

January 20, 2010

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

ROLL CALL: trustees Linda Leas, Paula Smith, Ann Ludwig, Jerry Poulson, Kenny Warner, attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt. Mary Beal from the Hartford City News-Times was also present.

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

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

FINANCIAL REPORTS: Pam gave an overview of the December financial reports. The library ended the year with a bank balance of \$178,628.75 and did not need to borrow from the Pacesetter credit line during 2009. She also presented encumbrances for 2009-2010. Kenny made the motion to accept the encumbrances as presented (copies attached). Ann seconded the motion. All in favor—motion passed. A copy of the 2010 DLGF approved budget was distributed to board members.

FRIENDS: Vicki stated that the Friends will be having a magazine sale in January.

BUILDING: Vicki stated that, with regard to library expansion, she will look into the details involved with relocating the utilities behind the library.

SALARY COMMITTEE: Vicki told the board that a new salary committee should be formed at the February meeting along with 2010 board officers. Current salary committee members are Ann, Judy & Rick.

DIRECTOR'S REPORT: A.V. Department--Vicki told the board that patrons like the changes to the A.V. department and that things are going well with the new location. She added that she is finishing her move to third floor and now has a meeting area that she did not have with her smaller office on the main floor. Vicki stated that four more patron computers will be added in February. Ann stated that she received a suggestion from a member of the public regarding patron computer privacy. There was a brief discussion about the possibility of having carrels for privacy and having the A.V. employee on duty keep an eye on people who might be loitering around the public computers. **Children's Report--**Vicki stated that the children's programs are going well. Vicki showed the board an art project completed by the special needs group and add that Amy Smith puts on the program for that group. **Evergreen Report--**Vicki handed out information on the Evergreen Indiana Consortium and added that the services are just getting started. Vicki told the board that she would like to wait and see how the program develops before considering joining. **Staff Meeting--**Vicki stated that the next staff meeting will be January 24th at Courtney Newport's baby shower. Vicki added that Courtney's due date is February 8th, at which time Debbie Ehrhart will be taking over Courtney's duties in the A.V. area. Vicki stated that Debbie is due for her 3 month review. She is doing an excellent job and will, therefore, go from minimum wage to entry level (\$7.37/hr.).

OTHER BUSINESS: Linda's resignation—Linda was presented with gifts from Vicki and fellow board members in honor of her years of service on the board. Linda thanked everyone and stated that she has enjoyed being on the library board. Linda will be staying on until the board finds a replacement for her position. She has spoken with city councilman Scott Confer regarding people who may be interested in serving on the board. Attorney Jim Forcum stated that he will check on residency requirements for the position. There was a brief discussion among board members regarding possibilities. **Mitchell property**—The board had a brief discussion regarding the possibility of acquiring the Mitchell property adjacent to the library. The board decided to obtain a fair appraisal acceptable to both parties and go forward with the process of purchasing the property. Kenny noted that John would want to continue cutting hair at the location for possibly one year.

CLAIMS & CHECKS: Ann made the motion to accept claims in the amount of \$31,651.68. Kenny seconded the motion. All in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be Wednesday February 17th at 5:00 p.m.

Signed and approved this 17th day of February, 2010.

<u>Ann Hubbard</u>	_____
<u>Judy Colegrove</u>	_____
<u>Linda Seal</u>	_____
<u>Robert C. Howard</u>	_____

February 17, 2010

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

ROLL CALL: present were trustees Linda Leas, Judy Colegrove, Paula Smith, Ann Ludwig, Rick Gerard, attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt. Mary Beal from the Hartford City News-Times was also present.

MINUTES OF THE LAST MEETING: Linda made the motion to accept the minutes of the last meeting as presented. Judy seconded the motion. All in favor—motion passed.

Judy announced that due to a family matter, she would be resigning from her board position immediately. Those present thanked Judy for her years of service and extended well wishes to her and her family. Judy's replacement will be considered after Linda's replacement has been finalized.

FINANCIAL REPORTS: Pam reviewed the financial reports. She also presented resolutions 2010-1 and resolution 2010-2 for adoption. Resolution 2010-1 established a Rainy Day Fund in accordance with IC 36-1-8-5.1 and as directed by the Auditor of the State of Indiana. Linda made the motion to adopt resolution 2010-1. Judy seconded the motion. All in favor—motion passed. Resolution 2010-2 authorized the transfer and commitment of \$1,950.00 from the Harry Bohr donation to the Gift Fund, to be used only if needed, as matching funds for Phase One of the Gates Opportunity Online Grant Program. Ann made the motion to adopt resolution 2010-2. Judy seconded the motion. All in favor—motion passed. Pam will be publishing part 1 of the 2009 LAR in the News-Times before the end of the month.

FRIENDS: The "Friends" will be having a book sale February 18th and a book club meeting on February 25th.

COMMITTEES: **BUILDING (Mitchell property)** Rick and Kenny will talk with Jon Mitchell about getting his property appraised. If agreeable to Jon, Jim Cecil of CEC Appraisal Services will be appraising the property. Linda made the motion to obtain an appraiser mutually agreeable to both the board & Jon. Paula seconded the motion. All in favor—motion passed. **(Future Space Program, New Rules for Library Projects)** Vicki informed the board about an upcoming workshop for directors and trustees to be held in Johnson County on March 16th. The fee is \$15.00 per person. **(furnace)** Vicki told the board that the furnace in the children's department needs to be replaced. The current unit is 25 years old. Quality Heating and A/C has submitted an estimate of \$6,000.00. Ann suggested getting at least one other estimated as a comparison. Paula suggested setting a time commitment with Quality Heating & A/C if they do the work.

