

**From:** paula.smith1@netzero.net <paula.smith1@netzero.net>  
**Subject:** Library board minutes  
**Date:** Fri, 15 Feb 2008 05:29:29 GMT  
**To:** <vjcecil@skynet.net>  
**Attachments:** 0

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January 16, 2008

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

**ROLL CALL:** Vickie Cecil, Librarian; Pam Bolt, Bookkeeper; Bill Schantz, Ann Ludwig, Rick Gerard, Paula Smith

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

**CIRCULATION REPORT:** Up slightly; Dec., 2007 - 6,165 Dec., 2006 - 6,035

--Vickie made available several catalogs for comparison pricing of book drops. Much discussion followed as to the location of a new book drop - several suggestions were given with the one most popular being that it face the alley (south side), east of sidewalk (as at the Post Office). Bill recommended that we check any ordinance re: placing something on alley. It was noted that it will take more "energy" on the part of staff to carry these books inside. Ann questioned snow removal on steps; Vickie said that Tom is doing a very good job in that area.

**FINANCIAL REPORT:** Pam reported that following the receipt of funds from the County in Dec. the #2 Credit Line has been paid back in full. #1 credit line is due on Feb. 1 (\$75,000 plus interest). It was opinion of board that it should be paid back in full even though money might have to be borrowed again in March. After current claims there will be an approximate balance of \$35,000. Approximately \$20,000 is still due from the county. A motion to re-establish line of credit up to \$100,000 at Pacesetter Bank was made by Ann; seconded by Bill Motion passed

Budget figures for 2008 will remain at 2007 level for present time until budget is approved.

The following encumbrances were approved by the board as presented by Pam:

- 1) Book drop - Gaylord; board approved up to \$2000
- 2) CIPA (filter on computer) - \$2100 includes \$600 yearly maintenance fee.
- 3) New books (Ingram) - \$8,000
- 4) JR Flooring (carpet cleaning) - \$971
- 5) Computer Maintenance contract with Russ Jones ( M & R Technology) - \$4500
- 6) Wall St. Journal - \$99
- 7) Value Line Publishing, Inc. - \$798

Board is still interested in a power assisted back door; need to get a breakdown on price from Blakely Construction

**FRIENDS:** A book sale will be held on Jan. 31; movie nights have been very well received and another one

is being planned for the near future at Grace Church.

**BUILDING/CAPITAL PROJECTS FUND:** Need to make list of ideas and send to at least 5 architects. Vickie will check on cost of having Jonathon Spodeck(sp?) from Ball State come and give us some ideas concerning this list. Bill suggested that we not get too involved in a building project until we see what the state is going to do with consolidation of libraries

**EMPLOYEE HANDBOOK:** Still waiting on a 10pg. letter from attorney Kate. When it is received the committee (Ann, Judy, Linda) will meet, look over and send back to her with any revisions or questions.

**ONE BOOK/ONE COMMUNITY** plans are progressing, with the Blackford Co. schools handling the contract. Books will be available for all children ages 10 and up. Accomodations have been offered at Lake Placid for presentation by the author to adults.

**INSURANCE:** Board concerned at lack of coverage during interim; Vickie felt that employees might still be covered under Anthem although no premium has been paid. Discussion centered around Ilah finding her own supplemental insurance that might be cheaper, and the percentage could remain at 75/25. If Ilah is unable to find a lower rate board may be forced to go 70/30 to help reduce cost to Library. Linda suggested that we pay at current rate (75/25) through Feb. to give Ilah time to check out other insurance. Vickie checked with those employees present in the building as to priority: co-pay less/premium more or vice versa. A lower monthly premium was of most importance to those employees asked. Based upon this a motion was made by Linda and seconded by Bill that United Health Care Plan 7AA be adopted, effective Feb. 1, 2008. Motion passed.

**NEW BUSINESS:** All board appointments will be renewed at the Feb. meeting. Jim Forcum will notarize.

-Vickie requested approval to join the Hartford City Chamber of Commerce. Motion was made by Paula and seconded by Bill that Library join for a period of 1 yr - trial basis only to see if membership was of any value. After discussion motion passed 3 to 1, with Ann voting "No"

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$71,371.43 was made by Bill and seconded by Linda. Motion passed.

Bill made the motion to adjourn. THE NEXT MEETING will be Wednesday, Feb. 20, 2008, 76:00 p.m.

Let everyone in on the conversation with a new conference phone. Click now!

*William E. Schaub*

*Linda Deas  
Judith Colegrove  
Ann Ludwig  
Jerry Poulson*

February 20, 2008

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

**ROLL CALL:** Trustees: Judy Colegrove, Linda Leas, Ann Ludwig, Jerry Poulson, Bill Schantz, Bookkeeper: Pam Bolt, Director: Vicki Cecil

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

**CIRCULATION REPORT:** Jan. 2008=7,083 Jan. 2007=7,925  
DVD'S Circulation for 2008 25.2% of total circulation Adult =1,602,  
Children=276

**REPORTS: Financial:**

Pam presented financial reports and summary of funds. Final settlement for 2007 was received from Auditor on Feb. 13 in amount of \$27,274.82

Revised 2008 Resolution presented for Pacesetter Bank-attached.  
Motion presented for a new line of credit with Pacesetter Bank for 100,000 with Bill, Linda and Vicki being able to transfer funds. Bill moved- motion seconded by Jerry, passed.

Motion made by Linda to transfer \$3,063 from #22 Utility Services into #54 Dues, Interest and Taxes. This transfer is necessary due to the large amount of interest due from paying Library's credit lines off in full. Ann seconded, motion passed.

Budget figures for 2008 will remain at 2007 figures until 2008 budget is approved.

Letter has been issued to Auditor for advance draw on taxes. However looks like no monies may be available until October or November.

Friends: Will be having meeting to discuss book sale times and other items.

**COMMITTEES:** New Building—need to look at Capital Projects Fund  
Capital Projects-can we roll over  
Employee Handbook-waiting on new scanner/have  
revised handbook by April Board Meeting, will be mailed before meeting.  
Stephanie will be working with Vicki on producing new handbook.

**February 20, 2008 Board Minutes, cont'd:**

**DIRECTOR:** Discussion presented on Blakely Construction Quote—interest in what new door would like like-fiberglass, looks like wood. Also discussion on power assist at front and rear doors, especially need at back door with handicap entrance. Front doors are very heavy for elderly patrons to use. Discussion presented on book drop. Linda had suggestion of putting drop in alley, where staff could have access from lounge area window.

