

January 19, 2011

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, Rick Gerard, Jerry Poulson, Judy Confer, Kenny Warner and Shirley Miller. Also present were attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt.

**BOARD TRUSTEE:** New trustee Shirley Miller was welcomed to the board by all. Shirley stated that she is excited about serving on the library board.

**MINUTES:** Kenny made the motion to accept the December minutes as presented. Ann seconded the motion. With all being in favor, the motion passed.

**CIRCULATION REPORT:** Circulation was up by 64 over last year.

**REPORTS:** Financial reports were reviewed. The budget year ended with funds available to encumber. The board encumbered funds in the amount of \$10,998.00 by adopting Resolution 2010-6 (copy attached).

**FRIENDS:** The Friends group has purchased a kindle reader for the library. The cost of the reader was \$139.00.

**DIRECTOR: (township contracts)** Attorney Jim Forcum presented the 2011 township contracts to the board for approval. The t-card rate is still set at \$50.00 per card. Kenny made the motion to approve the contracts. Jerry seconded the motion. With all being in favor, the motion passed. **(Gates grant)** The board passed resolution 2011-1, phase two of the Gates Opportunity Online Grant Program. Ann made the motion. Judy seconded the motion. With all being in favor, resolution 2011-1 was adopted by the board. **(hallway quotes)** The board accepted the Clark's Home Improvement quote for work in the hallway in front of the meeting room area. Judy made the motion to accept the quote. Ann seconded the motion. With all being in favor, the motion passed. **(children's report)** Amy & Sharon Hendricks (and Maggie the dog) will now go to the high school to see the special needs students. Andrea has a nice group of 20 participants for the Colt's scarves program. **(Evergreen)** Vicki is still weeding in preparation for the transition to Evergreen software. Vicki asked the board for permission to close on February 14<sup>th</sup> and 15<sup>th</sup> in order to start the bar-coding process. Kenny made the motion to close for the two days. Jerry seconded the motion. With all being in favor, the motion passed. **(lighting grant)** Vicki thanked Rick for all of his help on the lighting project. John Payne finished the job before the year end deadline. **(Wollen Mozan)** Wollen Mozan

will give a short presentation at the February meeting. **(UHC RENEWAL)** The board voted to renew the health care coverage for full time employees with United Health Care. Ann made the motion. Kenny seconded the motion. With all being in favor, the motion passed.

**CLAIMS & CHECKS:** Claims & checks in the amount of \$43,304.34 were examined and approved by the board. Kenny made the motion to approve. Judy seconded the motion. With all being in favor, the motion passed.

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

The next board meeting will be February 16<sup>th</sup> 2011 at 5:00 p.m. in the meeting room of the library.

Approved this 16<sup>th</sup> day of <sup>20th</sup> ~~February~~ <sup>March</sup> 2011.

Robert L. Jones  
N. Kenneth Ham  
Ann Manning  
Jerry Peterson

Robert L. Jones  
Shirley L. Miller  
Judy Cox

February 16, 2011

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

**ROLL CALL:** The following trustees were present: Ann Ludwig, Rick Gerard and Bob Sine. Also present were attorney Jim Forcum, director Vicki Cecil, bookkeeper Pam Bolt and News-Times reporter Nicole Bogue. Due to the lack of a quorum, the meeting continued for the purpose of information and discussion only.

**MINUTES:** Minutes from the January meeting will be approved at the March meeting.

**CIRCULATION:** Circulation was up by 167 over the same period last year.

**FINANCIAL REPORTS:** The financial reports were reviewed by those present. A summary of funds encumbered was distributed to board members. Pam has completed the LAR for 2010 and the required pages have been published in the News-Times.

**FRIENDS:** Ann, representing the Friends, thanked library staff member Stephanie Hess for making the book marks for the Friends' organization. Also, Vicki showed board members the kindle reader purchased for the library by the Friends.

**DIRECTOR: (director's annual report)** Vicki distributed copies of her annual report. **(children's report)** Vicki told the board that Andrea has formed a group called Common Threads. The group has completed the Colts' scarves and will also be making hats for cancer patients. Story time continues to go well and Andrea and Amy are getting ready for summer reading activities. **(Gates computers)** Vicki explained an invoice for computer equipment (CDW-Govt., \$1,69.30) that is part of the rotation for computer upkeep with the Gates Grant. Vicki add that the paper work on the Gates Grant is all up to date. **(Evergreen)** There was a brief discussion about glitches in the bar-coding process in preparation for converting to Evergreen software. Vicki told the board that the State Library is working to resolve the problems. She stated that it may be necessary to close one more day due to the delay caused by the glitches. She added that it would be best to close on a Friday. Also, Courtney Newport will be coming back on staff to help with the bar-coding process. Courtney has been on maternity leave. Vicki stated that catalog training by the State Library

for staff members will be conducted on March 22 at two locations (Indianapolis and North Webster). Four staff members will be attending. **(architects' presentations)** Both Fanning-Howey and Wollen Molzan will give brief refresher presentations at the April meeting. **(United Way)** Vicki told the board that the Summer Reading United Way Grant has been filed by Andrea and will be reviewed soon.

**UNFINISHED BUSINESS:** Russ is in the process of installing the security camera on the main floor. Vicki stated that Jerry plans to follow-up on the hallway quotes when he returns from vacation.

**CLAIMS & CHECKS:** Pending approval of an additional board member, claims and checks in the amount of \$19,380.92 were examined and approved for payment by the board.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be on Wednesday March 16<sup>th</sup> at 5:00 p.m. in the meeting room of the Hartford City Public Library.

Approved this 16<sup>th</sup> day of March 2011.

