

January 4, 2012

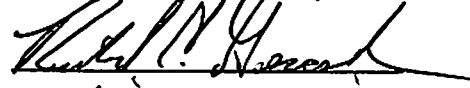
Special Meeting for Public Hearing & Adoption of Preliminary Determination to Issue Bonds


Minutes of the January 4th special meeting of the Hartford City Public Library Board of Trustees, submitted by recording secretary Pam Bolt.

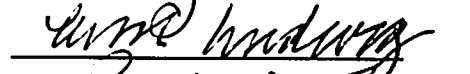
Those attending the meeting were as follows: Rick Gerard, Jerry Poulson, Shirley Miller, Ann Ludwig, Bob Sine, Kenny Warner, Board Attorney Jim Forcum, Library Director Vicki Cecil, bookkeeper Pam Bolt, Bill Payne of Fanning Howey, Belvia Hidachi and Ryan Fethers of Umbaugh & Associates.

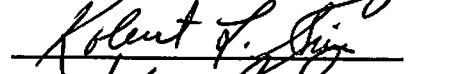
The attached "excerpts from minutes" of the special meeting represent the official record of all actions taken by the board. Said minutes were approved by Board President Rick Gerard and Board Secretary Shirley Miller on January 4th 2012.

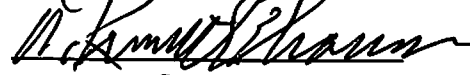
Approved this 18th day of January 2012.














January 18, 2012 Board Meeting

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

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

MINUTES FROM THE PREVIOUS MEETINGS: Shirley made the motion to accept the minutes of the December 14th meeting. Kenny seconded the motion. All were in favor—motion passed. Kenny made the motion to accept the minutes of the January 4th public hearing. Bob seconded the motion. All were in favor—motion passed.

CIRCULATION REPORT: Circulation was up by 980 from the previous December.

FINANCIAL OFFICERS: Jerry Poulson will remain board treasurer and Kenny Warner will remain deputy treasurer. Ann made the motion. Shirley seconded the motion. All were in favor—motion passed.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. Resolution 2011-7 (encumbering funds) was presented and approved by the board. Bob made the motion to approve the resolution. Ann seconded the motion. All were in favor—the motion passed. The total encumbered from 2011 to 2012 was \$12,177.91.

FRIENDS: Ann stated that the Friends will be having a magazine & book sale on February 9th. Also, they will have their regular monthly book club meeting on the last Thursday of February.

DIRECTOR'S REPORT: (bond information) Vicki told the board that all of the paper work resulting from the January 4th Preliminary Determination Hearing has been delivered to the appropriate county offices. Local officials will now proceed with the process of getting the referendum question approved by the DLGF. **(2012 budget)** Vicki stated that the 2012 budget has not been certified to date. **(children's report)** Vicki told the board that the children's reading program continues to have a large crowd. **(Comcast)** Vicki stated that AT&T has been slow to give information about terminating the Centrex Contract. All present agreed to proceed with changing the internet to Comcast now (as voted upon at the Dec. meeting) and addressing the phone issue at a later date. **(Evergreen)** Vicki stated that she will have a Pass Through Fund Resolution for the next meeting. Also, the library will be hosting a training program on February 16th. The library will need to be closed to the public on that day. **(manuals)** Vicki handed out the revised "In the Public Trust" board manuals to all members present. **(Overdrive)** Vicki stated that February 29th will be the launch date for the Overdrive service.

UNFINISHED BUSINESS:

(board member opening) There was some discussion about the board member opening. The member will be chosen before the February meeting.

(time clock) There was some discussion about the time keeping system. A report will be given at the next meeting.

M. Kennedy
 Robert G. Jim
 Shirley & Mike
 Ann Kennedy

February 15th 2012 Board Minutes

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

ROLL CALL: Trustees present were Bob Sine, Kenny Warner, Ann Ludwig, Shirley Miller, and Rick Gerard. Also present were Jane Herndon of Ice-Miller L.L.P., Jim Forcum (library attorney), Ben Hodgins (H.C. mayor), Bob Barry (member of public), Vicki Cecil (library director) and Pam Bolt (bookkeeper).

MINUTES FROM LAST MEETING: Bob Sine made the motion to accept the minutes of the previous meeting as presented. Ann Ludwig seconded the motion. All were in favor—motion passed.

