

January 21, 2009

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, Ann Ludwig, Kenny Warner, Judy Colegrove, Paula Smith; Jim Forcum and Russ Jones, present

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

CIRCULATION REPORT: no report

A THANK YOU from the staff for their Christmas bonuses was passed around for everyone to read.

FINANCIAL REPORT: Continue to use 2008 figures for 2009 until budget is approved. Good News - Operating Fund received \$180,961.43 from the county auditor's distribution and LCPF received 23,307.76. Approx. 10% of 2008 money is still to be received. Pam is still working on encumbrances; the board signed forms authorizing Pam to proceed with the paperwork for the state as soon as all invoices are received. Still needed are: Drop Box, \$1400 (Pat McAtee); Tech Maintenance, Russ Jones; chairs, \$1200 (Staples); Ingram Books, \$12,000

Invoices received: JR Flooring, carpet cleaning, \$971.00

Resolution 2008-9 was signed by board members allowing the transfer between appropriations within the Operating Fund. Due to this transfer and the fact that the first payroll of 2009 came in before the end of the year, it was not necessary to encumber bonuses for the staff.

The board asked Pam to pay back the first line of credit at Pacesetter Bank as soon as possible with the 2008 money received so as not to incur any further interest payments. No monies had to be borrowed from the second credit line.

COMPUTERS: Russ Jones discussed the board's desire to move the computers down from the 3rd floor to the main level as a security measure. This would require hiring an electrician to run new wiring thru conduit (re: fire codes for public buildings) and possibly a new breaker box- labor would be approx. 4-5hrs. @ \$75.00/hr. versus the cost of Russ installing a monitor/camera system to monitor who comes and goes. Russ felt the latter would be more cost effective, but the board still prefers to move the computers down.

Ann asked if the 4 new computers could be ordered now that there are funds available and \$4900 has been encumbered for this purpose. Russ answered that the online paperwork had been completed for the Gates Grant, and possibly 2 more computers could come from this source. Based on the poverty level of Blackford Co. we might be eligible for more computers, but won't know how many until early March. Under this grant the library would have to pay 25% of the cost of the new ones.

JIM FORCUM addressed Mr. Barry's concerns re: board appointments. St. Board of Accounts says appointments should be staggered...Statute 361237 "...board members must live in the library district for a minimum of 2 yrs."may have a representative from the townships on the board if desired...

Ann Ludwig was appointed by the county commissioners at their Jan. 5th, 2009 meeting for a 4 yr. Term. Ann's and Jerry's appointments need to be notarized. To make sure all appointments are legal, letters for acceptance have been sent to all officials (school board, city common council, county council, co. commissioners, Mayor).

Mr. Barry continues to object to the unfairness of the taxation, with Hartford City taxpayers funding approx. 75% of the library budget, while only 2% comes from the combined township taxes and all enjoy the same library privileges.

OTHER BUSINESS:

FRIENDS: Will hold a book sale in February

THE BOOK DROP in the alley was discussed. Neighbors were consulted, with no problems being reported. Jerry asked Vickie to check to see if the alley could be designated as "One Way". Most members of the board felt that the old book drop should remain as is.

EMPLOYEE HANDBOOK was reviewed page by page - thru pg. 13, with all corrections discussed and noted. Begin on page 14 at Feb. meeting.

A REPORT from the Indiana Public Library Coalition re: managing the impact on libraries of government and property tax reform was handed out to board members and will be presented to the state legislature. See Vickie if you did not get a copy.

A READING MACHINE that enlarges print has been donated by Dr. Fettig. An article acknowledging the receipt of this gift, along with picture, will be in the newspaper

TOWNSHIP CONTRACTS (Licking, Jackson, Washington) were renewed at a rate of \$46 per card...Vickie will present to the various boards. Ann requested to see some actual numbers as to how many , who is using...

NEW BUSINESS:

—a recent incident involving an intoxicated man in the AV room confirmed the need to have security cameras on the third floor and at the back door. The board still prefers to move everything down from that floor. In further discussion Linda suggested moving the third floor AV room down to the basement, meeting room area. Those needing to use the meeting room would be able to use the elevator...drawbacks would be no restroom facility or water on that level.

CLAIMS AND CHECKS: Claims were reviewed and a motion to pay the amt. of \$37,561.97 was made by Judy and seconded by Kenny. Motion passed

MOTION WAS MADE to adjourn the meeting by Kenny. **THE NEXT MEETING** will be Wednesday, Feb. 18, 5pm.

February 18, 2009

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

ROLL CALL: Vicki Cecil, Librarian; Pam Bolt, Bookkeeper; Judy Colegrove, Linda Leas, Ann Ludwig, Paula Smith

Due to a lack of quorum, all items requiring a vote had to be tabled until the March meeting.

Judy Colegrove, VP, presided in the absence of president Rick Gerard

MINUTES OF PREVIOUS MEETING: Minutes of the previous meeting were discussed. One correction: Ann Ludwig was appointed by the county commissioners for a 1 yr. Term (not 4yrs.) at their January 5th meeting. She then will be eligible for reappointed to a 4 yr. Term.

CIRCULATION REPORT: Down slightly; Jan. 2008 - 7,083 Jan., 2009 - 6,905

FINANCIAL: Pam handed out a summary of encumbrances/transfers from 2008 operating budget to 2009 operating budget in the amt. of \$22,841. Totals for encumbrances will be shown on the Feb. appropriation report. To date encumbrances paid out: JR Flooring, carpet cleaning - \$971.00; 1st qtr. payment to M & R Technology- maintenance contract; also 6 towers and 4 monitors have been purchased as per technology plan; chairs purchased from Staples in amt. of \$735.

A final 2008 settlement from the Blackford Co. Auditor was received in the amt. of \$51,313.54. The credit line with Pacesetter Bank (\$100,000) was paid in full on Feb. 2, but was not reflected in the cash on hand balance for the end of Jan.

Nothing has been received from the state re: 2009 budget. Pam will call auditor's office to see if the spring property tax statements will be mailed out on time (April).