DIRECTOR'S REPORT: **(accident report)** Vicki told the board that Amy Smith fell on the library sidewalk and hit her head during the bad weather. Vicki asked Jim Forcum what steps should be taken to document the accident. Attorney Forcum suggested notifying the library's insurance carrier in case of medical expenses. **(director's annual report)** Vicki distributed a copy of her annual report to board members. **(board appointment)** There was a brief discussion about filling Linda's vacated board position. **(Evergreen report)** Vicki stated that she is still waiting to see how the Evergreen Program develops before using the service. The service is

currently free, but there may be a fee for the service in the future. (**computers**) Vicki stated that representatives from the Gates Foundation will be visiting the library in the future to monitor computer use. (**staff meeting**) Vicki told the board that a staff meeting was held on January 24th during Courtney Newport's baby shower. (**United Way grant**) Vicki stated that she and Andrea will address the United Way grant committee directly after tonight's board meeting to apply for grant money to be used for the summer reading program. Ann asked why the summer reading program is not funded through the operating fund. Pam explained that the summer reading fund was established years ago to be funded solely by donations from local organizations. She will check with state board of accounts regarding other funding possibilities. (**township contracts**) Ann made the motion to maintain library service contracts with Licking, Jackson & Washington townships for 2010. Judy seconded the motion. All in favor—motion passed.

CLAIMS & CHECKS: The board examined claims in the amount of \$26,989.29. Paula made the motion to pay the claims. Judy seconded the motion. All in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be March 24th at 5:00 p.m. in the library meeting room.

Approved this 24th day of March 2010.

N. Kenneth Hamer
Jerry Paulson
Juan Rodriguez
David A. Head

March 24, 2010

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

ROLL CALL: Present were board members Rick Gerard, Ann Ludwig, Jerry Poulson, Kenny Warner, director Vicki Cecil and bookkeeper Pam Bolt. Also present was Mary Beal representing the Hartford City News-Times.

MINUTES OF THE LAST MEETING: Kenny made the motion to accept the minutes of the February meeting as presented. Ann seconded the motion. All in favor—motion passed.

CIRCULATION REPORT: February 2010 circulation was up by 446 over last year.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board members. She stated that Vicki will be requesting an advance on the spring tax draw when funds are available from the county.

FRIENDS REPORT: Vicki stated that the Friends will be having a book sale in April. Nancy Bennett will also be having a book club meeting in April. Vicki told the board that the new tables in the meeting room were a recent donation from the Friends.

COMMITTEES: (Building)—Vicki informed the board that the workshop that she and Rick attended in Johnson County was informative and stressed the importance of community involvement with regard to new building projects. Rick agreed that the workshop was time well spent. He added that he would like to have a ballpark figure from Wollen Molzan on how much their proposals will cost. **(board officers)**—The selection of 2010 officers will be tabled until June when all vacancies should be filled.

DIRECTOR'S REPORT: (board members)—Vicki stated that Robert Sine is likely to be appointed as Linda Leas replacement on the library board at the April city council meeting. **(children's report)**—Vicki told the board that the children's department received \$1,000.00 in grant money from the Blackford United Way Foundation. **(computer grant)**—Vicki stated that the library has received \$3,900.00 from the Gates Foundation for phase one of the Gates Opportunity Online Grant. **(Destiny report)**—Vicki told the board that the Destiny Library Manager service (Follett) available through the school system will cost the library \$2,000.00 for the first year and drop to \$550.00 for the second year. The Evergreen service offered through the State Library currently cost nothing for participating libraries. Vicki added that all libraries in Indiana must meet state regulations for online cataloging by 2011. Ann stated that it would be helpful if Russ Jones would be available at the next meeting to discuss the pros and cons of each service. All members agreed. **(Fanning-Howey Library Projects report)**—The board decided to consider one more library expansion proposal. This will be a presentation by the firm Fanning-Howey. **(hours)**—Vicki asked the board's approval to change the opening time for the library to 9:00 a.m. during summer hours as a trial period in an effort to accommodate patron's needs. The board agreed to the trial period. **(patron letter)**—The board acknowledged a recent letter from Robert Barry regarding the townships' contracts with the library. Rick stated that he has talked with Mr. Barry and no further action is needed with regard to the issue at this time. **(roof & furnace)**—Jerry suggested Hochadel or possibly Five-Star to look at needed repairs to the roof. The board members noted a big difference in the two proposals

on the furnace. Quality Heating & Cooling submitted a quote of \$6,000.00 while the quote from Rich Brown was \$2,895.00. Jerry stated that quotes should be submitted according to specific specifications in order to get comparable proposals. Rich Brown's quote does not specify what brand of furnace he would be using. Jerry suggested putting the issue off for now since the old furnace is working. **(Jon Mitchell property)**—There was a brief discussion about whether or not to have an appraisal done on the Mitchell property. All members agreed that an appraisal value would come in below Jon's asking price. Jon would like to remain in the barber shop for up to four more years. It was decided that Jim Forcum should be consulted.

CLAIMS & CHECKS: Claims in the amount of \$14,582.30 were examined and approved by the board. Ann made the motion to approve. Kenny seconded the motion. All in favor—motion passed.

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

Next meeting will be April 21st at 5:00 p.m. at the Hartford City Public Library.