Need to look at line items 3, 5 & 6 under Blakely Quote, can we do at this time?

Budget 2008—Still awaiting word on, most sources state will not be ready until October or November—which means 2009 Budget will have to be presented in August before we hear any word on 2008. Pam still working with 2007 figures.

Children's-Preschool story hours going very well. Summer Reading plans Computers-Russ Jones working on rebuilding several computers Employee Handbook-working on revisions from committee and attorney Brogan's recommendations.

Health Insurance-working with UHC United Health Care on correct rates for insurance for full time staff

4Blackford County & One Book Report-Author Ben Mikaelson, Touching Spirit Bear, will be here April 28-May 1 will give presentations at all schools and for the community on April 30, 6:30 at Lake Placid Conference Center. Very big program for literacy for all of Blackford County.

State Library Resolution #6-discussion of how DVD's and Internet are taking over some public libraries, whole different clientele.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:** Jerry presented information from Troy Baker concerning property across the street from library. Troy wonders if library is interested in buying for \$3,000. Still only half of lot. Jerry will see what else we can find out on this situation.

Bank from California also contacted library to see if interested in corner property on Franklin to be torn down.

Discussion presented on possibly putting gravel in on property we already own for parking.

**CLAIMS & CHECKS:** Claims were reviewed and a motion to pay the amount of \$110,854.67 (this amount includes pay off of our 2007 Line of Credit with Pacesetter Bank) was made by Linda, seconded by Ann. Motion passed.

Bill made motion to adjourn with March 19, 2008 Board Meeting beginning at 5:00 P.M., due to 4Blackford County Steering Meeting Vicki will be attending at 7:00 P.M.

*William E. Schatz*

*Robert M. Leland*

*Judith Colegrove*

*Paula Smith*  
*Jerry Poulson*



**From:** paula.smith1@netzero.net <paula.smith1@netzero.net>  
**Subject:** library board minutes  
**Date:** Sun, 30 Mar 2008 04:28:44 GMT  
**To:** <vjcecil@skynet.net>  
**Attachments:** 0

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March 19, 2008

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

**ROLL CALL:** Vickie Cecil, Librarian; Pam Bolt, Bookkeeper; Bill Schantz, Rick Gerard, Judy Colegrove, Jerry Poulson, Paula Smith

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

**CIRCULATION REPORT:** Down slightly; Feb., 2007 - 6,521 Feb., 2008 - 6,327

Vickie passed around the township contracts for Library services. Judy made a motion, seconded by Jerry, that the contracts for Licking, Washington and Jackson Townships be approved at a rate of \$46 for each card issued. Motion passed.

The line of credit with Pacesetter Bank resolution was also approved..

Vickie handed out the "Notice to Taxpayers" which will appear in the paper on April 2, updating the planned proposal to establish a Library Capital Projects Fund, as required to be presented annually (covering a 3 yr. Period). 2008 funds were approved, but no funds were received - funds accumulate/roll over to the next year. A public hearing will be held at 6p.m. on Wednesday, April 16 - if there are no objections, the proposal will be given to the City Council for approval.

**FINANCES:** All loans from credit lines have been paid in full, including interest, and as of Feb. 29 there is -0- indebtedness! Pam's report showed that a final settlement from the Blackford Co. Auditor in the amt. of \$27,274.82 was received on 2/13/08. Blackford Co. Treasurer is hoping for two property tax collection periods in 2008 - perhaps a July statement for the spring settlement. Pam and Vickie will be calculating the 2009 budget on the 2007 figures. Rick asked Pam for a breakdown of revenue in the "Fines, fees & misc." category for next month.

**COMMITTEES:** --Building and Capital Projects Fund on hold

--Employee Handbook: Vickie hopes to receive it, scan and mail out to Board Members for review before the next meeting

(Russ Jones obtained a new scanner for the Library on e-bay for \$20!)

**DIRECTOR:** Vickie reported that no further news has been received re: 2008 budget approval

--a hinge fell off of front door and was replaced by Hartford Glass (re: claim for \$110.00)

--Vickie reported that a patron in a scooter type wheel chair got stuck in the back door. A motion was made by Bill and seconded by Paula to install a power assisted opener at the back east door at an approximate cost of \$2000. Motion passed. Vickie will call Ron Blakely to see how soon he could get this done.

--there was further discussion about the book drop being placed in a lower window as per suggestion by Linda Leas at previous meeting: project will have to be put on hold until funds are received.

--Russ is doing a great job rebuilding the old computers

--plans for the "One Book, One Community" are progressing as planned

--the final quote for Health Insurance from United Health Care was reviewed. Breakdown per pay for each employee was shown - rate of 75/25; Rx card, 80/20. Rate also includes Life Ins. Benefit of \$15,000 per employee. Vickie will have Pam figure total increase for next board meeting.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$24,602.26 was made by Judy and seconded by Jerry. Motion passed.

Bill (?) made the motion to adjourn. THE NEXT MEETING will be Wednesday, April 16, 6:00 p.m.(following the public hearing)

Judy Colegrove  
William E. Schaub  
Jerry Pearson  
Paula Smith

----- Original Message -----

From: paula.smith1@netzero.net

To: vjcecil@skynet.net

Subject: Board minutes

Date: Tue, 13 May 2008 04:24:12 GMT

>Vickie - feel free to edit if necessary; ---Paula

>April 16, 2008

>Minutes of the Hartford City Public Library Board of Trustees;

>submitted by Paula Smith, Secretary

>ROLL CALL: Vicki Cecil, Librarian; Pam Bolt, Bookkeeper; Bill

>Schantz, Judy Colegrove, Jerry Poulson, Paula Smith

>PUBLIC HEARING was called to order by Judy Colegrove. There being  
no

>public present for input, Judy called for a motion to adopt the

>resolution to LCPF Plan. Jerry Poulson made the motion, seconded by

>Bill Schantz. Copies were signed by the board. Jerry made the motion

>seconded by Paula that the public hearing be closed. Motion passed.

>Proposal will be presented to the City Council for approval.

>THE REGULAR LIBRARY BOARD OF TRUSTEES meeting was called to  
order by

>Judy Colegrove in the absence of president, Rick Gerard.