FRIENDS: a book sale will be held in February

CHILDREN'S REPORT: Andrea is having more and more children for Story Time. She is making preparations for the summer reading program. Vicki and Andrea will attend the United Way meeting (Feb. 18, 7:30p.m.) to try and obtain a grant for additional funding for the program.

Staff meeting - no report -waiting on grant information

TOWNSHIP CONTRACT RENEWALS - TABLED until next meeting due to lack of quorum

--a list is being kept of those needing to renew their cards in the meantime

THE HANDBOOK was reviewed page by page, with corrections being noted. Vickie will bring corrected copies to the March meeting for the Board's final approval.

MISCELLANEOUS ITEMS DISCUSSED:

--still working on getting the book drop in place. Alley can be designated "one way"; Vicki will check with Jim Forcum re: placing of signage

--Vicki discussed info. Re: Senate Bill 0348; feels that a consolidated countywide system will be coming very soon.

--a quote for security camera equipment for the back door was received and discussed. The board still would like to see items from third floor moved down. Vicki will check to see how many times the meeting room is actually used and by whom throughout the year and give report at March meeting. Item tabled due to lack of quorum.

--Judy questioned why Library hours were not extended to 8pm/weekdays & 5pm Saturdays. No vote due to lack of quorum

--Ann read an article concerning various extra services offered at the Muncie Library (e-books; tutoring; on-line catalog, etc.)and wondered whether some of these services could be provided to H.City patrons. Vicki will check on cost, etc. and report back to board.

---a question still concerns whether the grant can be taken away if we don't use the amt. appropriated for this current year for Capitol Bldg. Project; also, would/could some of this money be used by Montpelier Library for renovation should a consolidated system be legislated?

CLAIMS AND CHECKS: Claims were reviewed and a motion to pay the amt. of \$135,331.03 was made by Linda and seconded by Paula. Those present gave their approval and Vickie will call Rick for approval for motion as a quorum was not present.

Meeting was adjourned. THE NEXT MEETING will be Wednesday, March 18, 5pm.

Linda Lee
Jerry Pearson
N. Kenneth Mann
Linda Lee
Ann Hudson
Judy Colegrove
Paula Smith

Minutes of the Hartford City Public Library Board of Trustees

March 18, 2009

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; Jim Forcum, attorney; guest, Bob Barry

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

CIRCULATION REPORT: Feb., 2008 - 6,327 Feb., 2009 - 6,300

QUESTION addressed to Jim Forcum re: making alley at new book drop 1-way going west. Jim replied that the mayor had advised that this proposal needs to be addressed through the City Council. **THE BOOK DROP** is nearly finished - just needs to be installed. Rick expressed concern as to where the water goes when it rains. If correctly installed, this should not be a problem. Vickie will attend the City Council meeting when Mayor Whitesell presents our request to make the alley "One Way" traffic in case there are any questions.

Other questions for Jim concerned the electronic mail and internet policies and it was decided to include items 5,6,8,9 (page 2), and item 6 under Internet Policy (pg. 3) to the handbook (copy handed out to board members)

Mr. Barry addressed the board as to some suggestions for improving the Library, making it more users friendly and appealing to new patrons. Several of the items re: moving of computers down from third floor, therefore being able to utilize employees in a more efficient manner, making card catalogue available via internet, etc. have been discussed by the board at a previous meeting. Other suggestions included being more pro-active re EDIT tax revenues and making better use of assets available outside the library such as using high school students to teach basic internet skills, etc. The board thanked Mr. Barry for his constructive and timely suggestions.

FINANCIAL REPORT: Pam's report showed cash on hand balance of \$106,565.45. All encumbrances have been paid out with the exception of Ingram (books still to be ordered), and technical support which is paid quarterly. New money (2009) is now being received - certified shares/property tax replacement credit, which should help the cash flow monthly. It is hoped that the spring tax collection will be mailed on time. All credit lines have been paid back - nothing owing at the present. The 2009 budget still has not been approved - continue to operate on 2008 figures.

THE FRIENDS OF THE LIBRARY book sale was very successful enabling the purchase of a new book cart/back packs, and they will be sponsoring Carolee's book (Carolee's Herb Farm) for the annual OneBook/One Community.

THE EMPLOYEE HANDBOOK will be e-mailed to the board for final revisions, with approval scheduled for the April meeting.

Ann Ludwig suggested the vacation schedule be reworded to say 5/10/15 days vs. "week" for clarification.

STAFF: The board would like to have a copy of the minutes from the Staff Meetings - Vickie will e-mail them to bd. Members.

-- The Staff would like to have an "In-Service" day on Veterans Day, with the library being closed to the public that day. (tabled?)

--ILF District 8 Conference will be held on April 30 in Muncie. The board felt it was too costly for all employees to attend. After discussion, Linda made a motion to pay the registration fee (\$45 ea.) for Vickie and Andrea to attend as a part of their continuing education credit. Seconded by Kenny Warner; motion passed.

--Salary schedule still on hold until approval of 2009 budget.

BOARD MEMBERS: All are correctly appointed now; Linda still needs her certificate of appointment notarized.

CHILDREN'S REPORT: A grant has been received from United Way in the amount of \$1,000 to be used for the Summer Reading Program

SECURITY CAMERA QUOTE: Tabled until a decision about the use of rooms has been made. A camera is definitely needed at the back door. There was a question concerning the need for a "color quad processor" which was included in the quote from Russ Jones. Vickie reported to the board that a sexual offender had entered the children's dept. on Monday, and the need for stickers on the door to prohibit their entry was discussed. Rick will contact Russ Jones to get moving on the installation of the camera at the back door immediately.

THE GATES GRANT makes possible the purchase of 3 more computers - bringing the total to 6. The need for lab areas was discussed, and the board would still like to see the AV and computers moved to the main floor - moving reference materials to 3rd floor. Estimates need to be obtained for electrical wiring for both the main floor and the conference room. Ann suggested that we get at least two bids for this work, and that timeliness in finishing the project be a factor in choosing the contractor.