Approved this 21st day of April 2010.

Ann Ludwig
Paula Smith

Jerry Forcum
Paula Smith

April 28, 2010

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

ROLL CALL: Present were the following: trustees Rick Gerard, Jerry Poulson, Bob Sine, Ann Ludwig, Paula Smith, attorney Jim Forcum, director Vicki Cecil, bookkeeper Pam Bolt, computer consultant Roger Young, computer consultant Russ Jones and Mary Beal representing the Hartford City News-Times.

MITCHELL PROPERTY: The board asked attorney Jim Forcum's advice regarding the Mitchell property. Jim stated that there are several possibilities for acquiring the property in the future but added that the least attractive option would be to purchase the property and then lease it back to Jon Mitchell. No decision was made and the matter will be considered at a later date.

DESTINY REPORT: Russ Jones & Roger Young gave an informative presentation of Follett's Destiny Library Manager software. At the conclusion of the presentation, board members asked several questions regarding the Follett proposal and how it compares to the Evergreen software available through the State Library. It was agreed to make sure all fees were included in the proposal before the board makes a decision about using either the Destiny software or the Evergreen software offered by the State Library that is offered at no cost.

MINUTES OF THE LAST MEETING: Paula made the motion to approve the March minutes as presented. Jerry seconded the motion. All in favor—motion passed.

CIRCULATION REPORT: Circulation for March 2010 was up by 54 over March 2009.

FINANCIAL REORTS: Pam reviewed the financial reports with the board. She also gave an update on the 2011-2013 LCPF Plan. She and Vicki will attend the May 3rd City Council meeting to request their approval of the plan.

FRIENDS: The Friends will have a book sale on April 29th. They will also be having another "book talk".

BUILDING: The board decided to set aside the August meeting to review the last presentation on future library expansion.

TRUSTEE OFFICERS: **Rick Gerard** will remain board president. **Ann Ludwig** will serve as Vice President (motion Paula Smith, seconded Jerry Poulson—all in favor). **Jerry Poulson** will serve as treasurer (motion Ann Ludwig, seconded Paula Smith—all in favor). **Kenny Warner** will serve as deputy treasurer (motion Ann Ludwig, seconded Paula Smith—all in favor). **Paula Smith** will remain secretary.

DIRECTOR'S REPORT:

(new trustee) Vicki welcomed new trustee Bob Sine to the library board. She added that the school board appointed Judy Confer to fill the other board vacancy.

(summer reading) Vicki stated that Andrea Landis has several good programs for both children and adults lined up for the summer reading season. Andrea will kick off the program with a theater play presented by Minnestrista (\$150.00 fee).

(micro-film quote) Vicki reviewed a proposal for a new micro-film machine from BP Imaging Solutions. She will advise the board after she has seen a demonstration of the product.

(furnace & roof repairs) There was a brief discussion about quotes for the furnace and roof repairs. No decisions were made at the present time.

(Vicki's surgery) Vicki told the board that she will be having hernia surgery on May 5th and asked for the board's approval to prepare some of her work from home while recovering. The board gave their approval and wished Vicki well.

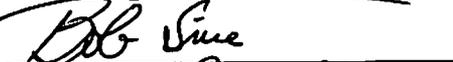
CLAIMS & CHECKS: The board reviewed and approved claims in the amount of \$28,314.73 (motion Paula Smith, seconded by Ann Ludwig—all in favor—motion passed).

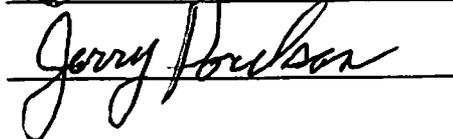
Being no further business to come before the board the meeting was adjourned.

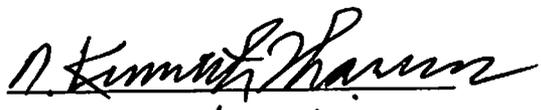
Next meeting will be May 19th 2010 at 5:00 p.m.

Approved this 19th day May 2010.











May 19, 2010

Minutes of the Hartford City Public Library board of trustees; submitted by recording secretary Pam Bolt.

ROLL CALL: Present were board members Rick Gerard, Ann Ludwig, Bob Sine, Jerry Pouslon & Kenny Warner. Also present: director Vicki Cecil, bookkeeper Pam Bolt and News-Times reporter Mary Beal.

MINUTES OF THE LAST MEETING: Kenny made the motion to accept the April minutes as presented. Bob seconded the motion—all in favor—motion passed.

CIRCULATION REPORT: Vicki told the board that a computer problem has prevented accessing the circulation report. She hopes to have the problem resolved by the next meeting.

FRIENDS REPORT: The Friends will be having a two day book sale during Heritage Days. They will have a book talk on The Book of Ruth on May 27th. Ann stated that a spelling bee will be hosted by the Friends during Heritage Days. Linda Walker will be the pronouncer.

FINANCIAL REPORTS: Pam reviewed the April financial reports and told the board that the library has received a property tax advance of \$42,369.04 along with some PTRC, certified shares & CVET funds from the county earlier this month.

COMMITTEES: (building) Vicki stated that the third and final architect presentation (Fanning-Howey) will take place at the August meeting. Vicki is still waiting on a roof repair quote from Hochadel Roofing. Rick stated that he will pick up Rich Brown's quote for replacing the furnace. Ann pointed out that the emergency exit door at the back of the library is rusted at the bottom. All agreed that a kick plate should be installed by custodian Tom Willmann.