Robert L. Davis  
N. Kenneth Kanan  
Ann Ludwig  
Jerry Poulson

Robert L. Davis  
Shirley K. Melie  
Judy Corp

March 16, 2011

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

**ROLL CALL:** Trustees present were Rick Gerard, Jerry Poulson, Ann Ludwig, Kenny Warner, Judy Confer, Bob Sine and Shirley Miller. Also present were contractor Earl Clark, attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt.

**MINUTES:** Minutes from the January and February meetings were reviewed and approved by the board. Bob made the motion to accept both January and February minutes as presented. Ann seconded the motion. All in favor—motion passed.

**CIRCULATION:** Circulation was up by 196 over last year.

**FINANCIAL:** Financial reports for the month of February were reviewed.

**FRIENDS:** The Friends along with the Historical Society will host a program entitled "Back to Iwo Jima" presented by Dennis Covert. The program will be in the evening on March 22nd at the Nazarene Church. Also, they will be having a book talk on March 24<sup>th</sup> on the book *Trees*.

**DIRECTOR: old library website**—Vicki asked attorney Jim Forcum for help with removing the library's old website from the internet. Stephanie has created a new website making the old one unnecessary. The old one contains some questionable advertisements that have been added on by third parties. Vicki stated that so far, no one (including Russ) has had any luck getting godaddy.com to remove the page. Jim stated that he will send them a written request about removing the web page. **building**—Vicki asked Earl Clark to go over his quote for repair work to be done at the library. The information was reviewed and clarified. The swinging door at the base of the stairway was taken off the quote and miscellaneous wall work was added. With those changes, Clark's proposal was accepted by the board. The motion was made by Ann. Jerry seconded the motion. All were in favor—motion passed. Mr. Clark will also look into fixing the seals on the two front doors and adjusting them for easier opening. **furnace**—Quality Heating & A/C's quote for replacing the furnace in the children's department was discussed. Kenny made the motion to accept the quote for \$5,600.00 with payment coming from LIRF. Ann seconded the motion. All were in favor—motion passed. **children's**

**report**—Vicki told the board that Andrea has secured a United Way Grant for the Summer Reading Program in the amount of \$1,500.00. The amount granted was more than requested. Andrea and Amy are working on adult & children's summer programs. Also, Andrea has scheduled a "bounce house" to coincide with the Heritage Days festival. **computer classes**—Vicki thanked Rick for providing information on patron computer training. The training will be offered by Jan Phelps in groups of 8-10 people (patrons). Her only charge is that she requests to be reimbursed for her mileage to and from the library. The classes will take place in June & July. **Digital Trek 2/Ball State**—Vicki requested approval for Stephanie Hess to attend a copyright workshop at Ball State University on April 20<sup>th</sup>. The fee for the conference is \$85.00. Bob made the motion to approve the request. Judy seconded the motion. All were in favor—motion passed. Stephanie will be reimbursed for mileage. **Evergreen**—Vicki thanked the board for allowing the staff to get the bar-coding phase of Evergreen caught up after the technical problems put the process behind schedule. She added that April 12<sup>th</sup> is still the target date for going live with the new software. Also, four staff members will be going to the cataloging training on the 22<sup>nd</sup> of March and four staff members will go to the circulation training on the 29<sup>th</sup> of March. The current rate for mileage reimbursement is set at .40 for both the library and the state. Staff members will carpool, with the driver receiving mileage compensation for the trip. Jerry added that the rate should be reevaluated if the price of gas continues to rise. Vicki also added that Shelly Johnson will be helping with Evergreen preparation since Courtney Newport is unable to return to work after maternity leave. **architects**—Vicki reminded the board that Woollen-Mozan & Fanning-Howey will both give brief refresher presentations at the April meeting. **DLGF training**—Vicki told the board that the library will be a training location for local government units to file on-line budget reporting. **Kindle policy**—Vicki handed out samples of Kindle policies for the board to consider. A decision will be made at the next meeting. **security camera**—Vicki stated that Russ has installed the camera on the main floor. It does a nice job of monitoring the main desk area.

**UNFINISHED BUSINESS:** Time keeping software will be discussed at the next meeting.

**NEW BUSINESS:** Rick announced that Vicki has been appointed to the Chamber of Commerce Committee. Board members were happy that Vicki will be representing the library.

**CLAIMS & CHECKS:** The board examined and approved claims in the amount of \$29,460.10. Motion was made by Bob. Ann seconded the motion. All in favor—motion passed.

Next meeting will be April 20<sup>th</sup> at 5:00 p.m. in the meeting room of the Hartford City Public Library.

Approved this 20<sup>th</sup> day of April 2011.

N. Kenneth Shaw  
Judy Cox  
Sheri Lynn Miller  
Robert C. Shaw

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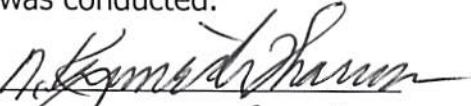
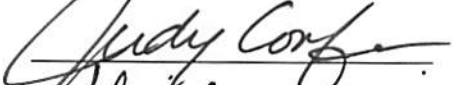
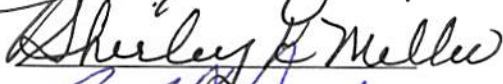
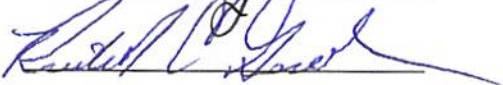
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April 20, 2011-- meeting cancelled

The following business was approved by members:

The April board meeting was cancelled due to the Annual Chamber of Commerce Dinner. Checks and claims were approved for payment. Treasurer Jerry Poulson signed checks so that bills could be paid in a timely manner. No further business was conducted.