STIMULUS PACKAGE: Vickie and Pam were given only a one day notice to come up with quotes for utilizing the funds. Money must be used for improving energy efficiency. Quotes sent to Rob Cleveland, Exec. Dir. Bl.Co Economic Development included: New windows - Short's Glass/Plastic Co., in the amt. of \$9,730; New roofing system - Hochadel, (cost??) And MTM International for a new Microfilm Reader Printer for genealogy patrons. - old microfilm robs energy (copy of bid given to board members. Rick also suggested that screens on the gutters to prevent overflow might be needed.

Pam will begin taking minutes at the next board meeting in April - Paula is very grateful! It was suggested to Vicki that she e-mail all minutes and attachments to Board Members to save on postage....

STAFF MEETING: Staff meeting minutes will be E-mailed to all board, next Staff meeting April 17

TOWNSHIPS: Motion by Linda to accept 2009 Township Contracts for Jackson, Licking & Washington Townships with patron card cost still \$46.00. Seconded by Judy. Motion carried unanimously.

UNFINISHED & NEW BUSINESS: Discussion presented on still contacting architects for proposals for new building. Discussion presented on getting quotes on electrical for computers from Chad McMillan and Rich Brown for next board meeting. Motion to return to winter hours to being on March 30, 2009, seconded by Linda, motion carried unanimously.

CLAIMS & CHECKS: Claims and checks were presented. Motion made by Kenny to accept claims in the amount of \$23,021.68 and pay, seconded by Jerry. Motion passed unanimously.

Next Board Meeting: Wednesday, May 27th 2009

N. Kenneth Warner
Linda K. Lee

Paula Smith
Judith Colgrove
Kenny C. Warner

April 15th, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: Trustees—Judy Colegrove, Linda Leas, Ann Ludwig, Paula Smith, Rick Gerard, Kenny Warner, Attorney--Jim Forcum, Director--Vicki Cecil, Bookkeeper--Pam Bolt.

MINUTES OF PREVIOUS MEETING: Judy made a motion to approve the March minutes as submitted. Motion seconded by Kenny. All in favor—motion passed.

CIRCULATION REPORT: Circulation was up by 841; March 2008—6708, March 2009—7549.

FINANCIAL REPORTS: Pam presented the financial reports and summaries. As suggested by Linda, line item #23 on the appropriation report will be reimbursed \$280.20 (pd. 1-21-09, #13403) for the printing of the library cookbook. This disbursement will be taken out of the cookbook fund instead. Also, Resolution 2009-1 was presented to the board for approval, updating authorized signatures on the Hartford City Public Library checking account. Linda Leas, Treasurer and Jerry Poulson, Deputy Treasurer are the persons authorized to sign checks. Linda made a motion to approve Resolution 2009-1. Judy seconded the motion. All in favor—motion passed.

FRIENDS REPORT: The Friends will be hosting a "book talk" in May with local author Carolee Snyder, featuring her book *Herbal Beginnings*. The Friends also purchased a new book cart and book-ends for library staff use.

NEW BUSINESS: Vicki stated that a "Child Safe Area" sign will be installed in front of the library. She added that these signs will also be installed at local schools and parks. With a recent incident at the library involving a registered sex offender, Vicki asked attorney Jim Forcum what staff members should do in the event of another occurrence. Jim stated that registered sex offenders are not allowed in facilities where children are present and suggested that Vicki contact attorney Kate Brogan for help on this issue.

COMMITTEES REPORTS:

LCPF--Pam stated that she is working on updating the LCPF Plan for the 2010 budget process.
Employee Handbook--The following items were discussed as final changes to the employee handbook:

---**sections 401 & 502**, wording changes and specify that employees who work six or more hours are required to take a 30 minute unpaid lunch during the middle of their shift.

---**organization of handbook by sections**, headings can be used instead of a numbering method of organizing the text of the handbook.

---**group 2 use of equipment** (violation of rules), this section should reflect zero personal use of internet by employees while working.

Also, Vicki requested that an "IN-SERVICE TRAINING DAY" be available as a paid working day for employees. Linda suggested that this day remain flexible as needed and not be included on the holiday list in lieu of Veterans Day which has been dropped.

Being no further discussion, Ann submitted the corrections and additions to Vicki for final editing. Linda made a motion to accept final changes as submitted. Judy seconded the motion. All in favor—motion passed.

DIRECTOR'S REPORT: **book drop**--Vicki stated that she will represent the library at the May 4th City Council meeting regarding the alley on the north side of the library. She has submitted a

request to make the alley one-way going west in order to accommodate the new book drop. Employee Amy Smith provided a drawing for Vicki's presentation.

budget--Vicki informed the board that we have no news about the 2009 budget yet. Pam contacted the new budget representative at DLGF (George Helton). He stated that his department is still waiting on Blackford County's assessed valuation figures.

building--Vicki stated that she has had many compliments on the condition and appearance of our Carnegie Library recently.

children's report--Vicki told the board that Andrea will be co-hosting a program with Blackford County Schools featuring author/illustrator Mark Crilley on May 18th. Also, Andrea has secured a grant from Blackford United Way for her Summer Reading Program.

computers--Vicki handed out a quote from Chad McMillan of McMillan Electric for rewiring the main floor for patron internet computers. Rick stated that he will contact Rich Brown for another quote. Vicki added that she needs to get a quote from Russ of M & R Technology for running the cable on the main floor. Russ will soon be installing a Follett upgrade as well. There was a brief discussion of how library materials should be arranged when the move takes place. Also, tables should be purchased for the computers with remaining grant money.

e-books--Vicki handed out information on E-Books and stated that this capability will go along with the Follett upgrade.

security cameras--There was a brief discussion about security camera installation. Rick stated that the back door definitely needs to be monitored as soon as possible. Ann made a motion to have Russ install a security camera at the back door. Judy seconded the motion. All in favor--motion passed.

CLAIMS & CHECKS: Claims were review and a motion to pay claims in the amount of \$27,673.77 was made by Judy. Kenny seconded the motion. All in favor--motion passed.

Being no further business, Kenny made a motion to adjourn. Judy seconded the motion. All in favor--motion passed.