DIRECTOR'S REPORT: (new member) Vicki stated that Judy Confer will begin her duties at the June meeting. **(Mitchell property)** There was a brief discussion regarding the Mitchell property. All agreed that Jim Forcum should prepare purchase documents when the time is appropriate. **(children's report)** Vicki gave an overview of the schedule for the summer reading program entitled "Making a Splash". **(computers)** Vicki told the board that all eight patron internet computers are up and running. She added that Russ is working on correcting errors on the library web page that seem to be related to

the new server. (**LCPF**) Vicki reported that the city council approved the 2011-2013 LCPF Plan at their May meeting. (**on-line services**) Vicki stated that she and Russ are still looking at pricing issues for the on-line services being considered by the library (Destiny & Evergreen). (**staff meeting**) Vicki told the board that she will email the staff minutes on Friday. (**time cards**) Vicki stated that she and Rick have not had time to review the employee time keeping software offered by Russ.

CLAIMS & CHECKS: The board examined and approved claims in the amount of \$26,944.59. The motion was made by Kenny—seconded by Bob—all in favor—motion passed.

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

Next meeting will be June 16th at the Hartford City Public Library.

Approved this 16th day of June, 2010.

Ann Hudring
Jerry Pappas
Richard A. Leonard
Robert L. Stein
Paula Smith
R. Kenneth Harrison

June 16th, 2010

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

ROLL CALL: Present were board members Rick Gerard, Bob Sine, Jerry Poulson, Kenny Warner, Ann Ludwig, Paula Smith, attorney Jim Forcum, director Vicki Cecil & bookkeeper Pam Bolt. Also present was Mary Beal of the Hartford City News-Times.

MINUTES OF THE LAST MEETING: Bob made the motion to approve the minutes of the May meeting as presented. Paula seconded the motion. All members were in favor—motion passed.

CIRCULATION REPORT: Circulation for May was up by 22 compared to last year.

FRIENDS: Ann told the board that Mary Beal won the "Friends" sponsored spelling bee held during Heritage Days. Mary donated her prize of \$100.00 back to the "Friends" organization.

FINANCIAL REPORTS: Pam reviewed the financial reports with board members. The final disbursement of the "spring" tax draw will be made to the library June 25th according to the Blackford County Auditor's Office. She added that the budget workshop for the 2011 budget will be July 22nd at the court house.

NEW BUSINESS: There was a brief discussion regarding an incident involving a child and a juvenile being in the library at the same time. These individuals were involved in a previously occurring molestation case that did not take place on library property. Attorney Jim Forcum stated that he will look into amending the current city ordinance to include minors convicted of molestation in order to keep such offenders off library property.

DIRECTOR'S REPORT: **(architects)** Vicki stated that Fanning-Howey Architects will do a walk through of the library sometime in July to prepare their presentation for the August meeting. **(roof)** Rick & Vicki explained that the roof problems can be solved with repairs instead of replacement. Hochadel Roofing will make the repairs at no cost. **(pipes on roof)** Vicki told board members that Kenny has painted the pipes on the roof. Everyone thanked him for his efforts. **(air conditioner)** Vicki stated that the compressor has quit working & that the air conditioner needs to be replaced on the top floor as the computer server must be kept in a cool environment. Bob made the motion to accept Quality Heating & Cooling's quote of \$5,250.00. Kenny seconded the motion. All members were in favor—motion passed. **(back door)** Vicki stated that Doug Cavanaugh will replace the rusted back door. Jerry stated that Doug needs to register with him before starting the work. **(emergency lights)** Vicki told the board that Chad McMillan has installed new emergency lights and will be putting an outlet near the new book section on the main floor. **(summer reading)** Vicki stated that the children's department is doing a nice job with the summer reading program. **(digital viewer)** Vicki stated that B P Imaging gave a demonstration of the viewer. She added that the unit is user friendly. The viewer will be purchased with part of the Harry Bohr donation, as Harry was always in favor of new technology for the library. The viewer will be \$9,495.00 and will include a free media scanner if purchase by the end of June. Ann made the motion to go ahead with the purchase. Bob seconded the motion. All members were in favor—motion passed. The maintenance contract issue will be decided at a later date. **(on-line services)** Vicki and Russ are still reviewing both Evergreen & Destiny software for on-line services. Vicki is hoping to have a demonstration of Evergreen by a state library representative. **(Indiana State Library Final Standards)** Vicki distributed a copy of the Indiana State Library Final Standards to all board members. She stated that the library was exemplary in all categories and will soon have the on-line services completed as well. **(staff meeting)** Vicki told the board that she will be hosting the next staff meeting at her home on July 18th.

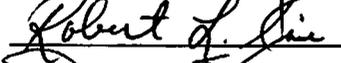
UNFINISHED BUSINESS: Rick stated that the alley drop box needs to have a longer shoot for the convenience of patrons. Also, the alley is developing ruts. Vicki will contact the city about alley maintenance and contact Pat McAtee about modifying the drop box.

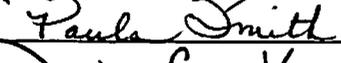
CLAIMS & CHECKS: The board examined and approved checks in the amount of \$23,025.53, (motion by Paula, seconded by Kenny, all in favor—motion passed).

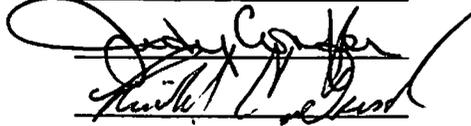
Being no further business, the meeting was adjourned. Next meeting will be July 21st at 5:00 p.m. at the Hartford City Public Library.