>MINUTES OF PREVIOUS MEETING: Jerry made a motion, seconded by  
Bill,

>that the minutes of the previous meeting be approved; motion passed.

>CIRCULATION REPORT: Up slightly; March., 2007 - 7,584 March, 2008

-

>7,680 Vickie also informed the board that circulation of VHS

>materials was declining.

>REPORTS:

>--Friends will be holding a book sale on April 24th. Book sales will

>be held bi-monthly.

>--Imagination Library will be having a party on May 31st, arranged by

>Ann Ludwig

>--Financial Report: An advance from the county in the amt. of

>\$40,704.20 was received and as a result no funds will have to be

>borrowed for the upcoming month from the Credit Line. Cash on hand

>report shows a transfer from the credit line to the checking acct. on

>March 24. Still operating on "2007" budget figures - no word on the

>2008 budget as yet.

>COMMITTEES: ---Building and Capital Projects Fund - no reports

>--Employee Handbook: Vicki is half way through the material; hopes

>to mail out soon for Board's final review.

>--A Salary Committee will need to be appointed at the meeting in May

>DIRECTOR: A time change for the board meetings was discussed; May

>meeting will be at 6pm., and a decision to move the meetings to 5p.m.  
>for the summer months will be made at that meeting. Library  
>Certification was discussed, re: handout; the board will need to look  
>at classification of employees at the May meeting. Continuing  
>education (to include workshops, staff meetings, etc., as well as  
>some computer training) will be needed by some employees to keep  
>certification. Stephanie needs to be placed in Computers before  
certification, action needs >to be taken before 2009 for us to be  
"grand fathered in".  
>-- Mr. Barry's letter requesting copies of the Township contracts as  
>well as copies of Jan., Feb. board minutes was acknowledged by the  
>board. Letter also included unit comparisons (city/townships) and  
>assessed value per person for the board's information.  
>-Vicki reported that Russ continues to do a great job at rebuilding  
>the old computers.  
>-One Book, One Community: every child in 4th grade and up has a copy  
>of the book "Touching Spirit Bear". Vicki requested that the Library  
>close at 5:30 pm. on April 30th to allow the staff to attend the  
>presentation by the author at Lake Placid. Paula made the motion,  
>seconded by Bill. Motion passed.  
>--Children's report: all is going well with "1st Time Library Cards"  
for baby-five years story >time, and summer reading program will soon  
be under way.  
>--Copies of the Library Staff Meeting (April 4) were included in the  
>packet for review by the board  
>UNFINISHED BUSINESS: Building/door - Ron <sup>Blakely</sup> has been unable to  
finish  
>the work he started due to his mother's illness. Jerry needs for him  
>to register/contractor's liability, and he will pursue this.  
>NEW BUSINESS: NONE  
>CLAIMS AND CHECKS: Claims were reviewed and a motion to pay the  
amt.  
>of \$27,618.77 was made by Jerry and seconded by Paula. Motion  
passed.  
>Bill made the motion to adjourn. THE NEXT MEETING will be  
Wednesday,  
>May 21 , 6:00 p.m  
>  
>\_\_\_\_\_

Linda Lee  
Paula Smith.

William E. Schantz

Ann Ludwig



May 21, 2008

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

**ROLL CALL:** Vicki Cecil, Librarian; Pam Bolt, Bookkeeper; Bill Schantz, Paula Smith, Linda Leas, Ann Ludwig

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

Vicki presided at the meeting in the absence of president, Rick Gerard, and VP, Judy Colegrove.

**CIRCULATION REPORT:** Down slightly; April., 2007 - 6,546 April , 2008 - 6,001

**FINANCIAL REPORT:** Pam reported that an advance from the county in April in the amount of \$40,704.20 was received; balance of cash on hand , \$34,158.57. Not shown on the report was an advance of \$31,704.50, received on May 13 from Property Tax Relief Credit and Certified Shares. Still operating on 2007 budget, with 2009 budget figures due in July.

**FRIENDS** co-sponsored a movie night at Grace Church with the Historical Society on May 21. They will once again sponsor a Spelling Bee on Saturday during Heritage Days, 11a.m., at the Presbyterian Church. Ann reported that the 2<sup>nd</sup> annual birthday party for those children turning age 6 will be held on May 31<sup>st</sup>. These children will receive their own Library Card, designed by Andrea.

**BUILDING COMMITTEE:** Vicki handed out copies of an article from the publication "Focus" re: advice/resources on new Library construction projects. Very interesting as well as humorous reading. (see Vickie for copy if not present at meeting.)

**THE CAPITAL PROJECTS FUND:** The LCPF plan was presented at the Council meeting on May 5<sup>th</sup>. Vickie reported that Pam did an excellent job with the presentation. Plan was approved with a vote of 5-0. One patron present at the council meeting did ask "Why do we not have parking?". Linda felt this was a valid question and some discussion followed as to whether it might be advisable to consider a small graveled area for parking on the east side. It was decided to table this until plans for the new construction were more concrete. Bob Barry also reported to the council - copies of his report on "numbers compiled" re: Fire Department and Hartford City Library were also handed out by Vickie to the board members (see Vickie for a copy).

**DIRECTOR'S REPORT:** Vickie reported that the Employee Handbook is finished, and should be mailed out next week to board members. She will highlight some areas that need to be closely read; she will also add the attorney's name as consultant. Board members should mark any revisions/questions and bring to the June meeting.

--**Board meeting time change:** Bill made a motion, seconded by Ann, that the Board Meeting time be changed to 5p.m. beginning in June, 2008. Motion passed.

--**Children's report:** Andrea is working on the summer reading packets

--**Certification/Indiana State Library:** Takes effect July 1, 2008. All employee classifications need to be reviewed at the June meeting. Stephanie needs to be moved to "computer" level so that she will be grand fathered in. Full time employees have 5 years to complete their continuing education. The State has hired a staff person to implement, regulate and monitor the new

certification requirements.

--A salary committee will need to be appointed at the June meeting.

--One Book/One Community was deemed to be very successful. Everyone felt that quality time was spent at the public schools, with 3 presentations each day.

**UNFINISHED BUSINESS:** Building/door - no report. Still waiting on Ron Blakely to finish work. Ann also inquired as to what has happened with the "drop box" project. She would very much like to see that project started. This project also awaiting Mr. Blakely's attention.