The next meeting will be Wednesday May 20, 2009 at 5:00 p.m.

Judith Colgrove
Ann Ludwig
Gerald C. Bernal
McKenzie Harrison
Jerry Poulson
Linda Seas

May 20th, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: trustees—Judy Colegrove, Linda Leas, Ann Ludwig, Rick Gerard, Kenny Warner, Jerry Poulson, attorney Jim Forcum, bookkeeper Pam Bolt.

CIRCULATION REPORT: Circulation was up by 728; April 2008—6,001, April 2009—6,729.

FINANCIAL REPORTS: Pam presented the financial reports and summaries. She also stated that the last credit line at Pacesetter Bank was not needed and had expired as of 3-31-09. Resolution 2009-2, a resolution to establish a line of credit at Pacesetter Bank, was reviewed by the board (copy attached). After a brief discussion, the board decided to change the amount of the credit line from \$75,000.00 to \$100,000.00, due to the uncertainty of the "spring" tax collection by Blackford County. Jerry made a motion to adopt resolution 2009-2. Linda seconded the motion. All in favor—motion passed.

COMMITTEE REPORTS: LCPF—Pam stated that the 2010-2012 LCPF Plan has been submitted to the Hartford City Common Council for consideration at their June 1st meeting. Robert Barry was the only member of the public to attend the public hearing held May 13th at the library. His concerns were noted in the public hearing minutes.

NEW BUSINESS: Resolution 2009-3 was presented to the board, changing the non-resident fee (t-card fee) to \$50.00. The board adopted resolution 2009-3 to maintain compliance with IC 36-12-2-25. Judy made a motion to adopt resolution 2009-3. Linda seconded the motion. All in favor—motion passed. A signed copy will be sent to the State Library for verification.

DIRECTOR: (Vicki vacationing, Pam presenting)

author visits—Pam stated that Andrea Landis, children's librarian, was pleased with the program given by Mark Crilley, author/illustrator. Linda added that the program was very good. Ann stated that she attended the book program given by Carolee Snyder at the library (hosted by the "Friends"). She added that it was nicely attended and noted that Carolee also presented her program to the Blackford High School botany class.

a.v. staff presentation—The board decided to move the architects' presentations to the July agenda since members of the a.v. staff will be speaking at the June board meeting (regarding the move to main floor).

2009 budget—Pam stated that we have had no word from the county or state on the certification of the 2009 budget.

electrical quotes—The board requested a third quote for the electrical work needed to move the patron internet computers to the main floor. The board concluded that there was too much difference between the Rich Brown and the McMillan Electric quotes which were previously received. This third quote will be from Payne Electric and Jerry will show them around the work area. Furniture options for the computers were also discussed. Ann added that the board should ask Russ what it would take for the library to offer wireless internet access to the public.

security cameras—A quote for installing the security camera at the back door was handed out to the board. Rick stated that he wanted two cameras—one viewing the back door and one viewing the elevator. Linda added that it would be helpful to have a soft alert that would sound every time the back door is opened and closed. This alert would be heard by library personnel in the children's department. Rick stated that he will look into the equipment for this project. Linda made a motion to change the project to include two cameras and a door bell (alert). Ann seconded the motion. All in favor—motion passed.

summer reading—(hand-out)

June 17th, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: trustees—Judy Colegrove, Linda Leas, Ann Ludwig, Paula Smith, Kenny Warner, Jerry Poulson, director Vicki Cecil, bookkeeper Pam Bolt. Also present were the following staff members: Stephanie Hess, Courtney Newport, Amy Smith, and Cathy Evens.

A.V. PRESENTATION: The a.v. department employees were present to voice their opinions about moving the patron Internet computers and audio-visual material to the main floor. The board listened to their comments and concerns about the upcoming changes. After some discussion, the board thanked the staff for their input and took a brief tour of the area on the main floor area designated for the patron computers and audio-visual material. Upon conclusion of the tour, the meeting resumed.

MINUTES OF THE PREVIOUS MEETING: Kenny made a motion to accept the May 20th minutes as presented. Jerry seconded the motion. All in favor—motion passed.

CIRCULATION REPORT: Circulation was up by 104; May 2008—6,105, May 2009—6,209.

FINANCIAL REPORTS: Pam presented the financial reports and summaries. She stated that she has contacted the county auditor's office again and they are still counting on an August tax collection. Vicki has submitted a request for an advance when funds are available. So far it has not been necessary to use the credit line.

FRIENDS: Vicki stated that the Friends will be having a book sale on Thursday, Friday & Saturday during the Heritage Days Festival. Ann stated that there are currently four spelling bee participants and others will most likely enter closer to the event

DIRECTOR: Carnegie Library Report--Vicki distributed (via email) information about all functioning Carnegie Libraries in Indiana.

City Council Meeting--Vicki stated that the LCPF passed at the Hartford City council meeting, with Bob Barry being the only member of the public in attendance for the city's public hearing. Pam stated that she will send the LCPF documents to the state for final advertisement and approval. Ann asked if the council approved the one-way sign for the book-drop alley. Vicki stated that the city street department was going to look at the traffic flow first, but did not foresee any problems with making the alley one-way to accommodate the book-drop.

Children's Report--Vicki handed out information about the summer reading programs for both children and adults. She added that the programs were being featured on the library's website and that Stephanie has done an excellent job. Vicki also reported a good turnout for all of the programs.

Electrical Quotes--Vicki told the board that the lights on the forth floor are in need of repair and should be looked at along with the a.v. electrical work. Jerry stated that Payne Electrical is busy and not available right now. Judy added that the estimates from McMillan and Brown need to be re-evaluated to make sure they both cover the same work to be done. Jerry agreed and stated that the board needs to get specifications together for the bidding process.

Kindles--The board had a short discussion about the library providing Kindles to library patrons. All agreed that it would be too expensive and a high risk theft item at this point.

Line of Credit--Pacesetter Bank has completed the new credit line for the library in the amount of \$100,000.00.