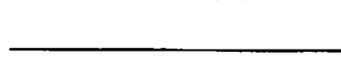
Approved this 21st day of July 2010.











July 21, 2010

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

ROLL CALL: The following were present: trustees Rick Gerard, Paula Smith, Bob Sine, Judy Confer & Kenny Warner, director Vicki Cecil & bookkeeper Pam Bolt.

MINUTES OF THE LAST MEETING: The board approved the June 16th minutes as presented—motion made by Bob, seconded by Paula—all in favor—motion passed.

CIRCULATION REPORT: Circulation overall was up by 9 from June 2009. Licking township's was up by 95 for the same time period.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. She reported that the final "spring" property tax draw was received by the library on June 25th. She added that she & Vicki will be going to a budget workshop for the 2011 budget year on Thursday July 22nd.

BUILDING: The architectural firm Fanning-Howey will make their presentation on expanding the library at the August meeting. Rick & Vicki did a walk through of the library with representatives from the firm and the general consensus was that expanding east was the best option.

SALARY COMMITTEE: The salary committee will be appointed at the next meeting.

DIRECTOR'S REPORT: (new member) Vicki welcomed new member Judy Confer to the board of trustees. Introductions of those present were made. **(building)** Vicki stated that the air conditioner project has been completed by Quality Heating & A/C. She added that Doug Cavanaugh has measured for the new back door. **(accidents)** Vicki stated that Chad of McMillan Electric cut his fingers while working at the library. His insurance will cover his injuries. Vicki stated that a woman recently fell on the main floor of the library. Jolene & Cathy both offered the woman an accident report to submit as a record of the incident, but the patron refused. A few weeks later, the woman contacted Vicki and stated that she had suffered a fracture. Vicki will ask attorney Jim Forcum about the library's liability, taking into account that the woman refused to file a report at the time of the accident. **(roof)** Hochadel roofing has fixed the leaks at no cost. Kenny noted that an existing hole remains to be patched. **(children's report)** Vicki will present the children's report at the August meeting. **(computers)** Vicki stated that the library is being visited by the Gates Foundation to make sure the grant computers are available to the public. Rick added that additional grants should be pursued. All agreed. **(on-line cataloging)** Vicki told the board that someone from the State Library will demonstrate Evergreen software during the September meeting. The state is currently backlogged one year with the program. **(staff meeting)** Vicki will send out staff minutes for the July 18th meeting at a later date. **(new library web site)** Vicki stated that Stephanie has been working on a new library web site since Russ has not fixed the problems on the existing site. Stephanie has done a great job creating the new site. **(lighting grant)** Library utility information has been turned over to Rob Cleveland for the purpose of securing federal money available to Blackford County taxing units. Specific details on the grants are not yet known.

(drop box) Tucker's Tree Service has cut the bushes near the drop box making the box more accessible. The ruts in the alley still need to be addressed.

CLAIMS & CHECKS in the amount of \$45,538.35 were examined and approved by the board—motion made by Bob—seconded by Kenny—all in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. The next meeting will be Wednesday August 18th at 5:00 p.m. The 2011 budget public hearing will be conducted at the beginning of the August meeting.

Minutes approved this 18th day of August 2010.

R. Kenneth Kenny
Justin Cooper
Robert J. Jones
Ann Burdick
Jerry Paulson

August 18, 2010

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

ROLL CALL: Trustees present were Ann Ludwig, Kenny Warner, Jerry Poulson, Judy Confer and Bob Sine. Also present were director Vicki Cecil, bookkeeper Pam Bolt and Hartford City News-Times reporter Sayde Uerkwitz. Ann called the meeting to order.

PUBLIC HEARING 2011 BUDGET: Ann declared the public hearing on the 2011 library budget open for public comment at 5:00 p.m. With no members of the public present, the hearing was declared closed at 5:10 p.m.

MINUTES OF THE LAST MEETING: Kenny made the motion to accept the minutes of the July meeting as presented. Bob seconded the motion—all in favor—motion passed.

CIRCULATION: Circulation for July 2010 was down by 217 from the previous year. Washington Township's circulation, however, was up by 112 for the same period.

FINANCIAL REPORTS: July's financial reports were reviewed. Ann asked if the library will be able to avoid using a line of credit during the rest of the year. Pam stated she is hopeful that the line of credit will not be necessary as an advance on the fall distribution will most likely be available from the county. Also the tax distributions seem to be back on schedule from the county.

FRIENDS: Vicki stated that the Friends of the Library organization will be having a book sale on Thursday August 26th. They will also have a book discussion on the book *The Help*. A "bag sale" of remaining books will be on Friday August 27th.

COMMITTEES: (salary) The salary committee will be tabled until the next meeting. **(building)** Vicki talked with Kevin Hall of the Hartford City Water Department about water lines in the alley behind the library. Kevin said there were no lines located in that area. Vicki has also put a call in with 811 to inquire about any other utilities that may be present. Fanning-Howey postponed their presentation to the board until October due to a death in a staff member's family.