**NEW BUSINESS:** Vicki reported that a representative from AFLAC has presented a proposed supplemental insurance to the staff if they wish to take advantage of it. Vickie felt that no one would be interested at this time.

--Vickie requested that the Library close at 2p.m. on Saturday(24<sup>th</sup>) of Memorial Day weekend. Linda made the motion, seconded by Ann; motion passed. Summer hours to begin as follows, Monday-Thursday 10-7, Friday 10-5:30, Saturday 10-2, Closed Sundays & Holidays

--Bill Schantz requested that a replacement be found for him as he intends to leave the board when his term expires in July.

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$25,208.31 was made by Linda and seconded by Paula. Motion passed.

--Ann made the motion to adjourn. THE NEXT MEETING will be Wednesday, June 18, 5:00 p.m.

*William E. Schantz*  
*Ann Ludwig*  
*Judith Colquhoun*  
*Linda Leas*  
*Jerry Paulson*

June 18, 2008

## **Hartford City Public Library Board Minutes**

Minutes of the Hartford City Public Library Board of Trustees; submitted by Vicki Cecil for Paula Smith, Board Secretary.

**ROLL CALL:** Vicki Cecil, Librarian; Pam Bolt, Bookkeeper; Judy Colegrove, Linda Leas, Ann Ludwig, Jerry Poulson, Bill Schantz

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

Judy presided at the meeting in the absence of president, Rick Gerard

**CIRCULATION REPORT:** Up slightly 2008=6,516 2007=6,208

### **FINANCIAL REPORT:**

Pam reported on all financial reports. Still waiting on figures from auditor concerning 2008 and 2009 budget. 2009 Budget will have to be ready to present at July workshop. Pam still working with 2007 figures in ledger.

### **FRIENDS**

Ann reported on the Spelling bee during Heritage Days with good turnout. Ann also reported on Graduation party presented at Hartford City Library & Montpelier Library for Imagination Library. First library cards were presented to children—these cards cover babies through 5 years of age—see handout. Good turnout at Hartford City, will work with Montpelier on getting children there.

### **COMMITTEES:**

Employee Handbook Committee—discussion to table Handbook revisions until July meeting when all Board Member have had a chance to read

Judy appointed Salary Committee consisting of Ann, Judy, Rick & Vicki, committee will meet on Monday, July 7, 5 P.M. at the library.

Building-new-no reports at this time

### **DIRECTOR'S REPORT:**

Discussion presented as stated above on Budget figures—still no word on 2008 or 2009 figures

The Indiana State Library's new rules on certification for all library staff becomes effective on July 1, 2008. We will be grand-fathered in with all proper certification, only staff we need to change and adjust salary on at this time is Stephanie Hess.

Andrea & Amy are working with Summer Reading and all of the Children's programs. Chandler Landis will be our help at minimum wage status.

Computers—Russ is working on getting all of the computers to status they need to be, working in getting all rebuilt. Also working with Vicki on three year Technology Plan for the State Library.

Employee Handbook—please review and mark any revisions or deletions, then Stephanie and I can scan and get to all staff. Please note handbook includes all revisions from Employee Handbook Committee and Kate Brogan and Jim Forcum, --Attorneys

Patron Gift—Jim Forcum has informed the library that we have received a gift of \$20,000 from Arlene Bohr's Estate in the memory of her husband, Harry Bohr. We need to decide how to best use this gift. We will need to incorporate something for Harry in new building. Pam will be setting up a separate line item in ledger for this donation. Jim wants us to put presentation of check in paper to encourage more patrons to give gift funds to the library.

Discussion presented on new ILL (Interlibrary Loan Service) through State Library—will now be courier service at \$75 per year with no charge to patrons. Service will be begin July 1, 2008.

Ann made motion to accept new ILL service offered through The Indiana State Library, Linda seconded motion. Motion passed.

Discussion presented on closing July 4 & 5 for Holiday, Linda made motion to close Friday, July 4 & Saturday, July 5 for Holiday, Jerry seconded, motion passed.

#### UNFINISHED BUSINESS:

Discussion presented to look elsewhere for someone to fix door and wall and book drop.

Also discussion presented to look at getting gravel for parking in back until we can start building. Jerry will check on quotes.

Bill's last meeting will be the July Board Meeting. His appointment is through the Mayor's office

#### NEW BUSINESS:

CLAIMS AND CHECKS: Claims were reviewed and a motion to pay the amt. of \$19,409.02 was made by Linda and seconded by Jerry.. Motion passed.

Jerry made the motion to adjourn. Next Board Meeting will be Wednesday, July 9, 5:00 P.M.

*Linda Leas*  
*Ann Lindberg*  
*William E. Schantz*  
*Jedrick Colegrove*  
*Paula Smith*  
*Jerry Forcum*



July 9, 2008 - 5p.m.

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

**ROLL CALL:** Judy Colegrove, VP, presiding; Vicki Cecil, Librarian; Pam Bolt, Bookkeeper; Bill Schantz, Paula Smith, Linda Leas, Ann Ludwig, Jerry Poulson

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

**CIRCULATION REPORT:** Down slightly; June., 2007 - 8,652 June , 2008 - 8,093

**DISCUSSION** re: certification of Stephanie was initiated by Ann, and Vickie explained that on paper Stephanie moved to Step II-computers - motion made by Ann, seconded by Jerry to approve this move; motion carried. All other staff was grand-fathered in with proper certification, effective on July 1, 2008.

**FINANCIAL REPORT:** (Still operating on 2007 figures) Cash on hand shows a balance of \$23,256.15. Pam reported a transfer from the credit line on July 7 of \$25,000(not included in cash balance) - bringing total borrowed to \$50,000. She stated this will hopefully be enough for claims through end of Aug. A premium adjustment refund was shown on the report in the amount of \$99 from Farm Bureau Ins. Cash gifts were received in the amt. of \$165 - Jack VanWinkle memorials. Pam and Vickie will attend the Budget Workshop for 2009 at the Courthouse on July 17 - any other interested persons are invited to be present.

**FRIENDS:** Vicki reported that the book sale was successful and that there were 15 participants in the annual spelling bee held during Heritage Days. Winner was a senior in high school.

