judy and seconded by Ann. Motion passed. Ann made the motion to adjourn. Next Board meeting will be Wednesday, September 19, 6:00p.m.

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Robert A. Genard
William F. Schuch
Judith Colegrove
Lynne Deas

SEPTEMBER 19, 2007

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

ROLL CALL:

Board Trustees: Judy Colegrove, Linda Leas, Rick Gerard, Bill Schantz
Director, Vicki Cecil, & Bookkeeper, Pam Bolt

MINUTES OF LAST MEETING:

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

CIRCULATION REPORT:

Circulation was up, August 2007 = 9,055 August 2006= 8,445

REPORTS:

Financial Report: Reports presented, \$40,848.47 received from Blackford County Auditor as an Advance Tax Draw on August 13, 2007.

The Budget for 2007 has been approved by The Department of Local Government Finance for General Operating-368,254, LIRF \$10,000 DEBT SERVICE-\$0. We can now use 2007 figures on Operating Fund Appropriation Report instead of 2006!

Our Capital Projects Fund has been approved through the State, unfortunately still tied in with waiting on County Assessor and Auditor Data Compliance-see attached letter.

Property Tax mailings will perhaps be November at the earliest.

~~Still having to stay on summer hours to make it through financially until we receive our tax disbursement as well as minimum ordering. So far, public sees everything running smoothly.~~

Auditor was here to do 2006 Financial Year. Would like us to do PLAC reporting in different log form and Fixed Asset Sheet. Rick, Bill, Pam, Vick at exit interview. The Auditor was very pleased with Pam's excellent financial management.

BUDGET 2008 APPROVAL:

A public hearing was held on August 15, 2007 at The Hartford City Public Library with proper officers present (see attached sheet)

No taxpayers were present to object to the proposed budget, tax rate or tax levy. A letter from Mr. Robert Barry voicing his concerns was received with copies presented to the board. Mr. Barry has been informed that this is a township issue, but does not seem to want to meet with them: therefore Mr. Barry has went to his neighbors and formed his petition, copies attached.

Board Minutes, Budget approval, continued, p. 2:

After discussion of copies of petitions from various property owners primarily Creekside addition (within Hartford City corporation limits) that took exception to the tax rate Licking township residents are paying toward library services, the board felt these petitions and objections are township budget issues and should be addressed with the township trustees. Therefore, The Hartford City Public Library Board of Trustees has invited all of the Township Trustees, representing Licking, Jackson, and Washington Township, as well as Mr. Robert Barry who initiated the petition, to the October 17, 2007 board meeting at 6:00 P.M. at the library. The petition representing Creekside, represents only a small portion of the residents and Creekside's Addition's total assessed valuation represents 6% or less of Hartford City's assessed valuation according to statistics we have obtained from the Blackford County Assessor's Office. We currently have a contract with all of the townships, attached that is very fair and gives everyone access to the library, who otherwise could not afford these services, as we are a very small rural community. We also know from studies being done at the State Library level that it will not be long before we will become a county system or consolidated system having only four townships. Discussion also presented on PLAC for everyone.

The Board finds that we need to work with taxpayers to educate them on the situation and will continue to try to meet with trustees and individuals to make sure everyone knows our only concern is service to everyone.

Linda made a motion, with second from Judy to adopt the 2008 Budget as listed below, motion carried unanimously.

Hartford City Public Library Budget 2008:

Operating-\$390,500

LIRF \$10,000

Capital Project Fund-\$27,170

COMMITTEES:

Building (New)—Will be several vendors and meetings on new buildings at ILF Conference, November 13-15 in Indianapolis-see booklet

Capital Projects Fund-has been approved, still tied up in County Compliance on tax funds

Employee Handbook:Working with Fort Wayne attorney on labor questions. Staff would like to keep Veteran's day as holiday, stay open on Good Friday. More discussion on Merit pay increases-how is that working. Discussion on going from 32-40 for full time-wage & labor question. Disaster preparedness-policy somewhere beside employee handbook.

Board Minutes, P. 3:

DIRECTOR:

Waiting installation on new air conditioner unit, one -half of amount due in claims to be sent to Quality. Quality will be getting crane to install new unit.

2007 Budget has been approved as stated in Financial report.

2008 Budget adopted by Board as stated above

Children's—Pre-School story time very well attended, Presbyterian Pre-School will be joining story time in October. Work on One-book mysteries for children and young adult

County Assessor and Auditor Data compliance letter in packets, 2008 Budgets will not be approved until compliance is achieved by County Assessor.