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May 18<sup>th</sup> 2011

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

**ROLL CALL:** Trustees present were Rick Gerard, Judy Confer, Kenny Warner and Shirley Miller. Also present were Vicki Cecil, director and Pam Bolt, bookkeeper. Representatives from the two architectural firms, Fanning-Howey and Ratio were also present for the purpose of giving refresher presentations for the library expansion.

The meeting began with Fanning-Howey giving their presentation. Bill Payne, Jim Mumby & Tracy Petrella each presented a segment of their proposal for expansion. After a brief question & answer session with Fanning-Howey, Kevin Huse joined the meeting and presented his proposal for Ratio (formerly Woolen-Mozan). At the conclusion of the presentations, the board members that were present all agreed that Fanning-Howey had the better solutions for the library expansion. A formal vote will take place at the June meeting. Judy will vote by proxy as she will be on vacation.

**MINUTES FOR MARCH MEETING:** Minutes from the March meeting were approved by the board. Judy made the motion to approve; Shirley seconded the motion. All were in favor; motion passed.

**FINANCIAL REPORTS:** Pam reviewed the April reports with the board. She reported that the library received an advance tax draw from the county in the amount of \$24,639.88 on May 2<sup>nd</sup>.

**FRIENDS:** Vicki stated that the Friends will have a book sale during Heritage Days (May 19<sup>th</sup>).

**DIRECTOR'S REPORT: (board by-laws)** Vicki told the board that she will be sending out a sample set of by-laws for the board to consider. The board needs to adopt by-laws by July in order to comply with State Library rules. **(children's report)** Vicki stated that the Summer Reading kick-off will be May 21<sup>st</sup>. Andrea and Amy have many good programs planned. The "bounce house" program will be June 18<sup>th</sup> due to wet weather and some unresolved insurance issues.

**(Digital Trek 2/Ball State)** Vicki told the board that staff member Stephanie Hess learned some relevant information about Kindle issues. Vicki stated that the board should decide on a Kindle policy at the June meeting. **(Evergreen)** Vicki distributed the first monthly circulation reports from the Evergreen software. She added that there are more reports with Evergreen than with Follett. Also, the new patron cards have arrived. **(Indiana State**

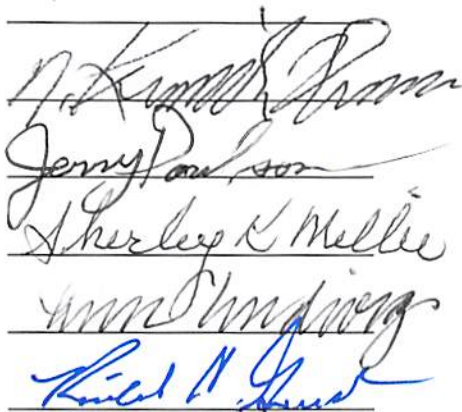
**Library/DLGF)** Vicki told the board that the library will serve as a training facility for county wide budget submission. All tax units within the county will have the opportunity to send their information to the DLGF using library computers. Training for this State program (Gateway) has been completed by staff members. **(LCPF)** Rick, Bob and Pam will attend the June 6<sup>th</sup> Hartford City Common Council meeting to present the 2012-14 LCPF Plan for approval. The Council will have a public hearing at that time. There was no public attendance at the May 11<sup>th</sup> public hearing held at the library.

**UNFINISHED BUSINESS:** Earl Clark of Clark's Home Improvement has been issued a down payment of \$950.00 for the work he will be doing at the library.

**CLAIMS & CHECKS:** Claims and checks in the amount of \$22,371.19 were examined and approved by the board.

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

Approved this 15<sup>th</sup> day of June 2011.

The block contains five handwritten signatures, each written over a horizontal line. From top to bottom, the signatures are: 1. A cursive signature that appears to be "D. Kimball". 2. A cursive signature that appears to be "Jerry Paulson". 3. A cursive signature that appears to be "Sherley K. Meltie". 4. A cursive signature that appears to be "Ann M. Moring". 5. A signature in blue ink that appears to be "Richard H. Good".

June 15<sup>th</sup> 2011

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

**Roll Call:** Trustees present were Shirley Miller, Ann Ludwig, Rick Gerard, Jerry Poulson and Kenny Warner. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

**Minutes of the Last Meeting:** Kenny made the motion to accept the minutes of the May meeting as presented. Shirley seconded the motion--all in favor--motion passed.

**Circulation Reports:** Vicki reviewed the circulation reports with the board. She added that June statistics would be available at the end of the month. There will be ten reports per month.

**Friends Report:** Vicki told the board that the Friends book discussion would take place on the last Thursday of this month.

**Financial Reports:** Pam reviewed the financial reports with the board. Vicki and Pam will attend a budget workshop for the 2012 budget on Tuesday July 12<sup>th</sup> at 1:15 at the courthouse.

**Director's Report: (By-Laws)** Vicki stated that attorney Jim Forcum has made a few changes to the Board By-Laws. The board also discussed some changes. The final draft reflecting all suggested changes will be ready for the next board meeting. **(children's report)** Vicki told the board that the Bounce House program would be Saturday June 18<sup>th</sup> as planned. **(City Council Public Hearing)** Rick, Bob & Pam attended the June City Council meeting to present the 2012-14 LCPF Plan for approval. There was no public comment at the hearing. The council unanimously approved the plan for the 2012 budget year. **(Computers)** Patron computer training will begin this summer in the a.v. department. **(Evergreen)** The library staff will host cake & punch for the patrons on Friday in recognition of the new Evergreen system. **(Fanning-Howey)** Shirley made the motion to accept Fanning-Howey as architects for the library expansion project. Jerry seconded the motion--all in favor--motion passed. Bob and Judy voted in favor by proxy. **(Intra-Library Loan)** Vicki presented a report prepared by Cathy Evens showing the growth of ILL since switching over to Evergreen. The expanded availability of materials has been a great success. **(Kindle policy)** Vicki stated that the kindle policy would be ready for the next meeting. **(July 4<sup>th</sup> Holiday)** The board gave approval to close Saturday July 2<sup>nd</sup> to allow employees to enjoy a 3-day holiday weekend. Kenny made the motion--Ann seconded the motion--all in favor--motion passed. **(Board Officers)** Board members voted to keep existing officers for 2011. Kenny made the motion--Shirley seconded the motion--all in favor--motion passed. The officers are as follows: President Rick Gerard, V. President Ann Ludwig, Treasurer Jerry

Poulson, Deputy Treasurer Kenny Warner, and Secretary Shirley Miller.