DIRECTOR: (budget) Vicki stated that she and Pam attended the 2011 budget workshop held at the court house. DLGF representative Wayne Hudson conducted the workshop and was very helpful in getting the budget ready for approval. **(door)** Vicki stated that the back door will be repaired by Pat McAtee as the door was too big for Doug Cavanaugh to replace. **(electric)** Chad McMillan will be replacing the exposed wiring on the roof and putting in new conduit. **(lights)** Vicki stated that the library will be getting grant money for energy efficient lights according to Economic Development Director Rob Cleveland. **(children's report)** Vicki reported that 67 children completed the summer reading program. Also, 102 adults completed the summer reading program offered to adults. There was some interest in a winter program as well. **(Gates Foundation)** Vicki stated that the Gates Foundation will continue to monitor the use of the grant computers throughout August and September. **(In-Service Day—BP Imaging)** Vicki stated that she would like to close the library for one day in September for staff training for the BP Imaging/microfilm printer. Inspire-State Library training and a staff meeting will also be included. **(legislative forum)** Vicki will be attending an ILF sponsored legislative forum on September 14th in Carmel. The fee is \$25.00. Vicki encouraged any interested board members to attend. **(on-line cataloging)** Vicki will schedule a presentation with Evergreen (State Library) for the September meeting. Ann stated that all of the libraries that she has contacted like the state run service. Vicki added that she also has heard only good things about the Evergreen service. All board members agreed that a decision between Destiny (school's/Follett system) and Evergreen (State Library's system) should be made at the September board meeting. **(new web page)** Vicki stated that the new web page is up and much more useful than the old one. Stephanie (Hess) continues to work on the page and is doing a nice job. **(hours)** Vicki wants to continue with the current hours as the public seems to like the earlier opening time (9:00 a.m.).

UNFINISHED BUSINESS: Judy asked about the condition of the patron who fell in the library. Vicki stated that the patron is doing well. Vicki added that she is going to ask attorney Jim Forcum to update the incident/accident reports that the library uses.

CLAIMS: The board examined and approved claims in the amount of \$18,147.42. Kenny made the motion to approve—Bob seconded the motion—all in favor—motion passed.

September 15, 2010

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

ROLL CALL: Trustees present were Kenny Warner, Paula Smith, Bob Sine, Jerry Poulson and Judy Confer. Also present were director Vicki Cecil, bookkeeper Pam Bolt and News-Times reporter Sayde Uerkwitz.

MINUTES OF THE LAST MEETING: Kenny made the motion to accept the minutes of the August meeting as presented. Jerry seconded the motion—all in favor—motion passed.

ADOPTION OF 2011 BUDGET: Bob made the motion to adopt the 2011 budget. Kenny seconded the motion—all in favor—motion passed. Pam will take 2 copies of each form to the Blackford County Auditor on Thursday September 16th.

CIRCULATION: Circulation for August was up by 166 from the previous year.

FINANCIAL REPORTS: August financial reports were reviewed. Pam stated that Vicki will be asking the county auditor for an advance on the fall tax draw within the next few days. There is currently no need for a line of credit. Resolution 2010-4 (transfer between appropriation accounts within the operating budget) was presented to the board for approval. The purpose of the resolution is to allow pre-payment of the magazine renewals for the coming year in order to receive a discount toward the bill. Paula made the motion to pass resolution 2010-4. Jerry seconded the motion—all in favor—motion passed.

FRIENDS: The Friends will be having a book discussion on October 28th. The book for discussion is *Snow Falling on Cedars*.

COMMITTEES: (building) Fanning-Howey will give a presentation at the next meeting. **(salary committee)** The salary committee will be appointed at the next meeting. Vicki pointed out that, aside from the greatly appreciated bonuses given by the board in previous years, raises have not been given since 2007. As a reference point, the city has given longevity compensation plus 100% (less \$1.00) insurance cost covered for the upcoming budget year while the county has allowed a 2% increase plus longevity compensation for the 2011 budget year.

DIRECTOR'S REPORT: (building) Vicki told the board that Chad McMillan is working on the conduit on the roof. He has also fixed the fan in the computer server room. Repairs to the back door (to be made by Pat McAtee) should be completed by the October meeting. John Payne of Payne Electric will be replacing the lights throughout the building through the stimulus grant program. The change from 12T bulbs to 8T should reflect on the library's monthly electric bill. **(children's report)** Vicki stated that story time has resumed on Wednesdays. Maggie, the therapy dog, also continues to come to the children's programs. Special needs students come as a group on Tuesdays. Vicki added that both Amy and Andrea are doing a nice job with the programs. **(Gates visit)** Vicki told the board that the Gates rating on the use of the grant computers was good. The library was visited anonymously during the summer months by the Gates Foundation. **(in-service training day)** Vicki stated that the in-service training day went well. The BP Imaging viewer will be ready for patrons by the end of the month. Library staff will offer a workshop for

patrons to help them learn how to use the viewer. **(Indiana State Library—Evergreen)** The Evergreen presentation will be next month since both Ann & Rick were unable to attend today's meeting. **(legislative forum report)** Vicki stated that the legislative forum held on September 14th was informative. Many larger library systems such as Indianapolis are having budget difficulties. We are fortunate that we don't have to cut services and hours. She added that it is possible that Governor Daniels may push for consolidation during the last part of his term. **(web page)** Vicki told the board that Stephanie has added the library's website to the Blackford County Economic Development web page, adding more exposure for the library.

NEW BUSINESS: Bob mentioned the possibility of working with the local funeral homes for possible library donations. Vicki pointed out that the Harry Bohr donation to the library made it possible to purchase the new microfilm viewer.

CLAIMS: The board examined and approved claims in the amount of \$24,129.12. Motion by Kenny—seconded by Paula—all in favor—motion carried.