ILF-Indiana Library Federation Conference will be held in Indianapolis on November 13-15. Please look over booklet to see if trustees would like to attend any programs. Great for staff continuing education. Several programs on new buildings, as well as vendors present in exhibit hall. Also, Jim Huang of The Mystery Company will have several authors present—Jim is working with The One Book Committee on our mystery program for October & November.

One Book -One Community—This year the committee is working on Mystery Theme, using Indiana Mystery authors. As state above Jim Huang is helping us with the authors. We will be having the ending reception with featured authors and several authors Jim brings at Lake Placid Conference Center on Monday, November 19, 2007 from 6-9.

Selected authors: Children's-Encyclopedia Brown: Boy Detective by Donald Sobol, Young Adult-Running Out of Time by Margaret Peterson Haddix, Adult-Crimson Snow by Jeanne Dams, Original Sin by Brandt Dodson, Kill Me Again, by Terence Faherty and Power in the Blood by Brenda Robertson Stewart—with public getting to choose any of these authors they would like to read beginning October 15, 2007

Staff Minutes in packets

Township letters-addressed above

Wanamaker Report-Excellent program from Indiana University on Images of Native Americans

Web Junction—Certificates of classes completed for Stephanie Hess & Courtney Newport

UNFINISHED BUSINESS:

Board Minutes, P. 4:

NEW BUSINESS:

We would like to offer a mini workshop on Sexual Offenders at The Hartford City Public Library with Deputy Travis Laurence and Sheriff Lancaster giving the presentation on Tuesday October 30, 2007 from 10-2. Mr. Glentzer is bringing all of the school principles and Montpelier Public Library will also be attending. Judy made a motion, seconded by Bill to close from 10-2 on October 30 for The Sexual Offenders workshop. Motion carried unanimously.

CLAIMS & CHECKS:

Motion to accept claims in the amount of \$22,033.62 by Linda, seconded by Judy. Motion carried unanimously.

ADJOURNMENT:

Bill made a motion to adjourn

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

Karlet A. Darr
William E. Schmitt
Judith L. Colegrove
Jerry Paulson
Ann Ludwig
Linda Sears

**HARTFORD CITY PUBLIC LIBRARY BOARD MINUTES
OCTOBER 17, 2007
RECORDING SECRETARY: VICKI CECIL FOR PAULA SMITH**

ROLL CALL: Trustees: Judy Colegrove, Rick Gerard, Linda Leas, Ann Ludwig, Jerry Poulson, Bill Schantz, Director: Vicki Cecil Bookkeeper, Pam Bolt, Board Attorney: Jim Forcum, Guests: Bob Barry & Chris Holtzleiter, Licking Township Trustee

Motion made by Linda and seconded by Judy to accept the September minutes. Motion carried unanimously.

REPORTS: Discussion presented on Bob Barry's concerns with current contracts that are in effect for library service, especially with Licking Township. The Library currently has contracts with Jackson, Licking & Washington Townships in Blackford County. Based on state formula and minimum set by Board the townships currently pay \$46.00 for library card. Our contracts are on a one year program with board appointments being available as long as contract is in effect, board appointments made by Township Trustee. Mr. Barry feels the tax rate is very unfair for what Hartford City pays in relation to what the townships pay. Especially feels Shamrock Lake getting free services. Some solutions he would like to see might be, having Licking Township come in with Hartford City, through resolution process, raise card rates, or drop contract services completely. Also concerned that Board appointment is not legal.

Chris Holtzleiter, Licking Township Trustee states that Shamrock Lake is under Licking umbrella and taxes being taken care of by Licking. Also states that Licking is not a rich township and cannot afford higher card cost and could not afford to be Hartford City Licking Township Library, paying all they can at this point. Board appointments are legal, as long as contract is effect as per State Library Laws, copy given to Mr. Barry. Townships trying to do best service they can within their budget process.

Discussion also presented by Board and Director that State Library is looking at consolidating some districts and some districts that are small township areas making county systems—which is what we have been trying to do forever.

Board Attorney Jim Forcum, who has been handling Bob Barry's letters for the Board, suggested we look at what is happening in Legislature and what plan of actions may be necessary to reassess in January or February of 2008. Will also forward further information to Mr. Barry after ILF State Conference on this situation.

FINANCIAL REPORT: Pam made financial report with some good news that we did receive some monies from the auditor, so we should not have to use the line of credit for awhile—see reports. Also need to be thinking of encumbrances by November meeting to have ready for December 2007.

FRIENDS: Will be having book sale November 29, 2007. Also guest speaker in November.