Door Alert--Vicki demonstrated the door alert for the back door. The board approved it for use on the back door, with the opinion that the low setting would not be too loud or distracting. Vicki stated that Rick is still working on the security cameras.

A.V. Staff Meeting--Vicki stated that she will forward the a.v. staff meeting minutes to the board members.

Summer Hours--Vicki told the board that she would like to close at 2:00 p.m. on Saturdays during the summer. Judy stated that she would like to see the library open until 8:00 p.m. each day through the week. Linda made a motion to close at 2:00 on Saturdays until school begins. Paula seconded the motion. All in favor—motion passed. It was also decided that the library would be closed Saturday only for the Fourth of July weekend.

Wireless High-speed Internet--Vicki handed out information about wireless internet access for the library. The cost of the unit is \$41.99. All members agreed that they wanted assurance from Russ Jones that the cipa filter would still filter all content if wireless service is provided to patrons at the library. The matter was tabled until the next meeting.

UNFINISHED BUSINESS: It was decided that the architects' presentations should be in September or October, after the busy summer months. Ann requested that the firm that worked on the Gas City library be invited to give a presentation.

CLAIMS & CHECKS: Claims were reviewed and a motion to pay claims in the amount of \$29,931.84 was made by Kenny. Motion was seconded by Ann. All in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned.

The next meeting will be Wednesday July 15th, 2009 at 5:00 p.m.

Signed and accepted this 15th day of July, 2009.

R. Kuntz, Chairman

Jerry Poulson

Linda Gess

Judith L. Colegrove

Paula K. Smith

Ann Johnson

Paul C. Gess

July 15th, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

Roll Call: trustees—Judy Colegrove, Linda Leas, Kenny Warner, attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt.

Minutes of Previous Meeting: Due to the lack of a quorum, the June 17th minutes will be approved at the August 19th board meeting.

Circulation Report: Circulation was up by 389; June 2008--6516, June 2009--6905.

Financial Reports: Pam presented the financial reports and summaries and pointed out that the appropriation report now reflects 2009 budget figures. The budget order was received from the DLGF on June 29th. The 2009 budget was increased by \$22,546.00 over the 2008 approved budget. She added that the Blackford County Auditor expects to disburse an advance as soon as the county receives the new tax rates. So far, the library's credit line has not been needed.

Due to the lack of a quorum, no official business was conducted by the board. However, the following items were discussed.

Vicki stated that, on the advice of library attorney Jim Forcum, she has been in contact with Kate Brogan since beginning work on the new handbook addressing various issues. She added that she has just heard back from Kate on the section concerning grandfathering. This section involves regular part time employees who currently already have ten or more years of service with the library and have already earned 4 weeks paid vacation according to the old handbook. Attorney Brogan suggested that the two employees affected be "grandfathered in" allowing them to have four weeks instead of three as written in the new handbook. The new handbook vacation policy would apply to all other regular part time employees not yet having ten or more years of service. Attorney Jim Forcum stated that the wording of the new handbook could be modified to reflect the exceptions. Vicki added that the entire handbook will be reviewed with the staff at the upcoming August 20th in-service day.

Vicki also suggested that the salary committee begin work since the 2009 budget has been approved and the library will soon be receiving an advance on property taxes from the county. Judy stated that she will review the minutes to see who, besides herself, is on the salary committee. Vicki added that employee Ilah Place may retire soon and that she would know for sure by the next meeting. Vicki stated that, should Ilah retire, the work load would be shared by two existing part time employees, eliminating the cost of insurance & PERF for a full time employee.

Vicki reviewed the children's department programs and noted that the adult reading program had over one hundred participants.

Vicki stated that there will be a Gates Grant training event on September 24th & 25th in Columbus Ohio. A board member, staff member & director should attend.

Vicki told the board that Russ Jones of M & R Technology has informed her that a new port is necessary for the new computers. The cost will be approximately \$600.00.

Vicki informed the board about a free out-reach theatre offered by Minnetrista. The program was recommended by board member Ann Ludwig. The program will take place July 31st at 4 p.m. at the library.

Vicki said she will be attending the SAMS Conference on Friday August 7th in New Castle. Registration is \$15.00. Board members suggested charging the fee on Visa.

Vicki told the board she would like to open earlier than 10:00 when it is time to change back to winter hours. She stated that she has received some request to open earlier. Linda asked Vicki to compile a list of patrons wanting the earlier opening time so that the board could substantiate the need by contacting those patrons.

Claims & Checks: Linda made a motion to pay claims in the amount of \$26,296.06. Kenny seconded the motion. Motion passed on the condition that another board member is contacted for approval. Being no further discussion, the meeting was adjourned.

The next board meeting will be Wednesday August 19th, 2009 at 5:00 p.m. We will begin the meeting with the 2010 budget public hearing.

Signed and accepted this 19th day of August, 2009.

Amel C. Gama
Anna Lindberg
Paula Smith
Judith L. Colepove
Linda K. Glas
Jonny Poykang
N. Kimmi Mann

August 19th, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: trustees--Judy Colegrove, Linda Leas, Paula Smith, Ann Ludwig, Jerry Poulson, Kenny Warner and Rick Gerard, Vicki Cecil, director and Pam Bolt, bookkeeper.

2010 BUDGET PUBLIC HEARING: Rick opened the public hearing for public comment. With no members of the public present, the public hearing was declared closed.

MINUTES FROM PREVIOUS MEETING: Minutes from the previous meetings were accepted as submitted. Linda made the motion to accept, Judy seconded the motion--all in favor--motion passed.

CIRCULATION REPORT: Circulation was up by 564; July 2009, 8,120--July 2008, 7,556.

FINANCIAL REPORTS: Pam reviewed the financial reports and summaries, making note that use of the line of credit line has not been necessary so far. She added that the Blackford County Auditor expects to disburse "spring" tax distribution within a few weeks after the August 24th tax deadline. She also stated that the final legal has been published for the 2010 LCPF, as instructed by the DLGF. The remonstrance period will end on August 25th. Pam also submitted resolution 2009-4 (Commitment to Join Indiana State Library Consortium for Public Library Internet Access for 2010-2011) for board approval. Ann made the motion to accept resolution 2009-4, Paula seconded the motion--all in favor--motion passed.