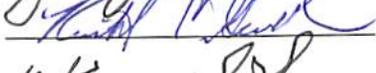
Being no further business to come before the board, the meeting was adjourned.

Next meeting will be Wednesday October 20th at 5:00 p.m. at the Hartford City Public Library.

Approved this 20th day of October 2010.

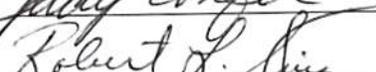


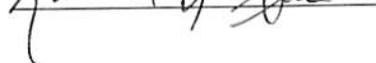












October 20, 2010

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

ROLL CALL: Trustees present were Paula Smith, Ann Ludwig, Judy Confer, Kenny Warner, Rick Gerard, Bob Sine and Jerry Poulson. Also present were director Vicki Cecil, employee Jolene Musselman, News-Times reporter Sayde Uerkwitz, Wendy Knapp, Jason Fields and Alice Davidson from the Indiana State Library, William Payne & James Mumby from Fanning-Howey, and bookkeeper Pam Bolt.

Evergreen Presentation: Wendy Knapp presented an overview of the State Library's Evergreen on-line services software. Board members had the opportunity to ask questions regarding the software. After board discussion later during the meeting, Bob made the motion to accept Evergreen as the library's on-line service option. Ann seconded the motion—all in favor—motion passed.

Fanning-Howey: William Payne and James Mumby presented their ideas for expanding the existing library building. They explained that their firm is full service and would guide the library through all aspects of the renovation process including relocation of utilities as well as financing options. Board members had the opportunity to ask questions regarding the Fanning-Howey proposal and view examples of possible modifications to the library. During board discussion later during the meeting, Jerry stated that based on his personal experience, Fanning-Howey is an excellent firm to work with.

MINUTES OF PREVIOUS MEETING: The minutes of the September meeting were accepted as presented (motion by Kenny—seconded by Paula—all in favor—motion passed).

CIRCULATION REPORT: Circulation was up by 784 from the previous year.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. She stated that fall tax settlement is on schedule according to the Blackford County Auditor's Office. She added that she will be working on possibilities for encumbering funds from 2010 to 2011. If anyone has ideas for items to be encumbered, please submit to Vicki.

FRIENDS: Vicki stated that the Friends will be having a book sale on October 28th with a book discussion that same evening on the book *Murder on the Yellow Brick Road*.

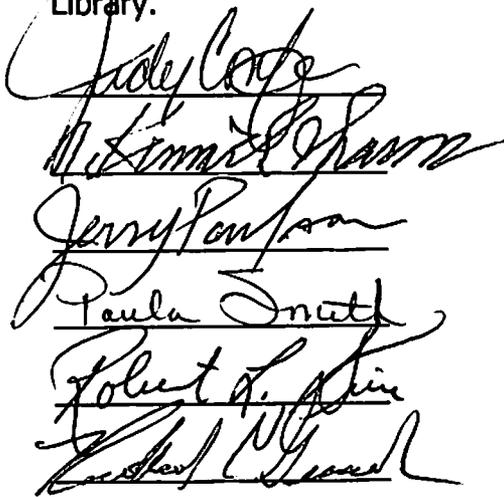
COMMITTEES: The salary committee was formed with the following members:

Vicki, Rick, Bob and Kenny. The committee will meet sometime before the next regular meeting.

DIRECTOR'S REPORT: (building) Vicki told the board that the back door has been fixed by Pat McAtee of Fabrication Specialists. Electrician Chad McMillan has installed a light at the alley book drop. Vicki stated that the grant through Rob Cleveland with Blackford Economic Development will pay for replacing all light bulbs in the library, thus keeping the library compliant with government regulations. **(ILF Conference)** Vicki stated that she and Andrea will be doing Web-Junction workshops. Vicki added that trustee workshops are also being offered if anyone is interested. **(library web page)** Vicki urged board members to look at the library web page as new items are being added. **(resolution 2010-5)** Resolution 2010-5, Commitment to Join Indiana State Library Consortium for Public Internet Access for 2011-2012, was passed by the board (motion by Ann—seconded by Jerry—all in favor—motion passed).

CLAIMS & CHECKS: The board reviewed and approved claims in the amount of \$28,036.32 (motion by Kenny—seconded by Paula—all in favor—motion passed).

Being no further business to come before the board, the meeting was adjourned. Next meeting will be **November 10th** at 5:00 p.m. at the Hartford City Public Library.


A vertical list of six handwritten signatures, each written over a horizontal line. From top to bottom, the signatures appear to be: Vicki Cook, Linda Ham, Jerry Pearson, Paula Smith, Robert L. Smith, and Richard L. Board.

Approved November 10, 2010.

November 10, 2010

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

ROLL CALL: Trustees present were Paula Smith, Judy Confer, Jerry Poulson, Bob Sine, Kenny Warner and Rick Gerard. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

MINUTES OF THE PREVIOUS MEETING: The minutes of the October meeting were accepted as presented (motion by Kenny, seconded by Bob, all in favor—motion passed).

CIRCULATION REPORT: Circulation was up by 502 from the previous year.

FINANCIAL REPORTS: Pam reviewed the reports with the board. Anyone with ideas for encumbering items from 2010 to 2011 should submit the information to Vicki.

FRIENDS: Vicki stated that the Friends will be having a book sale on Thursday November 18th.