CIRCULATION REPORT: Vicki reviewed the circulation stats with the board. Circulation was up by 672 for January 2012 from January 2011. Internet visits have increased as well.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. There was discussion regarding the rainy day fund and what could be done with the fund balance of \$5,481.46. Pam will email information about the rainy day fund to board members.

FRIENDS REPORT: The Friends hosted a magazine sale on February 9th. They will host a book discussion on Bill O'Reilly's new book on February 23rd.

LIBRARY EXPANSION PROJECT:

Jane Herndon of Ice Miller was present to answer questions about the library referendum.

Mayor Hodgins and Bob Barry were present to discuss the library expansion issue. Board President Rick Gerard and Director Vicki Cecil gave Mayor Hodgins an overview of the contract relationship that the library maintains with Jackson, Licking & Washington Townships. Attorney Jim Forcum handed out copies of the Indiana Code 36-12-5 (governing library district expansion) and suggested that the board could approach the townships before the bond issue is voted upon. After much discussion, the board decided to meet with the township trustees at the next regular board meeting (March 21st) to see what may be achieved among the taxing units.

Rick gave the board information about utilizing a PAC (political action committee) in order to increase the chances of a successful referendum. There was discussion about different ways to promote the project to the community.

After further discussion regarding Jackson, Licking & Washington Townships, Vicki will contact Umbaugh & Associates regarding a tax rate study factoring in

DIRECTOR'S REPORT: (Conner Prairie) Vicki informed the board about the upcoming Conner Prairie Program sponsored by the Friends and the children's librarian Andrea Landis. **(Evergreen Training)** Vicki state that the library will be hosting advanced catalog training Thursday February 16th. The library will be closed to the public. **(Overdrive launch)** Vicki told the board the OverDrive will go live here at the library on March 1st. There are currently sixty participating libraries.

CLAIMS & CHECKS:

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

Approved this 21st day of March 2012.

Child A. G. G.
M. H. H.
K. H. H.
Robert L. G.
Shirley E. M.

March 21st 2012 Board Meeting

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

The March 21st board meeting was held at City Hall at 5:00 p.m. for the purpose of discussing township consolidation and the proposed library expansion project. All other regular board business was conducted at the March 12th special meeting.

Library board members present were Rick Gerard, Ann Ludwig, Bob Sine, Jerry Poulson, Kenny Warner, Shirley Miller and Pat Clamme. Also present were Jane Herndon of Ice-Miller, Vicki Cecil (library director) and Pam Bolt (recording secretary).

The following city officials were present: Mayor Ben Hodgins, councilmen Bill Hess, Dennis Nottingham, Jimmy Lytle and Dustin George.

Chris Holtzleiter was present representing Licking Township. Chris Jennerjahn was present representing Jackson Township for Rex Chaney, who could not attend.

Concerned citizen Bob Barry was also present.

Director Vicki Cecil gave an overview of the library's history of service to the community and gave examples of future goals connected with the expansion of the library.

Vicki, Jane Herndon and library board members fielded questions from city officials regarding township contracts and the possibility of consolidation along with questions about the details of the library project. Speaking on behalf of the city council, Bill Hess expressed concern about the projected tax rate of the library expansion project. After discussion, all present agreed to meet at the May 16th library board meeting for further discussion about how to make the project more affordable to taxpayers.

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

Approved this 11th day of April 2012.

Robert D. Kim _____
Ann Harding Kimberly Harmon _____
Keith C. Hester

Hartford City Public Library

Public Hearing Minutes for 2013-2015 LCPF

April 11, 2012-- 5:00 p.m.

Roll call showed the following members present:

Kenny Warner, Ann Ludwig, Bob Sine, Shirley Miller & Rick Gerard

The public hearing was called to order by board president Rick Gerard.

The Board conducted a public hearing to establish a Library Capital Projects Fund Plan for 2013. The hearing was declared open for public input and questions. Being no members of the public present, the hearing was declared closed for public comment.

Rick Gerard called for a motion to adopt the resolution to establish and approve the 2013 LCPF for the Hartford City Public Library (motion-- *Kenny Warner* seconded-- *Bob Sine*, all in favor, motion passed).