**Unfinished Business:** Earl Clark will start work as soon as the door arrives for the library repair project. Mark Cooper of the City Street Department will fill the dip in the alley near the drop box.

**Claims & Checks:** Claims & checks in the amount of \$21,156.05 were examined and approved by the board. Kenny made the motion--Ann seconded the motion--all in favor--motion passed.

With no further business to come before the board, the meeting adjourned. Next meeting will be July 20<sup>th</sup>, 2011 in the meeting room of the library.

Approved this 20<sup>th</sup> day of July 2011.

Bob Live  
N. Kenneth Ham  
Jerry Poulson  
Keith L. Howard  
Ann Hudwig  
Shirley L. Miller  
Judy Coxfer

July 20<sup>th</sup> 2011

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

**ROLL CALL:** Trustees present were Bob Sine, Rick Gerard, Shirley Miller, Kenny Warner, Jerry Poulson, Ann Ludwig and Judy Confer. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

**PAST MINUTES:** Minutes from the June meeting were reviewed and approved as presented. Kenny made the motion to approve—Jerry seconded the motion—all were in favor—motion passed.

**CIRCULATION REPORT:** Vicki presented the Evergreen statistic reports to the board for review. Vicki added that there have been several record high statistics since the switch over to Evergreen; adult fiction and holds are two that have increased significantly.

**FINANCIAL REPORTS:** Pam reviewed the financial reports with the board. Resolution 2011-3 (transfer within the operating budget) was presented, discussed and then approved by the board. Funds were transferred in the amount of \$600.00 from books to periodicals & magazines for the payment of the EBSCO yearly invoice for magazines. Ann made the motion to approve the passage of resolution 2011-3—Shirley seconded the motion—all were in favor—motion passed.

**DIRECTOR'S REPORT: (board by-laws)** Vicki stated that the revisions have been made to the board by-laws. With the by-laws ready to adopt, Ann made the motion to adopt the by-laws as revised—Kenny seconded the motion—all were in favor—motion passed. **(budget workshop)** Vicki told the board that she and Pam attended the 2012 budget workshop at the courthouse on July 12<sup>th</sup>. The workshop went well with the library's proposed operating budget set at \$357,606.00. Cuts will be made at a later date if necessary based on future information to be received from the DLGF. Budgets will be submitted through the DLGF Gateway software. **(children's report)** Vicki stated that around eighty-five children participated in the "bounce house" program. It was a successful event for this year's summer reading schedule. **(Evergreen Overdrive)** There was discussion about the Evergreen Overdrive e-book program and how the library could benefit from the service. Currently it would cost the library \$3,000.00 annually. **(book nooks & kindles)** There was discussion about the differences and advantages/disadvantages between brands of electronic book readers. Also, Avon Library's electronic borrowing policy was discussed as a sample for adopting a policy for the library. **(Evergreen)** Vicki presented an intra-library loan report compiled by staff member Cathy Evens. The intra-library

service has expanded considerably with Evergreen. After the board discussed Cathy's report and reviewed the ILL statistics, Kenny suggested that extra help may need to be hired in order to keep up with the added workload. Also, Vicki added that staff members will need to attend advanced cataloging training. She and Russ Jones will need to attend administrative training as well. **(Fanning-Howey)** Vicki and Rick met with representatives from Fanning Howey on July 7<sup>th</sup>. The firm will be working with library board, staff and the community as the schedule of the project progresses. This will be a monthly process. **(staff meeting)** Vicki discussed items from the agenda of the July 15<sup>th</sup> staff meeting. She also reviewed the website statistics with the board.

**UNFINISHED BUSINESS:**

Earl Clark is well into the work to the office and hallway outside the meeting room. Jerry suggested adding a drop ceiling to the office to finish off the project properly, at an added cost of approximately \$200.00. Bob made the motion to go ahead with the drop ceiling—Judy seconded the motion—all were in favor—motion passed. Vicki stated that Earl will be doing a few more repairs when he can work them into his schedule (re-doing the railroad ties and looking at some gutters).

Mark Cooper of the city street department will be fixing the dip in the alley soon. Vicki will look into when the patron computer training will begin (probably September).

**NEW BUSINESS:** Judy Confer announced that she has moved out of the city limits into Jackson township. Her eligibility to continue on the board will need to be checked into.

**CLAIMS & CHECKS:** Claims and checks in the amount of \$41,566.85 were examined and approved by the board. Bob made the motion—Kenny seconded the motion—all were in favor—motion passed.

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

Approved this 17<sup>th</sup> day of August 2011.

*Robert A. Jones*  
*Jerry Confer*  
*Bob Jones*  
*Robert A. Jones*  
*Shirley L. Miller*

*Ann Harding*

## August 17, 2011 Board Minutes

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

**ROLL CALL:** Trustees present were Jerry Poulson, Kenny Warner, Shirley Miller, Rick Gerard, Ann Ludwig and Bob Sine. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

**PUBLIC HEARING 2012 BUDGET:** Board President Rick Gerard opened the public hearing for the 2012 HCPL budget for public comment. With the proper passage of time and no public comment, Rick closed the public hearing. Budget adoption will be at the September meeting.