SALARY COMMITTEE: Bob, representing the salary committee, stated that the library employees were among the lowest paid in the county. He added that the library is lucky to have a stable staff and they deserve more realistic wages considering appropriated funds have been available in the past at the end of the year. With that being said, the board went into executive session for the purpose of setting 2011 wages and determining 2010 bonuses. A copy of the 2011 Salary Ordinance and a list of the 2010 bonus amounts for each employee are attached and made a part of these minutes. A motion was made by Paula and seconded by Jerry to approve the 2011 Salary Ordinance. With all members voting in favor—motion passed. Judy made a motion approving 2010 bonuses in the amount of 4% for those employees having ten year or more service and 3% for those employees having less than ten years of service. Kenny seconded the motion—all in favor—motion passed. Paula added a motion that in a year in which employees receive a pay raise, no bonuses be given in addition to the raise. Bob seconded the motion—all in favor—motion passed.

DIRECTOR'S REPORT: (building) Vicki stated that two quotes have been received regarding installing a door at the stairway leading to the meeting room and bookkeeper's office. Hartford Glass and Clark's Home Improvement have both looked at the project. Jerry stated that the board needs to make sure both quotes cover the same work to be done. **(children's report)** Vicki stated that Andrea is going to do a program with Colt's scarf kits. Story time is being well

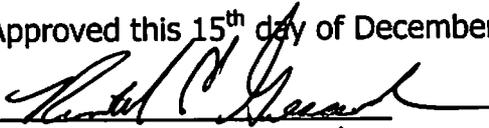
attended and Andrea is planning some projects with the Hoosier Book Club. **(Christmas board meeting)** Vicki stated that she will be looking into where to have the December meeting and asked for suggestions. The Country Club and Crown Pointe are two possibilities. **(e-rate/internet)** Vicki told the board that the internet grant through the state is complete and approved for next year. **(Evergreen)** Vicki told the board that the library has already been accepted to the Evergreen software program with the State Library. The staff seems excited about the change. **(Hartford City business displays)** Vicki told the board that some local businesses have expressed interest in helping with the complimentary coffee offered at the library by displaying a small promotion for their business in exchange for a donation toward the coffee expense. No one was opposed to the idea.

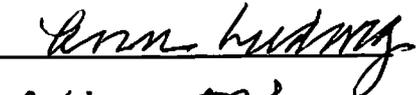
UNFINISHED BUSINESS: Bob asked about the status of the time keeping system for library employees. There was a brief discussion about the options and Vicki added that perhaps Evergreen would have that feature in the software.

CLAIMS & CHECKS: Claims and checks in the amount of \$16,747.78 were examined and approved by the board (motion by Bob—seconded by Kenny—all in favor—motion passed).

Being no further business to come before the board, the meeting was adjourned. Next meeting will be December 15th at 5 p.m.—place to be determined.

Approved this 15th day of December 2010.









December 15th, 2010

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

ROLL CALL: The following trustees were present: Ann Ludwig, Kenny Warner, Rick Gerard and Jerry Poulson. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

BOARD VACANCY: Vicki informed the board that, due to health issues, Paula Smith has resigned from the board. Replacement suggestions were discussed.

MINUTES OF PREVIOUS MEETING: Minutes from the November meeting were approved as presented (motion by Kenny, seconded by Jerry, all in favor—motion passed).

CIRCULATION REPORT: Circulation was up by 221 over the same period last year.

FINANCIAL REPORTS: Financial reports were reviewed. Funds will be encumbered for the 2011 computer maintenance contract with M & R Technology in the amount of \$6,500.00. Another possible item to encumber is converting some of the News-Times past issues to microfilm. Vicki has requested a quote. Pam stated that the county auditor will be sending the final installment of the fall tax collection before the end of the month.

FRIENDS: Vicki stated that the Friends will be having their magazine sale in January.

DIRECTOR'S REPORT: (building) Vicki told the board that John Payne will be installing the new light bulbs soon. He is running behind schedule but will complete the work before the year end deadline. There was a brief discussion about repairs to the stairway leading to the meeting room and the bookkeeper's work area. Jerry stated that the quotes from Hartford Glass and Earl Clark do not cover the same work items. Jerry suggested that the board request quotes based on the same specifications. The architectural firm Woolen-Mozan will give a refresher presentation for expanding the library at the February meeting.

(children's report) Vicki stated that the Story Time Program continues to go well with 20-30 people in attendance. Andrea is organizing the Colt's Scarves Program. **(computers)** M & R Technology will continue to provide computer maintenance to the library for 2011 in the amount of \$6,500.00/year. Vicki added that the library will need to continue software maintenance with Follett until the transition to Evergreen is complete. **(health insurance)** Vicki stated that there will be a 9% increase in the health insurance for full time employees

through United Health Care. **(accident with injury)** Vicki told the board that a woman from Marion tripped over the threshold at the back door and broke her nose. Russ has burned a CD from the security camera and has the accident recorded. Vicki stated that attorney Jim Forcum has updated the incident/accident report forms for the library. **(Christmas holiday)** Vicki asked the board for permission to close the library the Monday after Christmas since other public services will be closed that day. Kenny made a motion to close, Jerry seconded the motion, all in favor—motion passed.

CLAIMS & CHECKS: Claims and checks in the amount of \$21,564.72 were examined and approved by the board (motion by Kenny, seconded by Ann, all in favor—motion passed).

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

Next meeting will be January 19th in the meeting room of the Hartford City Public Library at 5:00 p.m.

Approved this 19th day of January 2011.