FRIENDS REPORT: Vicki told the board that the Friends have a book sale scheduled for next Thursday August 27th.

SALARY COMMITTEE REPORT: (committee: Ann, Judy & Rick) Speaking for the committee, Judy stated that due to the unpredictability of the tax draws, it is too risky to give any raises to library employees at this point. The committee recommends no raises, but possibly a bonus if money is available toward the end of the year (possibly November instead of December). Judy stated that the committee recommended paying Pam \$35.00 for preparation of board minutes each month. Judy made a motion to approve payment for board minutes, Kenny seconded the motion--all in favor--motion passed.

DIRECTOR'S REPORTS:

CHILDREN'S REPORT: Vicki gave an overview of the children's department "story time" program. Vicki stated that Andrea & Amy were unable to attend the CYPD conference.

GATES GRANT WORKSHOP: Vicki reminded the board of the upcoming Gates workshop in Columbus Ohio. Registration is required by August 28th.

ILAH'S RETIREMENT: Vicki told the board that August 19th was Ilah Place's last day of working at the library. The board will give Ilah a card & gift card in recognition for her service at the library. Vicki added that Ilah's duties will be divided among current part-time employees.

SAMS REPORT: Vicki stated that she attended the SAMS Conference in New Castle on Friday August 7th. She stated that she was the only director in attendance not using a laptop.

STAFF IN-SERVICE TRAINING DAY: Vicki reminded the board that the library will be closed August 20th for the in-service training day. The handbook will be reviewed with employees at that time.

STIMULUS FUNDS: Vicki told the board that she has been in contact with Rob Cleveland of the Economic Development Office regarding possible funds for windows and lighting at the library. She will keep the board informed about the progress of this project.

WI-FI: Vicki stated that Wi-Fi service is up and running at the library. Russ of M & R Technology has tested the system and the filter is working in regard to blocking inappropriate content.

UNFINISHED BUSINESS:

heating & cooling quotes: The board discussed the two quotes received from Quality Heating & A/C. Upon Jerry's recommendation, the board decided to accept the quote of \$6,924.50. Linda made the motion to accept, Jerry seconded the motion--all in favor--motion passed.

electrical (A.V. dept.): Rick stated that Rich Brown suspects that there is a wiring issue that is causing the electrical problems on the fourth floor. Rick added that Rich's bid was low because he will be charging the library for parts only and donating his labor as a community service. Vicki stated that both Rich Brown & McMillan Electric are registered to do electrical work. Rick asked how soon the A.V. move could get underway. Vicki replied that it would be the 1st of November before everything is coordinated for the move. After discussing furniture options, it was agreed among board members to check pricing at Staples, as the furniture prices with Gaylord and Demco were both high.

on-line renewal: Judy asked about the progress of on-line book renewal. Vicki stated that the library would have the service as soon as the schools were participating in the service.

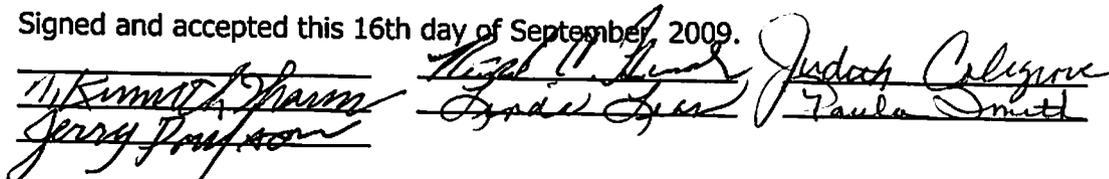
employee handbook: Ann asked if the changes to the handbook had been made and asked which two employees were involved with the "grandfathering" issue. Vicki said the changes have been made and that Amy and Pam were the employees involved.

one-way alley status: Ann asked if the city council had acted on making the alley on the north side of the library one-way to help accommodate the book drop. Vicki stated that she had not heard back from the mayor's office yet.

CLAIMS & CHECKS: Kenny made the motion to pay claims in the amount of \$28,717.55. Linda seconded the motion--all in favor--motion passed.

Being no further business to come before the board, the meeting was adjourned. The next board meeting will be September 16th, 2009, beginning with the adoption of the 2010 budget at 5:00 p.m.

Signed and accepted this 16th day of September 2009.

The block contains several handwritten signatures in black ink. From left to right, the signatures are: Jerry Paulson, [unclear], [unclear], [unclear], and Paula Smith. Each signature is written over a horizontal line.

September 16, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: trustees--Judy Colegrove, Linda Leas, Paula Smith, Kenny Warner, Jerry Poulson, Rick Gerard, attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt.

MINUTES FROM PREVIOUS MEETING: Linda made the motion to approve the August 19th minutes as presented. Judy seconded the motion--all in favor--motion passed.

CIRCULATION REPORT: Circulation was up by 604; August 2009--6,828, August 2008--6,224.

2010 BUDGET ADOPTION: Jerry made the motion to adopt the 2010 budget. Linda seconded the motion--all in favor--motion passed. Pam will deliver two copies of all 2010 budget documents to the Blackford County Auditor tomorrow.

FINANCIAL REPORTS: Pam reviewed the financial reports. She added that it has not been necessary to use the line of credit so far. The Blackford County Auditor's Office has informed Vicki that there is a software problem delaying the "spring" distribution. Pam stated that if the delay is lengthy, using the credit line will be necessary. Resolution 2009-6, transfer of funds within the operating fund, was presented to the board for approval. Kenny made the motion to approve the resolution. Judy seconded the motion--all in favor--motion passed.

FRIENDS REPORT: Vicki told the board that the "Friends" will be having a book sale in October and that the staff will be having a book sale in November.