**PAST MINUTES:** Bob made the motion to approve the minutes from the July meeting as presented. Kenny seconded the motion—all were in favor—motion passed.

**CIRCULATION REPORT:** Vicki presented the Evergreen statistics to the board for review. There was discussion about which reports were necessary for board review since the Evergreen software generates many more reports than Follett. Vicki stated that she will make all reports available for review at the library and mail only the reports with information pertinent to the board's interest. Ann added that she would like the year to year comparison figures to be included in the reports.

**FINANCIAL REPORTS:** Pam reviewed the financial reports with the board. There was discussion about tax revenue received from the county so far for 2011 in comparison to what was received in 2010. Pam will send a report with comparison figures for last year and this year via email. Vicki has asked the county for an advance on property taxes when funds become available.

**FRIENDS REPORT:** The Friends will have a book sale on Thursday August 24<sup>th</sup> and a book discussion on Thursday August 31<sup>st</sup>. The book for discussion is *Freedom* by Jonathan Franzen.

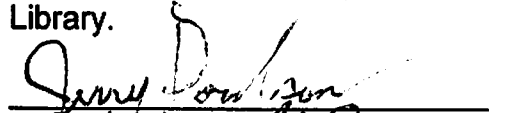
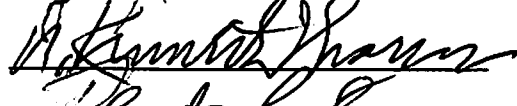
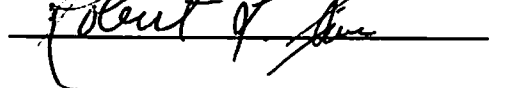
**DIRECTOR'S REPORT:** (**Gateway**) Vicki, Stephanie and Pam are working with taxing units when necessary regarding 2012 budget submission via the Gateway software. (**Children's Dept.**) Story time is on Tuesdays and Wednesdays and is being well attended. (**Evergreen**) A representative from Evergreen will be visiting the library on Monday the 22<sup>nd</sup> to address any issues the staff may be having with the new system. (**Fanning-Howey**) Representatives from Fanning-Howey will visit the library on August 25<sup>th</sup> to meet with library staff and discuss the needs of each department. Vicki invited board members to attend. (**Contract, Fanning-Howey**) Vicki has given the contract between Fanning-Howey and the library to library attorney Jim Forcum for review. Bob made the

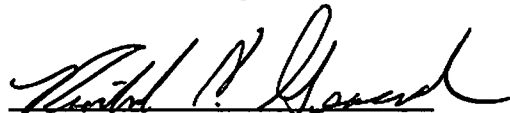
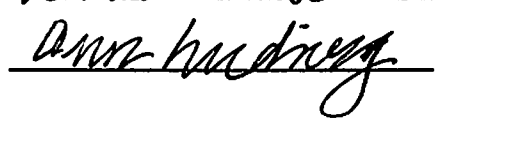
motion to table acceptance of the contract until hearing from the library attorney—Ann seconded the motion—all were in favor—motion passed. Vicki also suggested adding Rick's name, as board president, to the signature page so that she is not the only library representative named on the contract. All agreed. **(Overdrive/Kindles/E-borrowing Agreement)** There was discussion about adopting an e-borrowing policy. It was decided to adopt a policy similar to the Avon Library so that e-borrowing can get started for the public. Kenny made the motion—Bob seconded the motion—all were in favor—the motion passed. The board also discussed the possibility of joining Overdrive, the e-borrowing program with Evergreen. **(Resolution 2011-2)** The board approved resolution 2011-2, Commitment to Join Indiana State Library Consortium for Public Internet Access for Funding Year 2012. Kenny made the motion—Bob seconded the motion—all were in favor—motion passed. **(Resolution 2011-4)** The board approved resolution 2011-4, Authorizing Evergreen Indiana Libraries (Including the Indiana State Library) to Accept Payments for Fines & Fees on Behalf of the Hartford City Public Library. Bob made the motion—Kenny seconded the motion—all were in favor—motion passed. **(Gates Grant)** Vicki told the board that Russ must order the remaining computer supplies covered by the Gates Grant by August 20<sup>th</sup>. **(Patron Computer Classes)** Jan Phelps will begin the patron computer classes in September.

**UNFINISHED BUSINESS:** Vicki told the board that Earl Clark will be back to do a few more improvements to the library. She added that the city street department has fixed the alley at the drop box. Also, Vicki reminded board members to start thinking of replacement possibilities for the vacancy on the board. The position is school board appointed and the person needs to reside within the city limits. Vicki will be sending out staff meeting minutes soon. Rick is working on the information regarding employee time keeping. The board approved and signed the revised contract with Russ Jones for computer maintenance. Bob made the motion to approve—Jerry seconded the motion—all were in favor—motion passed.

**CLAIMS:** Claims in the amount of \$27,088.12 were examined and approved by the board. Ann made the motion to approve—Shirley seconded the motion—all were in favor—the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be September 21<sup>st</sup> at 5:00 p.m. at the Hartford City Public Library.



September 21, 2011 Board Minutes

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

**ROLL CALL:** Trustees present were Rick Gerard, Jerry Poulson, Bob Sine, Ann Ludwig and Kenny Warner. Also present were James Mumby and Tracy Petrella of Fanning-Howey, board attorney Jim Forcum, director Vicki Cecil and bookkeeper Pam Bolt.

**PAST MINUTES:** Bob made the motion to accept the August minutes as presented. Kenny seconded the motion—all were in favor—motion passed.

**2012 BUDGET ADOPTION:** The board adopted the 2012 budget. Bob made the motion to adopt—Ann seconded the motion—all were in favor—motion passed.