**BUILDING/CAPITAL PROJECTS FUND:** A generous gift of \$20,000 was received from the Arlene Bohr Estate in memory of her husband, Harry Bohr. The staff has suggested that some of the money be used to purchase a new microfilm reader/printer. No action taken at this time. Jim Forcum suggested that a plaque be placed in the new building in honor of Mr. Bohr.

Linda brought up the need for checking on vacating the alley before we proceed with any building project. We may have some objections from adjacent property owner, John Mitchell. Jerry is checking re: utility lines. Ann also suggested that we might need to notify neighbors if we intend to use the alley on the north side for a new book drop. This would create additional traffic in alley.

**--EMPLOYEE HANDBOOK:** Tabled until next meeting when President Rick Gerard will be present; please continue to read and edit.

**--SALARY COMMITTEE:** Mtg. time rescheduled until after Budget Workshop July 17. Committee: Ann, Judy, Rick & Vicki

**--CHILDREN'S REPORT:** Summer Reading program going very well with approx. 22 teens and 73 elementary age children participating. Sixteen middle school volunteers are part of a "book buddy" program to read to younger children.

A pizza party will be held at the end of the year. Story time on Tuesdays, 11:00-11:30; 20 children in attendance previous week.

**--ILL:** Cathy has set up the Interlibrary Loan Service with the State Library. There will be a courier each Wednesday - cost only \$75/yr.; no charge to patrons

--**MILEAGE RATE:** IRS has approved new rate of 50.5cents per mile...we presently reimburse at \$.48.  
Discussion tabled until new budget proposal

--**THE 20 PAGE TECHNOLOGY PLAN** was approved by the Indiana State Library on June 24, 2008 - VALID until 2010. Russ was a great help in working with Vickie on the plan.

--**GRAVELLED PARKING LOT:** Bids were received from Mr. Pendleton (60x12 graveled area - \$500) and Bob Connor (60x16 graveled area with 5" stone bed - \$810.00); no bid from Oswalt. A motion was made by Ann and seconded by Bill to accept Connor's bid and proceed with the project. Discussion was held as to who would be parking there and how they might access the building. Door to the Children's Library could be used so patrons/staff would not have to cross Mitchell's property, but still others will be using handicap entrance...was decided to wait and see if this does cause any problems.

**UNFINISHED BUSINESS:** Rick has obtained Jeff Wilson from Ft. Wayne to install the handicap/automated door immediately. Rich Brown will be the electrician for the project. Earl Clark may be unable to install the new book drop. Names of other contractors are needed for this project.

--Ann suggested that a "Thank You" be sent to the garden club for the planting and care of the beautiful flowers outside.

--**RETIREMENT OF BILL SCHANTZ:** Members of the board expressed their appreciation to Bill for his eight years of service. Mayor Whitesell would like to have at least 4 names submitted as Bill's replacement by mid-August. Three names were mentioned: Jim Schorey (expressed interest to Bill); Steve Cook (suggested by Rick); Kenny Warner (suggested by Jerry). Rick will approach these persons to see if they are interested in their names being submitted.

Bill made a motion, seconded by Ann, that Linda Leas become Treasurer and Jerry Poulson, the Deputy Treasurer. Motion passed.

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$23,533.42 was made by Linda and seconded by Paula. Motion passed.

**IN HONOR OF HIS RETIREMENT,** Vickie presented Bill with several gifts - "The Encyclopedia of Trains & Locomotives", gift cards from Richard's Restaurant, and his favorite snack, Reese Peanut Butter Cups. Cake was enjoyed by all

--As his last official act, Bill made the motion to adjourn. **THE NEXT MEETING** will be Wednesday, Aug. 20, 5p.m.

August 20, 2008

Minutes of the Hartford City Public Library Board of Trustees re: Public Hearing

Submitted by Paula Smith, Secretary

**Roll Call:** Vicki Cecil, director; Pam Bolt, bookkeeper; Rick Gerard, Linda Leas, Ann Ludwig, Judy Colegrove, Jerry Poulson, Paula Smith; also present were Andrea Landis, Cathy Evans, and Blackford Co. Auditor Kathy Bantz.

A public hearing on the 2009 budget was held at 5:00 p.m., August 20, 2008 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. Budget was given by Pam Bolt, bookkeeper, to the county auditor, Kathy Bantz

Public hearing was closed and regular monthly meeting of the Library Board was called to order by president, Rick Gerard.

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

**BLACKFORD CO. AUDITOR Kathy Bantz** was present to speak to the board about Circuit Breaker and it's impact on Blackford Co. The proposed cap on property tax -1% of assessed value for residential property; 2%, commercial businesses; 3%, industry (including farming) -will result in a loss of approx. \$1.3million in revenue to the county by 2010. She expressed concern as to how and by whom the remaining monies would be distributed (school debt will be taken off the top, and the rest divided among the remaining taxing units) . Also being considered by the county is a local optional income tax (LOIT) to help reduce the loss of revenue from property tax reduction. The Auditor proposed hiring a consultant at a cost of \$20-60,000 to help deal with these problems and she would suggest that all taxing units (school corp., cities of Hartford City & Montpelier, Shamrock Lakes, and Hartford City and Montpelier Public Libraries, Blackford Co) divide the cost of this service . Presentations by three consulting services will be heard at a public meeting on Sept. 4, 6:00p.m. at the Hartford City Hall building. Each taxing unit will have a vote as to the whether to hire one of the consulting services.

—Following the departure of the auditor, Pam Bolt, bookkeeper, shared with the board that the state assured her that the county should be responsible for these consulting fees and that we are under no obligation to share in this cost

**CHILDREN'S LIBRARIAN Andrea Landis** presented a report to the Board about her summer reading program , "Catch the Reading Bug", in which children were encouraged to read 500 minutes during the months of June & July. (Storytime counted towards the total minutes) 95 children were registered with a completion rate of 55%. Those who attained the goal were rewarded with a pizza party held at the Presbyterian Church. **Metamorphosis** at Your Library was a program in which teens were encouraged to earn points through the reading of books, magazines, newspapers, writing book reviews, and the "Book Buddy" program (reading to younger children). Sixteen teen volunteers completed the program and were rewarded with a certificate of completion and a \$5 pass to Karasote Theatres.

There were 24 participants in the sign language program.