Being no further business regarding the LCPF, the hearing was declared closed.

Ann Ludwig
Robert A. Sine
Shirley K. Miller
N. Kenneth Warner

attest: *Shirley K. Miller*
secretary, Shirley K. Miller

April 11th 2012 Board Minutes

Minutes of the Hartford City Public Library Board of Trustees for April 11th 2012 board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: Board members present were Rick Gerard, Kenny Warner, Ann Ludwig, Shirley Miller, and Bob Sine. Also present were director Vicki Cecil and bookkeeper Pam Bolt. Joe Sullivan (of Envoy, Inc. -- project & construction managers) was also present representing his construction management company.

Public Hearing LCPF 2013: Rick called the public hearing to order. With no public comment, the board voted to pass a resolution to establish a LCPF for the budget year 2013. Kenny made the motion. Bob seconded the motion. All present voted in favor—resolution passed. The board continued with the regular meeting.

Evergreen Stats: Vicki reviewed the Evergreen stats for the month of March with the board.

MINUTES FROM THE LAST MEETINGS: The following minutes were approved by the board. February 15th regular meeting—motion by Bob and seconded by Kenny—all were in favor—minutes approved. March 12th executive & special meeting—motion by Kenny and seconded by Bob—all were in favor—minutes approved. March 21st regular meeting (city hall)—motion by Ann and seconded by Bob—all were in favor—minutes approved.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. Vicki has asked for an advance on the spring tax distribution.

FRIENDS: The Friends will host a book talk again on the last Thursday of this month from 5-6 p.m.

Director's Report: (Project) Vicki brought everyone up to speed on the library expansion project. Representatives of the library will present the 2013 LCPF Plan to the city council on May 7th. After some discussion, board members decided to have a special meeting with the township trustees of Jackson, Licking & Washington townships on May 9th here at the library, in order to clarify issues regarding service contracts and the possible expansion of service to the townships by way of tax rates. The city council members have been invited to attend the regular May 16th library board meeting to discuss any progress with the proposed expansion. Vicki has contacted Fanning Howey about ways to keep the project moving forward. **(Children's Report)** Vicki stated that Andrea has been working on summer reading programs for this year. **(Overdrive)** Vicki told the board that the Overdrive service is going well with the public. Stephanie

Hess has been a big help with instructing the patrons with book downloads. (2011 distributions & 2012 adjustments) Vicki explained that the library will be receiving the unpaid distributions from 2011 soon. Also, there will be an adjustment in this year's ptrc & certified shares already received from the county/state. (M & R Technology) The board voted to approve the contract with M & R Technology for computer maintenance. The contract runs from February 2012 through January 2013. Kenny made the motion to accept the contract—Bob seconded the motion—all voted in favor—the motion passed.

CLAIMS: Checks and claims in the amount of \$24,929.33 were reviewed and approved by the board. Bob made the motion to approve the payment of claims. Ann seconded the motion. All were in favor—motion passed.

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

Next meeting will be May 9th with the township trustees at the library at 5 p.m.

Approved this 16th day of May, 2012.

Ann Ludwig

N. Kenneth Sharrin

Jerry Paulson

Robert A. Jive

May 9th 2012 Special Board Meeting

Minutes of the Hartford City Public Library Board of Trustees for May 9th 2012 board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: Board members present were Jerry Poulson, Bob Sine, Kenny Warner, Ann Ludwig, Shirley Miller and Pat Clamme. Also present were Rex Chaney (representing Jackson Township), Chris Holtzleiter (representing Licking Township), Vicki Cecil library director and Pam Bolt library bookkeeper.

The purpose of the meeting was to discuss the possibility of library expansion to Jackson, Licking & Washington Townships.

Vicki presented some background information about the library and information about how the expansion of service would equalize the library tax rate of all taxing units involved. She also explained the process by which the county commissioners could initiate expansion to the townships by passing a resolution.

There was discussion among those present about how expansion would affect farmers in the townships. Both trustees present agreed that the tax rate issue will be a "tough sell" based on the current economy.

All agreed that there is a need to continue to go forward with the project, if possible, for the good of the community.

Everyone expressed willingness to keep discussions going with regard to expansion.