**CIRCULATION REPORT:** Vicki presented the Evergreen reports to the board. Circulation was up by 44 from July to August of this year.

**REPORTS:**

**Fanning-Howey Contract**—Attorney Jim Forcum stated that the Fanning-Howey contract looked ok as long as the board was in agreement with the fee schedule. The board voted to accept the contract with Fanning-Howey. Jerry made the motion—Kenny seconded the motion—all were in favor—motion passed.

**Fanning-Howey Update**—James Mumby and Tracy Petrella were present to discuss aspects of the planning stages of the library expansion project. They presented the board with their Preliminary Program V1.2 report and discussed their findings with the board members. The next step will be to secure bond and legal counsel and also have a tax rate study done. Kenny made the motion to appoint Jim Forcum as the local bond counsel. Jerry seconded the motion—all were in favor—motion passed. Board members discussed ways to promote the project to the community.

**Financial Reports**—Financial reports were reviewed for the month of August. Also, Pam presented Resolution 2011-5 (resolution for ledger only transfer of appropriations within the operating fund) to the board for approval. Kenny made the motion to approve—Bob seconded the motion—all were in favor—motion passed.

**Friends Report**—The Friends will be having a book sale the last Thursday of the month. Also, Ann asked if the meeting room could be used after hours for a Friends/Historical Society program that will run past closing time. Vicki stated that she will stay over for the program. Ann suggested that the meeting room policy be changed to accommodate after hours programs, but limit the use of the room to community service groups only.

**DIRECTOR'S REPORT: Children's Report**—Vicki stated that the "therapy dog" program featuring Maggie and owner Sharon Hendricks is still going well. Also,

Andrea will be having an adult reading program this fall. **Evergreen**—Vicki informed the board that staff members Andrea, Cathy & Jolene will need to participate in advanced catalog training that is provided by the State Library. Vicki added that Andrea is doing a great job with the new system. **Fanning-Howey Staff Day**—Vicki told the board that Fanning-Howey was very receptive of the staff members' suggestions regarding the library expansion. The firm spent a lot of time addressing the concerns and suggestions offered by the library staff during the in-service day. **Gates Grant**—Vicki stated that all deadlines were met for the latest Gates Grant over a three year period. Vicki has one more report to complete. **Overdrive Program**—Vicki reviewed details regarding the Overdrive e-book program through Evergreen. Bob made the motion to try the e-book borrowing through Evergreen. Ann seconded the motion—all were in favor—motion passed. **Time Cards**—Rick distributed information about MTS time clock software. The price is \$69.00 for a single PC or \$98.00 for the multi user version. Vicki asked everyone to look at the software for discussion at the next meeting. **2011 ILF Conference**—Vicki told the board that there will be a trustee strand at the ILF conference on November 15<sup>th</sup>. Anyone interested in attending should let Vicki know or register online.

#### **New Business:**

Vicki urged board members to think about candidates for the open board position. This will be discussed at the next meeting.

Also, there was a brief discussion about the "hold policy" for patron requested books. The hold period is one week.

Ann asked Vicki if the library would be going back to "winter" hours. Vicki stated that she does not see a need since the library's busiest time is in the morning.

**CLAIMS:** Claims in the amount of \$33,674.63 were examined and approved by the board. Bob made the motion to approve—Ann seconded the motion—all were in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. The next meeting will be October 19<sup>th</sup> at 5:00 p.m. in the meeting room of the Hartford City Public Library.

Approved this 19th day of October 2011.

Jerry Poulson  
Ann Harding  
W. Kenneth Harris

Shirley Miller  
Robert L. Lipe  
Paul C. Lipe

## **October 19th 2011 Board Minutes**

Minutes of the Hartford City Public Library board of trustees for the October 2011 meeting; submitted by recording secretary Pam Bolt.

**ROLL CALL:** Trustees present were Shirley Miller, Ann Ludwig, Kenny Warner, Rick Gerard, Jerry Poulson and Bob Sine. Also present were director Vicki Cecil, children's librarian Andrea Landis, A.V. manager Cathy Evens and bookkeeper Pam Bolt.

**LIBRARY HOURS:** Staff members Andrea Landis and Cathy Evens were present to talk with the board about peak times for serving library patrons. Andrea gave an overview of the busy periods in the children's department which involved mainly right after school up until around 5:30 to 6:00 in the evening. Cathy explained that Evergreen has cut down on evening business on the main floor, since patrons can now access the library online from home. Saturday hours were also discussed. Both Andrea and Cathy explained that the current hours are meeting the patrons' needs. Board members concluded that there was no need to switch to "winter hours" and decided to keep the current hours of operation. The current hours are: Monday-Thursday--9 a.m. - 7 p.m., Friday--9 a.m. - 5:30 p.m. and Saturday--9 a.m. - 2 p.m. Kenny made the motion to leave the current hours of operation as they are—Jerry seconded the motion—all were in favor—motion passed. Also, while present, Cathy gave an overview of the Triad program. She serves as the library's representative with the program to keep senior citizens in touch with all that the library offers. Andrea told the board about various programs going on in the children's department such as the Special Olympics scarves with the crochet/knitting club, story time and the Young Hoosier Book Club.

**MINUTES OF SEPT. MEETING:** Minutes from the September meeting were reviewed by the board and accepted. Kenny made the motion—Bob seconded the motion—all were in favor—motion passed.

**CIRCULATION REPORT:** Vicki reviewed the circulation stats with the board. Vicki pointed out that the intra-library loan service is growing each month since converting to Evergreen. Eventually the library needs to hire additional help in order to free up some of Cathy's time for her other duties.