BOARD MINUTES, p. 2:

COMMITTEES: No reports at this time

DIRECTOR: New air conditioner unit installed by Quality. Had crane in for installation purposes. This unit also runs heat. Jerry stated need to sand and paint lines on roof, as could be leaking gas into air in the future. Will have Tom look at this process.

No word yet on 2008 Budget from Department of Local Finance, waiting on resolution with problems from auditors offices throughout the state before we hear and before we receive our 2007 property tax monies. Department of Local Government Finance has approved our Capital Projects Fund for tax year 2007 payable in 2008.

Children's report, still having excellent turnout for pre-school story time.

Computers-Al Johnson, Blackford Technology Group has sold his business to Russ Jones. Russ will now be taking care of our computers and the Internet.

ILF Annual Conference will be held on November 13-15 in Indianapolis. Several meetings on new building and Internet usage. Vicki will have to attend full conference, would also like for Stephanie and Andrea to go if possible.

Judy made motion, seconded by Ann for Vicki, Andrea, Stephanie to attend ILF Conference and to pay mileage, conference fees, hotel lodging. Motion carried unanimously.

Discussion presented on E-rate and joining Internet Consortium through State Library for 2008. Linda made motion to join, seconded by Bill, motion carried unanimously.

In-Service workshop discussion presented on closing October 30 from 10-2 for Sexual Offenders Workshop, presented by Deputy Lawrence and Sheriff Lancaster. Principals and Montpelier Library staff will be invited, followed by Staff meeting. Linda made motion to close for workshop and meeting, seconded by Bill, motion carried unanimously.

One Book-One Community Blackford County Reads Mysteries will be presented at Lake Placid Conference Center on Monday, November 19 for the public from 6:30-9. The following Indiana Mystery Authors will be speaking and autographing their books:

Jeannie Dams, Crimson Snow, Brandt Dodson, Original Sin, Terence Faherty, Kill Me Again, and Brenda Robertson Stewart, Power In the Blood. Jim Huang from the Carmel Mystery Company Store will also be speaking and helping the authors. Special thanks to the 4Blackford County Steering Committee and The One Book Committee members and Co-Chair Laura Lee for all of their support in this great literary program.

UNFINISHED BUSINESS:

NEW BUSINESS: Discussion presented on looking at drop box for outside area, perhaps in front or around back of building. for patrons. Will check with DEMCO and Gaylord on prices. Now people have to climb steps and not in great location.

CLAIMS & CHECKS: Motion made by Judy, seconded by Jerry to pay claims for amount of \$28,595.78 Motion carried unanimously.

Motion to adjourn by Bill

Next Board Meeting, Wednesday, November 28, 2007, 6:00 P.M.

Ann Madgwick
Robert H. Jones

Paula Smith
Linda Lee
Jerry Dougan

William E. Schmitz

Nov. 28, 2007

Minutes of the Hartford City Public Library Board of Trustees

Submitted by Paula Smith, Secretary; for Jacki Ridgway, Recording Secretary

ROLL CALL: Vicki Cecil, Director: Pam Bolt, bookkeeper: Rick Gerard, Bill Schantz, Linda Leas, Ann Ludwig, Jerry Poulson, Paula Smith, and one patron, Larry Parker

PATRON CONCERN: Mr. Parker would like to see the Library continue to carry out of town newspapers and telephone books, as these were materials that he frequently used in the past. Both he and Ann Ludwig expressed interest in the Wall St. Journal, and Vickie assured them that it would continue to be available.

Mr. Parker's main concern was his granddaughter's use of the internet (especially access to "My Space") and what safeguards were in place for protection of young people. Vickie informed him of what is filtered through "Children's Internet Protection Act", ie: porn sites, etc., but even with new software "My Space" will probably not be blocked. Vickie did assure him that the computers were supervised as much as possible by the employees.

Mr. Parker also expressed interest in the board's purpose for purchasing the adjacent lots. Rick explained to him the plans for future building and expansion of the library.

The board then thanked Mr. Parker for his interest and concerns and for taking time to come to the meeting.

Following Mr. Parker's departure discussion continued re: the possibility of moving the reference books, which are rarely used anymore, upstairs, and moving the computers down to the main floor into that area where they would be more visible. Vickie will discuss with Russ Jones, new computer rep., the possibility of this move.

MINUTES OF PREVIOUS MEETING: Bill made a motion, seconded by Linda, that the minutes of the previous meeting be approved: motion passed.