Andrea and Amy would like to attend the CYPD Conference in Ft. Wayne on Monday, Sept. 22. Cost would be \$70 plus mileage; this conference would count towards the 100 hrs. required to maintain certification (have 5 yrs. to complete). Following discussion Ann made the motion to allow Andrea only to attend one day at the conference, and to pay the conference cost of \$70 plus reimbursement of mileage. Jerry Poulson seconded - motion passed. It was suggested that Amy and Andrea might attend on alternate years, thereby giving both the opportunity to obtain the needed hours for certification.

**CATHY EVANS** reported that per request she had checked out Walmart.com as a source for ordering adult audio visual materials. Her findings were that it was more cost efficient to use the present company, Baker and Taylor, and to continue to make in-store purchases at Wal-Mart, but that she would use Walmart.com as a source for hard to find material/replacement films, etc/. She also reported that the Interlibrary Loan Service was a much improved, user-friendly system and that all was going well. Books are ordered on the State Library Web-site and received free of charge; books can also now be renewed. Requests have quadrupled!

**In her Director's Report** Vickie informed the Board that summer hours would need to be continued throughout the rest of 2008 due to the tight financial situation.

**CIRCULATION REPORT:** Up slightly: July 2008 - 8,602 July 2007 - 8,537

**FINANCIAL REPORT:** Cash on hand of \$17,001.23 does not reflect \$25,000 borrowed from the Credit Line on Aug. 15. Pam reported that she also received \$22,522.78 from the Co. on Aug. 19, which is 100% of the license excise tax due the Library. Tentative date for mailing tax statements is November - approx 1/3 of state is in same situation as us, with no 2008 budget approved. Notice of Adoption of Library Capital Projects Fund has been approved and filed. Pam presented Resolution 2008-4 which approves the transfer of \$1077.06 from a dormant savings acct. to the checking acct.. Ann Ludwig made a motion to accept the resolution, seconded by Judy. Motion passed. Following discussion about the Harry Bohr fund, a motion was made by Ann and seconded by Linda to put the money into an interest bearing account at Pam's discretion. Signing of bonds by Treasurer, Linda, and Asst. Treasurer, Jerry Poulson was completed - Pam will record.

**FRIENDS OF THE LIBRARY** will hold a book sale on Aug. 21 - no other business.

**SALARY COMMITTEE** will meet on Thursday, Sept. 4, 5p.m. and then attend the public meeting at City Hall. Committee needs to address the adjustment of Stephanie's salary to reflect new certification; Andrea and Vickie received their certification from the state., and all other employees were grand fathered in under the new plan. Vickie informed the board that the state has just approved a new minimum wage of \$6.55, effective 7/24/2008, and that wage will increase to \$7.25 on 7/24/09. Salary Committee will need to re-evaluate some wages.

**NEW BUILDING:** Jerry Poulson informed the Board that it would not be possible to vacate the alley at the back due to too many utility lines. Discussion followed as to the probability of building an overhead cross-walk to connect new and old buildings.

Six new parking spaces are now available at the back thanks to the good work of Bob Connor. Display Crafts will be making signs to designate the new spaces

**UNFINISHED BUSINESS:** Rick discussed the possible board replacement for Bill Schantz. Steve Cook is still considering the position. Rick will contact Kenny Warner, and give the possible candidates to Vickie as soon as possible. Vickie will in turn present the suggestions to the Mayor, who will make the final appointment.



**UNDER NEW BUSINESS** Ann brought to the board's attention a complaint by an elderly patron that she had tried to apply for a library card and that the process of identification (having to show a recent utility bill) had been offensive to her. Following much discussion it was decided that a written policy was needed and that the issue would be tabled until a committee is formed to formally go through the policy book and make needed updates.

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$34,501.31 was made by Ann and seconded by Jerry. Motion passed

MOTION WAS MADE by Jerry Poulson to adjourn the meeting. THE NEXT MEETING will be Wednesday, September 17, 5p.m.

Judith Colegrove  
Linda Leas  
Jerry Poulson  
Paula K. Smith  
Richard A. Leach

September 17, 2008

Minutes of the Hartford City Public Library Board of Trustees

Submitted by Paula Smith, Secretary

**Roll Call:** Vicki Cecil, director; Pam Bolt, bookkeeper; Rick Gerard, Linda Leas, Judy Colegrove, Jerry Poulson, Jim Forcum, 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:** Down slightly; August., 2007 - 9,055 August, 2008 - 8,701

**FINANCIAL REPORT:** To date \$75,000 has been borrowed from the credit line. Tax bills are to go out in Oct. and Dec., and another advance should be coming from the county. We may need to look at extending the credit line if this doesn't happen. Oct. appropriation report will have 2008 figures - 2008 budget of \$354,252 has been approved ; this is \$14,000 less than the 2007 budget as the maximum levi didn't come in as high as expected. Pam and Vicki will look at line items where the cuts can be made.

The 2009 proposed Budget was signed by all board members present, after public hearing, no members of the public were present. Linda made motion to accept proposed 2009 Budget, seconded by Judy, motion passed.

**BOARD MEMBERS** were invited to attend the 6:30 meeting at City Hall concerning the hiring of a financial consultant for the county. Although Vickie and Pam (as representatives of the Library) do not want to appear uncooperative, it was the opinion of Jim Forcum that the Library is not obligated and should not pay more than it's fair % of the consultant fee/per tax levi. The Board will decide what is a fair share should the consultant be hired.

**FRIENDS OF THE LIBRARY** will be holding a book sale on the last Thursday of Oct.

**BUILDING:** Greg Morrison, architect with MKM (Morrison, Kattman, Menze) firm that specializes in Carnegie Buildings, will be at the Oct. meeting to share with us about some ideas for building. The first consult is free. Board members should come with vision ideas and questions. Capital Projects Fund was approved.

**THE SALARY COMMITTEE** met and will meet again after money is received for budget. Discussion was held concerning doing away with the "step" levels in salary

**CHILDREN'S REPORT:** Special needs class from the High School is coming on Tuesdays for story time and crafts; children from Southside School will be coming for a field trip

There have been some problems with mold, especially in the closet in the children's dept. Quality A/C has come and cleaned the air conditioners.

**THE EMPLOYEE HANDBOOK** will be discussed at the Oct. meeting - board members should review final changes from the attorney and committee.

**Following the discussion** at the August meeting a new policy has been established which requires only a current driver's license be shown for those living in the county to receive a library card. It was suggested that a copy of the driver's license be made. For those just moving to the area a piece of mail with the current

address will be accepted.