**FANNING HOWEY:** Jim Forcum has told Vicki that Umbaugh & Associates will be doing the tax rate study for the bond issue. Ice Miller will handle the bond issue which will be financed for up to 20 years. Umbaugh & Associates will attend the November board meeting.

**NOVEMBER BOARD MEETING:** The board voted to change the meeting date for the month of November to the 9<sup>th</sup> in order to accommodate everyone's

schedule. Ann made the motion—Shirley seconded the motion—all were in favor—motion passed.

**FRIENDS:** The book discussion hosted by the Friends for October will be *The Book Thief* by Markus Zusak. They will be having a book sale on December 1<sup>st</sup>.

**FINANCIAL REPORTS:** Pam reviewed the reports with the board. She told the board that the library received an advance on the fall tax draw in the amount of \$28,435.17 on October 17<sup>th</sup>.

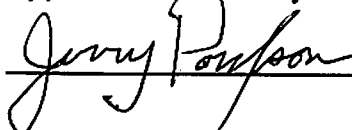
**DIRECTOR'S REPORT: 2012 budget--**Vicki told the board that everything for the 2012 budget has been submitted through Gateway. We are now just waiting for the DLGF approved budget figures. **computer classes--**Jan Phelps is no longer available to conduct the patron computer classes, so Russ Jones will be taking over that project. The classes will be free to the public and will be part of Russ's service to the library. Staff member Stephanie Hess will put the information about the classes on the library website. Vicki added that Stephanie continues to do an excellent job on the website. **Economic Development--**Vicki told the board that Rob Cleveland from the Economic Development Office is promoting the county through the Hartford City Public Library as it provides high speed internet service to the entire community. **Gates Grant--**Vicki stated that November is the final phase of the library's current Gates Grant. **Overdrive contract--**Vicki explained to the board that the terms of the Overdrive contract cover a two year obligation for the service at \$3,000.00/year. Everyone agreed to the two year commitment. There was discussion about e-book borrowing. Ann suggested that it would be helpful to call a library that is already using Overdrive in order to get some insight into various issues. **time cards--**There was discussion about the MTS time clock service. Ann made the motion to purchase the MTS time clock service on multiple stations within the library—Bob seconded the motion—all were in favor—motion passed.

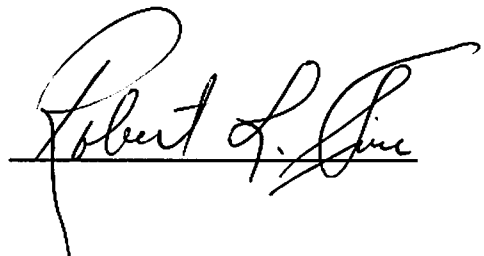
**Unfinished Business:** There was discussion about possible candidates for the open trustee position.

**CLAIMS & CHECKS:** Claims and checks in the amount of \$26,818.16 were examined and approved by the board. Kenny made the motion—Bob seconded the motion—all were in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. The November meeting will be November 9<sup>th</sup> at 5:00 p.m. in the meeting room of the Hartford City Public Library.

Approved this 9<sup>th</sup> day of November 2011.

  
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Shirley & Mable  
H. Kenneth Harmon

Ann. Ludwig  
Edward C. Lund

## November 9<sup>th</sup> 2011 Board Minutes

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

**ROLL CALL:** Trustees present were Ann Ludwig, Rick Gerard, Bob Sine, Kenny Warner, Shirley Miller, Jerry Poulson, director Vicki Cecil and bookkeeper Pam Bolt. Also present were representatives from Umbaugh & Associates Ryan Fetters & Belvia Hidachi.

**UMBAUGH & ASSOCIATES:** Belvia Hidachi and Ryan Fetters presented options for financing the planned library expansion. Each option was presented with debt payment schedules along with the tax impact examples. The options for financing presented were for \$5,000,000.00, \$6,000,000.00 and \$7,000,000.00. Ryan informed the board that the project will exceed the "uncontrolled project" limit and will be subject to referendum approval.

**FANNING-HOWEY:** There was a brief discussion regarding the Fanning-Howey contract. If signed, Vicki explained that the contract covers the entire project—not just the "study phase".

**MINUTES FROM LAST MEETING:** Shirley made the motion to accept the November minutes as presented. Ann seconded the motion. All were in favor—motion passed. (It was noted by Vicki that she would consult the board before hiring the extra help referred to in the minutes.)

**CIRCULATION REPORTS:** Vicki reviewed the circulation statistics with the board. Overall circulation was up by 145 from the same period last year.

**FINANCIAL REPORTS:** Pam reviewed the financial reports with the board. She presented resolution 2011-6, transfer of appropriations within the operating fund, for approval by the board. Bob made the motion to approve the resolution, Ann seconded the motion. All were in favor—motion passed. Expenses that could be encumbered were also discussed.

**FRIENDS:** The Friends will be having a book sale on December 1<sup>st</sup>. The book discussion for November will be *The Confession* by John Grisham. Ann added that the Friends had a good crowd for the recent WWII veteran program.

**SALARY COMMITTEE:** The salary committee will be comprised of the following: Rick, Bob, Shirley & Vicki. They will meet sometime before the next regular meeting.

**DIRECTOR'S REPORT: (Fall Reading Program)** Vicki told the board that the Fall Reading Program had good participation. Robin Clamme won 1<sup>st</sup> prize and Kris Dorton won the 2<sup>nd</sup> place prize. **(Gates Grant)** Vicki stated that she will be

applying for the next Gates Grant when it becomes available. **(ILF Conference)** Vicki will be attending the ILF Conference in Ft. Wayne on November 14<sup>th</sup> through the 16<sup>th</sup>. She will be meeting with Jim Mumby of Fanning-Howey during the conference. **(Overdrive contract)** Vicki explained the terms of the Overdrive contract. Payment will be quarterly with a two year contract.