CIRCULATION REPORT: No report

FINANCE REPORT: Pam was pleased to report that we did receive a tax distribution bringing the total amount received from the county to date to \$122,291.99. Approximately \$200,000 is outstanding and would hopefully be received by the end of the year. The October finance report showed a transfer of \$20,000 from the credit line to the operating fund for employee benefits, bringing total borrowed from Credit Line #2 to \$45,000. An amount of \$2,000 needs to be transferred from "janitor wages" to employee benefits on the appropriations report. Question: Can we still encumber funds that we have not received? Pam detailed at length re: encumbered funds and the answer to question was "Yes". Some of the needs to be considered are: new "bookdrop", chairs, books, handicap door opener, etc. Encumbrances will be decided at the Dec. meeting - everyone please come with ideas/needs/wants. The 2008 budget has been turned in - no report as yet.

FRIENDS REPORT: Book Sale will be held on Thurs., Nov. 28; bag sale on Friday, Nov. 29th.

BUILDING COMMITTEE: A list of architects was shared with the board, and in January we will need to seriously look at choosing one. The first step is to meet with a planner (board, staff, tech services, etc.). Jerry Poulson will talk to Dave Bennett about vacating the alley.

HEALTH INSURANCE was a main topic of concern due to the huge increase in premiums for the coming year. This is partly due to the high risk factor due to Marian's illness and also the age bracket of our employees (most in range from 40-65 yrs.) Our present scale is 75/25, but the board may have to go to a 50/50 payment of premiums. If the Library withdraws from the Federation it cannot re-enroll until the yr. 2010. Discussion was held concerning looking for a new carrier through United Health Care - each employee would need to fill out a form and they (UHC) would then try to find the best group rate available. After much discussion Ann Ludwig moved that we do not renew with Anthem (through the Federation), but that we look for other alternatives. Seconded?? Motion passed. The board also asked that local carriers be contacted for rates also.

(Linda Leas)

OTHER BUSINESS: Kathryn Brogan, Ft. Wayne, has been retained at the suggestion of Jim Forcum, to address the wage/labor questions in the new handbook. A report will be given at the Dec. meeting.

Staff would like to limit use of the computers to 1/2 hr. total by any patron. Special consideration would have to be given re: persons writing reports, etc. This will be discussed further at Dec. meeting.

--Vickie reported on the recent "Sexual Offenders Workshop" presented to both Hartford City and Montpelier Library Staff, and Blackford Co. School Principals, by Blackford Co. Probation Officers and Deputy Lawrence of the Sheriff's Dept. Offenders have a legal right to use public internet, but officers would like for us to post pictures of the offenders in a conspicuous place in the Library. Vickie will check with Jim Forcum to see what our liability might be if we posted the pictures on the main floor/computer area. The officers also toured the building and felt that the top floor is very isolated - each floor should have pepper spray. Ann made a motion, seconded by Linda that pepper spray be provided for all floors. More discussion followed re: moving computers to main floor.

--Ann reported on a special party held for those graduating from the Imagination Library program. The program is for children ages birth -5yrs. The children visited the library and were allowed to get their own library card. It is hoped that this party will be held twice a year in the future. Our policy is that children must be 6 yrs. of age to receive their own card, but Andrea would like to move the age limit to 5yrs./kindergarten. Ann made a motion to allow kindergarten children at age 5 to obtain their own Library card. Motion passed. Ann also asked that we consider letting children age 8 take out movies/DVD's. This will be discussed at a later meeting after Vickie has talked with the staff.

--One Book-One Community deemed a success and all authors were present. Plans have started for next year, and the committee has already consulted the author of the book, "Touching Spirit Bear", Mikaelson, as to his availability.

--New staff person, Mari Howard - hired for 20 hrs. per week to replace Jessica

--State Librarian visited on Monday, Nov. 26. She said they were looking at consolidation of smaller libraries, but that we can become a county library without Montpelier; entails a lot of paperwork. All townships would need to come on board. Linda spoke with Jerry Ickes, and he thought there might be some interest in a county system. Ann asked Vickie to see what all is involved in becoming a county library.

--Mr. Hochadel will be called to check on the roof leak in the Carnegie Building.

CLAIMS AND CHECKS: Claims were reviewed and a motion to pay the amount of \$30,400.60 was made by Linda and seconded by Jerry. Motion passed.

Bill made the motion to adjourn.

THE NEXT MEETING will be a catered Christmas meal in the Library Meeting Room on Wednesday, December 19, 5:00 p.m.