**PARKING LOT SIGNS** made by Display Craft are ready for Vicki's approval. They will read: Library parking only - not responsible for damage

**UNFINISHED BUSINESS:**

-More discussion was held re: moving reference & genealogy materials upstairs and videos and computers down. It was decided to wait until the architect comes and then follow his suggestions.

-There was discussion of a possible board replacement for Bill Schantz, and Rick will present the suggestions to the Mayor, who will make the final appointment. Board preference will be highlighted.

-Rick and Rich hung the new fans

**NEW BUSINESS:** Linda was approached by a City Councilman as to why the Library was not open until 8p.m. It was explained that staffing and cost prohibited the extended hours.

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$22,204.59 was made by Judy and seconded by Jerry. Motion passed

MOTION WAS MADE to adjourn the meeting. THE NEXT MEETING will be Wednesday, Oct. 15, 5p.m.

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*Keith N. Reed*  
*Linda Gear*  
*Paula Smith*  
*Jerry Paulson*  
*N. Emma Larson*  
*Tom Ludwig*

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October 15, 2008

Minutes of the Hartford City Public Library Board of Trustees

Submitted by Paula Smith, Secretary

**Roll Call:** Vicki Cecil, director; Pam Bolt, bookkeeper; Rick Gerard, Linda Leas, Jerry Poulson, Jim Forcum, Ann Ludwig, Kenny Warner, Paula Smith

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

**CIRCULATION REPORT:** Up slightly; Sept., 2007 - 5752; Sept. 2008 - 5965

The board welcomed George Morrison of Morrison Kattman Menze Architectural Firm, Ft. Wayne, In., who shared some ideas re: our building project. He was complimentary of the condition of the building, but also noted problem areas such as lack of space in audio and children's departments, and accessibility issues. In response to questions concerning how we proceed, he suggested the building committee meet and study the various options. Mr. Morrison showed various approaches to design for older buildings such as restoring interiors, additions which compliment, not duplicate, new entrances, and totally progressive/different designs. He outlined 5 phases: 1) Schematic Designs (rough draft of what we envision (15% of total cost) 2) Design Development - start to "hard line" draw; cost estimates; budget (20% of cost) 3) Construction document - actual blueprints drawn (40%, cost) 4) Bidding - legal notice printed; send plans out - get bids back (5% of cost) 5) Construction Phase (20% of cost). Phase 2 is where a referendum would occur, so as not to waste too much money should project be blocked for any reason. He stressed bringing the community along as you progress such as a forum during phase 1, giving those who might object to the project a chance to vent. His firm would work with local community focus groups. In response to Rick's question regarding "over budget" issues, he assured the board that contingencies and alternatives would be built into the project to allow them to stay within the budget.

Various issues discussed were the vacating of the alley, possible purchase of Mitchell's barber shop, cost effectiveness of location - build to side (south) using east lots as parking area, walkway over alley, or walkway ground level (vacate alley, but not touch/move utilities). Also the poor economic condition of the county was recognized as a factor in community's acceptance of this project. Jerry will check into the actual cost of vacating the alley. Need to look at all options to see which would be cost effective, staff effective and patron effective.

--\$27,000 from the Library Capital Projects Fund will be available in 2009; used to bid out architect fees; board was impressed with Mr. Morrison's presentation.

After Mr. Morrison's presentation Kenny Warner was welcomed as a new board member and the following business was conducted:

**FINANCIAL REPORT:** Pam reported that the county was not sure as to whether it would have one or two tax collections. Hopefully we will receive a draw if taxes are collected in November. Board members signed a resolution to establish a 2<sup>nd</sup> line of credit with Pacesetter Bank in the amount of \$75,000, should it be needed. Cash on hand is \$39,749.72. 2008 budget figures were used for the first time, reflecting the \$14,003 in cuts made following budget approval. Pam stated that fund #55 (employee benefits) will be short due to an increase in PERF, but that after factoring in the encumbrances the total budget will only be short by \$6,000. A resolution was signed by the board to allow transfer of funds between appropriations.

**SALARY COMMITTEE:** Salary increases on hold until we get more money from the county



CHILDREN'S REPORT: Storytime is held twice a week, with Tuesdays set aside for special needs children. Working on holiday plans and plans for getting more teens into the building.

CHAMBER AFTER HOURS was hosted by the Library. Rick complimented Vicki and Andrea on an excellent presentation..

Other business:

--discussion was tabled re: our share of county consultant fee (approx. \$800)

--New parking lot signs are up : "Library Parking; not responsible for damages"

--the 2009 budget in the amount of \$354,252 has been turned in; now we wait

---a motion to commit to join the Public Library Consortium in 2009 was made by Ann; seconded by Jerry

--Coalition Report - Governor Daniels is urging consolidation of libraries. Smaller districts would benefit most (more money), but larger districts don't want the merger. Consolidation would certainly be a factor in our proposed building project.

---Kenny Warner was appointed to the Building Committee

--Vicki will be attending as well as presenting at the ILF Annual Conference Nov. 18-20th

--the Library passed the annual inspection/visit of Indiana State Library

UNFINISHED BUSINESS: Russ sees no problems in moving the 2 internet computers down to the main floor. The board would like to see this done as soon as possible. Reference materials could be moved up to third floor, with patrons having to request the room be unlocked for use. Rich asked if it would be possible for the children's movies be moved down to the children's area...and Linda suggested the adult videos/movies be moved to the meeting room where it would be less isolated. Vicki will discuss these ideas with the staff

--Ann urged the board to finalize plans for the book drop which has been discussed and tabled for months. Jim will check on any problems involved with using the alley to the north as a site for the book drop. Rick will check with Rich Brown on getting this project started right away.

--Ann also requested that the Handbook be put on the Nov. agenda and that we get this item finished

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$27,250.76 was made by Paula and seconded by Jerry. Motion passed

**MOTION WAS MADE** to adjourn the meeting by Kenny. THE NEXT MEETING will be moved to Wednesday, Nov. 12, 5p.m. because Vickie will be attending ILF on the regular meeting date.