**UNFINISHED BUSINESS:** There was a brief discussion about the open board position. This will be addressed at the December meeting.

**CLAIMS & CHECKS:** Checks & claims in the amount of \$23,241.51 were examined and approved by the board. Shirley made the motion to approve. Kenny seconded the motion. All were in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. The next meeting will be December 14<sup>th</sup> at 5:00 p.m. in the meeting room of the Hartford City Public Library. A meal will be catered in celebration of Christmas.

Approved this 14<sup>th</sup> day of December 2011.

*Rubén M. Sánchez*

*Shirley K. Miller*

*Ann M. Waring*

*Robert L. Lee*

*Joseph P. Lee*

*M. Kenneth Tharion*

December 14, 2011

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

**ROLL CALL:** The following trustees were present: Rick Gerard, Shirley Miller, Jerry Poulson, Kenny Warner, Bob Sine and Ann Ludwig. Also present were Bill Payne, project manager with Fanning Howey, Russ Jones of M & R Technology, library director Vicki Cecil and bookkeeper Pam Bolt.

**CIRCULATION:** Patron circulation was up by 39 for the month of November over the previous year.

**MINUTES OF PREVIOUS MEETING:** Jerry made the motion to accept the November minutes as presented. Kenny seconded the motion. All were in favor—the motion passed.

**FANNING HOWEY REPORT/Bill Payne:** Bill Payne was present to overview the process for the January 4<sup>th</sup> Preliminary Determination Hearing for modifying the existing library structure and proposed new construction. He explained that the time line is aimed at having the referendum on the May 8<sup>th</sup> ballot. Jane Herndon of Ice Miller will prepare the necessary paper work for the January 4<sup>th</sup> meeting. Rick asked for a motion to proceed with the Preliminary Determination Hearing. Bob made the motion to proceed. Ann seconded the motion. All were in favor—the motion passed.

**FINANCIAL REPORTS:** Pam reviewed the financial reports with the board. Items to encumber were discussed.

**FRIENDS REPORT:** Vicki stated that the Friends had a successful book sale. They will be having another one on the last Thursday of January.

**SALARY COMMITTEE:** The salary committee (consisting of Rick, Bob and Shirley) had a brief meeting with the other board members to discuss their recommendations regarding wages for 2012. After returning to the regular meeting, Bob gave a summary of the committee's recommendations. The adopted salary and wage schedule for 2012 is attached to and part of these minutes. These rates become effective January 1, 2012. Shirley made the motion to adopt the 2012 salary and wage schedule. Kenny seconded the motion. All were in favor—the motion passed. Rick added that a committee should be formed to evaluate the director on an annual basis. He suggested that the committee be formed sometime during the first quarter of 2012. Shirley made the motion to form an evaluation committee. Kenny seconded the motion. All were in favor—the motion passed.



**DIRECTOR'S REPORT: (ADT quote)** Vicki presented a quote from ADT Security for upgrading the security system at the library. The current system is around ten years old. With the possibility of the library construction project, the board decided to hold off on any upgrades and keep the current system. Vicki stated that the bookkeeper's office window is not secure with the current alarm system. ADT suggested that a sensor be added to that area of the building since the window is at ground level and could be used to access the building. Bob suggested going ahead with a quote to secure the window. **(2012 budget)** Vicki told the board that the DLGF hopes to have the 2012 budget certified by February 15<sup>th</sup>. The certifying process is being delayed due to glitches in the state's Gateway software. **(Comcast quote)** Vicki reviewed a quote from Comcast for phone and computer service. Vicki is working with Russ Jones (M&R Technology) and Kristin Spangle (with Comcast) on making the computer and phone service more efficient. (Our Centrex contract with AT&T does not expire until August 2013.) Russ gave an overview of how switching to Comcast will improve the functionality of the computers. Kenny made the motion to switch service to Comcast for both phone and computer service. Shirley seconded the motion. All were in favor—the motion passed. Given the fact that the Centrex contract with AT&T may have an early termination fee and may be a lengthy process to terminate, Shirley amended the motion to switch the computer service first and then phone service when possible. Kenny seconded the motion. All were in favor—the motion passed. **(Evergreen report)** Vicki told the board that the library will be going through an Evergreen upgrade. Also, the library will be a training site for Advanced Catalogue Training. **(In the Public Trust manuals)** Vicki stated that she will have the new trustee manuals ready for the January meeting.

#### **UNFINISHED BUSINESS:**

Rick asked about the time clock software. Vicki stated that Russ will be installing the software soon.

Ann asked how the Kindle check-out is going. Vicki stated that it is going well so far.

There was discussion about the open trustee position. Vicki will be talking with the three possible choices before the January meeting.

There was a brief discussion about the property owned by John Mitchell adjacent to the library.

#### **NEW BUSINESS:**

Vicki asked the board for permission to take the staff to Common Grounds for a Christmas lunch on Tuesday December 20<sup>th</sup>. The library would be closed for only a short time. Also, Vicki asked the board to close the library on the Friday before Christmas, giving the staff a four day holiday. Jerry made the motion in

favor of both requests. Bob seconded the motion. All were in favor—the motion passed.

**CLAIMS & CHECKS:** The board examined and approved claims and checks in the amount of \$32,660.03. Kenny made the motion. Jerry seconded the motion. All were in favor—the motion passed.

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

Next meeting will be the special January 4<sup>th</sup> 2012 hearing. The next regular meeting will be at 5:00 p.m. on January 18<sup>th</sup> 2012.

Approved this 18<sup>th</sup> day of January 2012.

Kenneth C. General

Shirley E. Miller

Garrett W. Miller

Robert L. Ginn

W. Kenneth Tharver

Jerry Paulson