William Edwards

Ann Ludwig

Judy Colegrove

Linda Lee

Paula Smith

Jerry Pearson

December 19, 2007

Minutes of the Hartford City Public Library Board of Trustees: submitted by Paula Smith, Secretary

ROLL CALL: Vicki Cecil, Director; Pam Bolt, bookkeeper; Judy Colegrove, Bill Schantz, Linda Leas, Ann Ludwig, Jerry Poulson, Paula Smith

A meal catered by Richard's Restaurant was enjoyed by all before the business meeting was called to order by Judy Colegrove.

MINUTES OF THE PREVIOUS MEETING: Motion by Bill, seconded by Linda, that minutes be approved: motion passed.

CIRCULATION REPORT: Up from previous year - Nov. 2006, 6.080; Nov. 2007, 6.369

FINANCE REPORT: Pam reported that no funds had been borrowed since Oct. 16, and that a second advance from the county had been received in Nov. Total received to date: \$123,910.99. Total borrowed from credit lines - \$120,000. It is hoped that the remainder of the distribution (approx. \$200,000) will be received by the end of Dec. Total November Revenue: \$50,686.62

Encumbrances were then discussed at length, as Pam must have invoices/purchase orders dated by the end of Dec. and have them ready to sign (copy sent to state) at the January meeting. Money not encumbered rolls over into the operating fund in January. Ann asked Pam how much she would recommend that we encumber to which Pam replied that the amount of \$19,920 was encumbered last year, with all being spent except an amount for JR Flooring for carpet cleaning. Possible encumbrances: 1) Retro salary increases - approx. \$9,000 2) CIPA filter (Children's Internet Protection), \$1500 + 600 annual maintenance fee 3) Books - have been holding off ordering books until money from county was received - approx. \$8,000 (on-line for invoices) 4) Value Line Bill - publication approx. \$500; Wall St. Journal, \$110 5) Computer Tech - \$5,000 6) Timer to shut off computers - cost unknown 7) Book drop for front/back doors - approx \$1500-2000 8) Pneumatic door opener at back door for handicap access. Other items discussed were possible purchase of more computers (approx. \$5,000), Microfilm reader/printer thru INCOLSA, approx. \$10,000-12,000, and new front doors. Jerry offered to pursue getting a contractor to bid on the new doors, but through further discussion it was decided to not pursue this at the present time. No motion was needed now; Pam will have all paperwork ready for signatures at January meeting.

FRIENDS: Vickie informed the board that there would be a book sale in January. Andrea has been "cleaning house", and so there will be some children's books for sale.

BUILDING (NEW): Ball State will be sending a group of students re: design in February; it is possible this will be at no cost to us. Next step would be to seek an architect. Approx. \$23,000 will be available through the Capital Projects Fund in 2008.

EMPLOYEE HANDBOOK is still on hold - Vickie will take over to Printer's Express to get copied when it is ready.

2008 BUDGET: Still waiting for approval

HEALTH INSURANCE: Still waiting for quotes from Farm Bureau and United Health. The board expressed serious concern that at present the employees have no coverage. Vickie will check to see if there might be some "stop gap" coverage until insurance is acquired.

COMPUTERS: Russ Jones will officially begin his contract with the Library on Jan. 16th. After studying the situation he has reported to Vickie that it would not be feasible to move the computers down to the first floor due to problems with wiring, etc.

4-BLACKFORD CO. STEERING REPORT: A grant has been received which will cover the cost of "One Book, One Community" expenses. Funds must be used by the end of the year - transferred to school system.

ONE BOOK, ONE COMMUNITY 2008: Book chosen by committee, "*Touching Spirit Bear*", and the author will be available to visit all schools the week of April 28-May 1, plus a presentation to adults at Lake Placid during that time. Cost of book will be affordable to all at a price of \$3.00 each.

OTHER BUSINESS: Vickie handed out copies of a report from the Commission on Local Gov't. Reform which recommends a mandated reorganization of library districts across the state into 92 countywide systems. This will go before the 2008 legislature.

— She also handed out a letter from Bob Barry in which he continues to question the legality of board appointments and the unfairness, in his opinion, of the tax assessment. No response from board - letter will be given to attorney Jim Forcum.

— A Technology Plan for 2008-2010 will be sent to the state re: new computers.

— In response to the staff's request to limit computer time to ½ hr. - discussion resulted in time being left as is.

— Paula requested that someone be hired/appointed to take minutes of meetings. Vickie will check with "Friends of Library" to see if someone might be interested.

CLAIMS AND CHECKS: Claims were reviewed and a motion to pay the amt. of \$19,605.68 was made by Linda: seconded by Ann. Motion passed.

Bill made the motion to adjourn. THE NEXT MEETING will be Wednesday, January 16, 6:00 p.m.