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*Ann Hudwig*  
*Judith Colegrove*  
*Linda Deas*  
*R. Kenneth Warner*

November 19, 2008

**Minutes of The Hartford City Public Library Board of Trustees**

Submitted by Vicki Cecil for Paula Smith, Secretary

**Roll Call:** Pam Bolt, Bookkeeper, Vicki Cecil, Director, Board Trustees;  
Judy Colegrove, Linda Leas, Ann Ludwig, Kenny Warner

**Minutes of Previous Meeting:** Kenny made a motion, seconded by Linda that the minutes of the previous meeting be approved, motion passed.

**Circulation Report:** Down Slightly, November 2008=6,676, November 2007=6,780

**Financial Report:** Report given by Pam on Financial Handouts. Does not appear at this point that we will have to use second line of credit. Encumbrance sheet discussed, Linda made motion to transfer funds for encumbrances, second by Ann.

Need to make list of what we need to encumber from funds left in operating fund, can sign to send in to State at Jan. Board meeting.

**Committees**—tabled until December meeting

**Director**—Book Drop quote of 1,400 accepted from Rich Brown & Pat McAtee for book drop installation. Motion made by Kenny, seconded by Ann to accept book drop quote for \$1,400.

No word on 2009 budget or monies at this date. Children's—story time still being presented on Tuesday & Wednesday, great turnout for programs.

Computers—Russ will make presentation at December Board Meeting.

We have also been approached for Bill & Melinda Gates Grant for 2009 for more computers. Will be working with Russ on this grant process.

Employee Handbook—everyone have ready for December meeting, so can be accepted and printed

**Unfinished Business**—Architects

New Business-Christmas Board Dinner, will try Country Club or other locations for December 17 meeting

**Claims & Checks:** Claims were reviewed and a motion to pay the amount of \$27,041/22 was made by Linda, seconded by Kenny. Motion passed

**Adjournment**-Motion made by Ann

**Next Board Meeting, December 17, 5:00 P.M. will be at Crown Pointe (activity room)**

*Paula Smith*  
*Judy Colegrove*  
*Linda Leas*  
*Ann Ludwig*

*Paula Smith*  
*Judy Colegrove*  
*Linda Leas*

December 17, 2008

Minutes of the Hartford City Public Library Board of Trustees

Crown Pointe - Christmas dinner meeting

Submitted by Paula Smith, Secretary

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

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

**CIRCULATION REPORT:** Up slightly; Nov., 2007 - 6,359; Nov.. 2008 - 6,689

**COMPUTERS:** Russ was unable to attend, but will be present at the January meeting.

--the Library is eligible for 6 more computers through another Gates Grant

**FINANCIAL REPORT:** Pam's report showed a balance of cash on hand: \$43,466.56; Credit line #1 is depleted with the final transfer of \$25,000 on Nov. 4<sup>th</sup>. The auditor should distribute 90% of balance due before the end of the year if there are no more software glitches - approx. \$170,000 should be received, allowing credit line #1 to be paid back. Hopefully the second line of credit will not be needed, and that funds will be available for operation until the spring draw.

Encumbrances (approx. \$32,000 available) need to be transferred - purchase orders and quotes must be dated before the end of the year. Discussion/suggestions for encumbrances: Book drop (being built by Pat McAtee), \$1400; JR Flooring (carpet cleaning), \$300; new secretarial/desk chairs, \$1200; Russ Jones, computer maintenance, \$5,000; Books, \$12,000- may be spent in 2008 if money is received soon; quotes on getting a door built at the bottom of the stairwell and painting the rusty gas lines on the roof (Jerry will get quote on this) need to be to Pam before the end of the year; also need a quote from Russ on new wiring.

Discussion was then held concerning employee raises. Rick recommended a freeze on wages for 2008. After much discussion Linda made a motion to give bonuses in lieu of raises in the following amounts only if funds were received from the auditor by Dec. 31: \$1,500, Vicki Cecil, Librarian; \$1000 to full time employees(those working 32 hrs. or more); \$500, remaining part time employees 20 or more.

Ann Ludwig asked Pam to check and see if it would be legal to encumber these funds for the purpose of bonuses if the money was not received by Dec. 31. Ann made an addendum to the motion to include encumbering these funds in the amount of \$8500 if necessary and legal. Paula seconded the motion; motion passed. Pam was directed to move the money as needed to cover the bonuses.

Still waiting on 2009 budget approval.

**HEALTH INSURANCE:** a motion was made by Judy and seconded by Kenny to choose the Option 1 Plan for employee health insurance through United Health Care, effective Feb. 1, 2009. This will decrease the monthly premium by approx. \$250; payment will remain at 75/25 % (employer/employee). Motion passed.

**BOARD MEMBERS:** the board addressed Mr. Barry's concerns re: board appointments. To make sure all appointments are legal, letters for acceptance will be sent to all officials (school board, city common council, county council, co. commissioners, Mayor). Vicki suggested an option for Ann Ludwig would be an appointment by the Co. Commissioners instead of Licking Twp. This would be a 4 yr. Term. Ann would gladly accept this option.

**CHILDREN'S REPORT:** 3<sup>RD</sup> & 4<sup>TH</sup> graders spent a day researching at the Library; may add another Story time in 2009.

**HANDBOOK:** Tabled until January meeting

**CAPITAL PROJECTS FUND:** The question was raised by Ann as to whether the money that has been approved can be taken away. Vickie replied that this could happen if the council didn't approve the project each year when it is presented. We still need two more architectural presentations re: the project. \$27,000 from the Library Capital Projects Fund will be available in 2009; will use to bid out architect fees. First presentations are free.

**ANN MADE A MOTION,** seconded by Linda, to keep the present Library Board officers for 2009.

At the request of Vickie, Linda made a motion to give the employees holiday time off, Friday & Saturday, Dec. 26<sup>th</sup>, 27<sup>th</sup>; motion seconded by Judy and passed.

**CLAIMS AND CHECKS:** Claims were reviewed and a motion to pay the amt. of \$21,004.08 was made by Kenny and seconded by Ann. Motion passed

**A DELICIOUS MEAL WAS ENJOYED** by all present, and gifts of appreciation were given to Vickie.

**MOTION WAS MADE** to adjourn the meeting by Kenny. **THE NEXT MEETING** will be Wednesday, Jan. 21, 5pm.

*Linda Lee*  
*Paula Smith*  
*Judith Colgrove*  
*Ann Ludwig*  
*Kentucky P. Leach*  
*Jerry Paulson*  
*A. Kenneth Thomas*