DIRECTOR'S REPORT: **HANDBOOK**--Vicki told the board that the handbook has been received and read by the staff. Attorney Forcum suggested that signed copies be kept on file at the library. **WI-FI**--Vicki stated that Wi-Fi is available to the patrons by obtaining the password at the front desk. Kenny suggested that the password be changed monthly. **NEW SERVER**--Russ has informed Vicki that a new server will be necessary before hooking up with the school system for on-line patron renewal. **SECURITY CAMERAS**---Vicki told the board that the security camera installation is complete. She added that a third camera would be an asset around the front desk area on the main floor. Judy and Linda both stated that the main floor camera should be positioned to record people as they approach the main desk so that their faces can be seen clearly. All members agreed. **ARCHITECTS**--Vicki reminded the board that architect Kevin Huser along with designer Bon Guindon (with the firm Woollen Molzan, Indianapolis) will be touring the library on September 29th at 1:30. With regard to the subject of library expansion, Kenny added that John Mitchell has received an offer from an individual for his property which is adjacent to the library. Kenny offered to meet with John on the library's behalf in an effort to negotiate a reasonable offer for the property. Kenny will let the board know about John's expectations after they have met. **EXAMINATION OF RECORDS**--Vicki told the board that state board of accounts is working with Pam on our two year (2007 & 2008) audit of library records. The examiners are wrapping up and will schedule an exit conference in a few days. In order to comply with state guidelines, Tom Willmann's monthly comp. pay (\$50.00) and Pam's compensation for board minutes (\$40.00, allowing for taxes) should be handled through payroll instead of separate claim checks--motion by Linda--seconded by Kenny--all in favor--motion passed. **CHILDREN'S REPORT**--Vicki told the board that the children's department's "story time and craft program" with the special needs students from the high school has been very successful. **E-RATE**--Vicki has submitted the paperwork for qualifying for internet funding through the state. **GATES GRANT**--Vicki will be attending the Gates Grant Conference

beginning Wednesday September 23rd. **IN-SERVICE REPORT**--Vicki stated that the in-service day was a good day for staff morale.

UNFINISHED BUSINESS:

Vicki informed the board that the one-way alley (north side of library) has been approved by the city council. Signs are to be put up soon.

Vicki told the board that the staff is weeding material in preparation of the a.v. move to main floor. Rick added that the a.v. wiring can be done as soon as library materials are moved out of that area. He encouraged the board to start looking at computer furniture. Judy pointed out that there is a section devoted to lower priced computer furniture in the back of the Gaylord catalog.

Rick stated that he has an appointment with Rich Brown regarding the electrical problems in various areas of the library. If Rich shows no interest, he will be contacting McMillan Electric to have the problems fixed.

NEW BUSINESS:

Vicki told the board that Rick Tucker will be trimming a large tree in front of the library.

The rust problem on the hand railing on the front steps was discussed. Jerry stated that Pat McAtee could probably fix the existing railing.

Vicki asked the board for approval to hire a part-time employee for 20 hours per week at minimum wage (\$7.25/hr.) for evenings and weekends. Vicki explained that with Ilah's retirement, extra burden has been put on Cathy & Jolene, making it difficult for them to get their regular work done. Debbie Ehrhart is interested in the position and has library experience. The board agreed that it would be appropriate to hire a part-time person at minimum wage.

Linda submitted her intent to resign from the board effective January of 2010. Linda stated that she wanted to give the board time to select a new member. Linda has served on the board for ten years. Vicki reluctantly accepted her letter of intent.

Rick asked if the staff could provide a list of DVD's and videos in print form for the patrons to use. Vicki said that she will have Stephanie work on this project.

CLAIMS & CHECKS: Kenny made the motion to approve claims and checks in the amount of \$31,995.74. Jerry seconded the motion--all in favor--motion passed.

Being no further business to come before the board, the meeting was adjourned. The next board meeting will be Wednesday October 21st at 5:00 p.m.

Approved this 21st day of October, 2009.

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October 21, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: present were trustees Linda Leas, Ann Ludwig and Kenny Warner, director Vicki Cecil and bookkeeper Pam Bolt.

Due to a lack of a quorum, the trustees of the Hartford City Public Library met for discussion purposes only and payment of claims upon approval of two other board members not present.

The following items were discussed:

Financial

The financial reports were reviewed. The regular two year exam of library records with state board of accounts has been completed. The exit conference was September 22nd with no findings or negative comments with regard to library records. Those present at the exit conference were board president Rick Gerard, director Vicki Cecil and bookkeeper Pam Bolt.

Friends

Vicki stated that the "Friends" will be having a book sale this month and added that the staff will be having one in November.

Building

The electrical wiring project on the main floor was discussed.

Kenny stated that he has met with John Mitchell about purchasing John's barbershop property, but no figures were discussed at this point.

Director

Vicki reviewed several items on the agenda.

Vicki told the board members that Debbie Ehrhart will be starting on October 26th, working approximately 20-25 hours a week @ \$7.25/hour.

Vicki suggested that the salary committee meet again before the next regular meeting to consider bonuses for library employees. Also, encumbrances should be considered at the November meeting.

Vicki brought up the possibility of the library covering the expense of seasonal flu shots for the staff. Ann suggested that the employees wanting seasonal flu shots present their receipt for reimbursement.

Claims

Kenny made a motion to pay claims in the amount of \$31,371.39—Ann seconded upon approval from two other members not present.

Being no more discussion, the meeting was adjourned. The next regular meeting will be Wednesday November 18th at 5:00 p.m.

Richard M. Lenoir

Lynnda Lee

Ann Harding

November 18, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: trustees Judy Colegrove, Linda Leas, Paula Smith, Ann Ludwig, Jerry Poulson, Rick Gerard, attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt. Also present were Kevin Huse and Robert Guindon from the architect firm Woollen, Molzan and Partners, Inc. and Mary Beal representing the Hartford City News-Times.

WOOLLEN, MOLZAN PRESENTATION: Architect Kevin Huse and interior designer Robert Guindon of Woollen, Molzan and Partners, Inc. gave an Informative presentation showing various options for expanding the Hartford City Public Library. Following the presentation, options were discussed.

MINUTES FROM PREVIOUS MEETING: Linda made the motion to accept the September minutes as presented. Judy seconded the motion—all in favor—motion passed.

CIRCULATION REPORT: Circulation was up by 310; October 2009—6,637, October 2008—6,327.

FINANCIAL REPORTS: Pam gave an overview of the financial reports. Certified shares, ptrc and property tax advances were received from the Blackford County Auditor in the amount of \$40,653.34 on November 5th. The auditor's office staff indicated that the remaining "fall" tax draw should be distributed on schedule by the end of December. Resolution 2009-7, transfer of funds within the operating budget, was presented to the board for approval. These transfers were necessary for the purchase of shelves on the main floor (a.v. area) and to offset a shortfall in the employee benefits budget category (full-time insurance and full-time perf benefits). Ann made the motion to approve resolution 2009-7. Paula seconded the motion—all in favor—motion passed. Suggestions for year-end encumbering were discussed. Per State Board of Accounts, Pam stated that it is necessary to document the mileage rate approved by the library board every two years. Linda made the motion to adopt .40 per mile as the approved rate. Judy seconded the motion—all in favor—motion passed.

FRIENDS: Vicki stated that the library staff would be having the book sale in November (the 19th-21st) instead of the "Friends" due to the large amount of library materials weeded from the library collection in preparation for the a.v. move to the main floor.

DIRECTOR'S REPORT:

Audio-visual move—Vicki asked for the board's approval to close on December 4th in order to move the a.v. department to the main floor. She added that prisoners will be available under the supervision of the Corrections Department to help with the move. Board members agreed to close on Friday December 4th. Vicki stated that Russ of M & R Technology and the electrician doing the work need to get together to coordinate this project. Rick stated that he is not sure if Rich Brown will be available for the job. Judy suggested that Chad McMillan of McMillan Electric look at the job area again and update his previous quote. Ann suggested that if Chad

comes close to Rich Brown's quote, he should be awarded the job since he is available immediately. All agreed.

Board meeting day—Vicki asked board members if the current board meeting schedule is still working for all members. Everyone was in favor of keeping the current meeting schedule.

Chamber After Hours—Vicki told the board that the Chamber's After Hours program is scheduled to be held at the library on December 9th.

Children's Report—Vicki stated that the story-time program and the special needs program are both going very well.

Circuit Breaker/Umbaugh study—Vicki stated that she and Pam attended the Umbaugh presentation reviewing the circuit breaker study that Umbaugh & Associates prepared for the county.

Community Outreach—Vicki told the board that Mayor Dennis Whitesell is hosting a community outreach program at City Hall tonight at 6:30 p.m.

Computers—Vicki stated that the library will receive six new computers through the Gates Grant. The library will be responsible for 25% matching funds to be paid from a non-tax revenue fund.

Saturday after Christmas—Vicki asked the board for permission to close the library on the Saturday after Christmas since Christmas falls on a Friday this year. All members were in favor of closing Saturday December 26th.

December board meeting—Vicki told the board that the December meeting will be at Crown Pointe again this year.

Technology Plan—Vicki informed the board that she has received notice of approval from the State Library for the HCPL's technology plan.

SALARY COMMITTEE: The salary committee recommended a 3% one time bonus for those employees with less than ten years of service. The committee recommended a 4% one time bonus for those employees with more than ten years of service. Said bonuses will be based on the 2009 annual wage of each hourly employee. The committee recommended a \$1,000.00 bonus for Vicki. All bonuses are to be given at the next pay period which will be December 3rd. Linda made the motion to approve the recommendations of the salary committee. Paula seconded the motion—all in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. The next meeting will be at Crown Pointe on Wednesday December 16th at 5:00 p.m.

Minutes approved this 16th day of December, 2009.

December 16, 2009

Minutes of the Hartford City Public Library Board of Trustees; submitted by Pam Bolt, recording secretary.

ROLL CALL: trustees Judy Colegrove, Linda Leas, Ann Ludwig, Jerry Poulson, Kenny Warner, Rick Gerard, director Vicki Cecil and bookkeeper Pam Bolt.

All in attendance enjoyed a Christmas dinner served at Crown Pointe.

MINUTES FROM THE PREVIOUS MEETING: Linda made the motion to accept the November minutes as presented. Judy seconded the motion. All in favor—motion passed.

CIRCULATION REPORT: Circulation was up by 215; November 2009—6,891, November 2008—6,676.

FINANCIAL REPORTS: Pam presented the reports along with a list of possible encumbrances. After the board reviewed the items to be encumbered, Judy made a motion to resolve to encumber funds from 2009 to 2010. Ann seconded the motion. All in favor—motion passed. A list of encumbrances will be made a part of the January board minutes. Pam also stated that the Department of Local Government Finance has revised the library's 2010 budget, increasing the operating fund budget from \$373,935.00 to \$390,321.00. Pam will update the 2009 distribution report and email this information to board members.

FRIENDS: Vicki stated that the Friends would be having a magazine & book sale in January. Vicki added that the staff would be having another book sale December 21st and 22nd.

DIRECTOR'S REPORT: A.V. Move—Vicki told the board that the A.V. Department move was well coordinated and went smoothly. She commended the staff for all their work and added that the prisoners did a very good job of moving the A.V. material. **Chamber After Hours Program**—Vicki stated that the chamber program at the library was a success. **HCPL Book Sale (Nov. 21st & 22nd)**—Vicki told the board that the staff book sale held in November was a success. **United Health Care Quote**—The board discussed the 2010 health insurance proposal. After discussion, Ann made a motion to renew the health care coverage for full time employees. Linda seconded the motion. All in favor—motion passed.

NEW BUSINESS: Linda stated that she would be informing the city council of her resignation, as the January meeting will be her last to serve on the board. Rick asked board members for suggestions regarding Linda's replacement.

CLAIMS: Kenny made the motion to pay the claims in the amount of \$31,709.68. Jerry seconded the motion. All in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. The next meeting will be January 20th at 5:00 p.m. in the meeting room of the Hartford City Public Library.

Approved this 20th day of January 2010.

Ann Ludwig
Paula Smith

Linda Leas
Kenny Warner
Jerry Poulson