The township trustees were invited to attend the regular library board meeting next Wednesday May 16th at 5 p.m. at the library. Mayor Ben Hodgin, city council members and the county commissioners have also been invited to attend the meeting.

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

Approved this 20th day of June 2012.

May 9th 2012 Special Board Meeting

Minutes of the Hartford City Public Library Board of Trustees for May 9th 2012 board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: Board members present were Jerry Poulson, Bob Sine, Kenny Warner, Ann Ludwig, Shirley Miller and Pat Clamme. Also present were Rex Chaney (representing Jackson Township), Chris Holtzleiter (representing Licking Township), Vicki Cecil library director and Pam Bolt library bookkeeper.

The purpose of the meeting was to discuss the possibility of library expansion to Jackson, Licking & Washington Townships.

Vicki presented some background information about the library and information about how the expansion of service would equalize the library tax rate of all taxing units involved. She also explained the process by which the county commissioners could initiate expansion to the townships by passing a resolution.

There was discussion among those present about how expansion would affect farmers in the townships. Both trustees present agreed that the tax rate issue will be a "tough sell" based on the current economy.

All agreed that there is a need to continue to go forward with the project, if possible, for the good of the community.

Everyone expressed willingness to keep discussions going with regard to expansion.

The township trustees were invited to attend the regular library board meeting next Wednesday May 16th at 5 p.m. at the library. Mayor Ben Hodgin, city council members and the county commissioners have also been invited to attend the meeting.

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

Approved this 20th day of June 2012.

May 16th 2012 Board Minutes

Minutes of the Hartford City Public Library Board of Trustees for May 16th 2012 board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: The following trustees were present: Rick Gerard, Ann Ludwig, Bob Sine, Jerry Poulson, and Kenny Warner. Also present were Dennis Nottingham (city councilman), Bill Hess (city councilman), Harry Pearson (county commissioner), Fred Walker (county commissioner) and Chris Holtzleiter (Licking township trustee), Vicki Cecil (director) and Pam Bolt (bookkeeper).

Library Expansion Issue: Director Vicki Cecil reviewed some background information about the library and gave an overview of how library expansion to the townships (Jackson, Licking & Washington) could be achieved and how it would affect taxpayers of all taxing units involved. Also, she gave an overview of the proposed building project for the Hartford City Public Library, pointing out that the project would provide the county with all the services and benefits of a community center.

Vicki's presentation was followed with discussion among those present about the possibility of township expansion. There was discussion about finding alternative ways to finance the project in order to keep the financial burden off of the taxpayers of the taxing units involved.

It was decided that Kevin Mahan (state representative) & Travis Holdman (state senator) should be invited to the next regular board meeting for their input on options for financing the project.

OTHER BUSINESS: In other business, the board gave Vicki the new "Performance Appraisal Form" to be used for employee reviews. The board voted to approve claims and checks in the amount of \$24,385.13. Bob made the motion to approve—Kenny seconded the motion—all were in favor—motion passed. The board voted to approve **resolution 2012-4**, a resolution to create a new subcategory for OverDrive and e-book expenses, in order to satisfy state regulations. Kenny made the motion to approve—Bob seconded the motion—all were in favor—motion passed. The board voted to approve a **reciprocal borrowing covenant** with the Montpelier/Harrison Twp., Library. Ann made the motion to approve—Kenny seconded the motion—all were in favor—motion passed. Board members signed the township contracts for 2012 (Jackson, Licking & Washington Townships). Also, the board agreed to close the library on the Saturday before Memorial Day (Saturday May 26th 2012).

UNFINISHED BUSINESS: The board gave Vicki the go ahead to contact Earl Clark about replacing the railroad ties at the back of the library and also replacing the back door.

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

Next meeting will be June 20th in the meeting room of the Hartford City Public Library.

Approved this 20th day of June 2012.

N. Kenneth Shanon

Paul N. Gask

Robert L. Jine

ANN LUDWIG

Pat (Lamme)

June 20th 2012 minutes

Minutes of the Hartford City Public Library board of trustees for June 20th 2012 regular board meeting; submitted by recording secretary Pam Bolt.

ROLL CALL: Trustees present were Kenny Warner, Pat Clamme, Bob Sine, Ann Ludwig and Rick Gerard. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

MAY MINUTES: Minutes from the May meeting were approved. Kenny made the motion for approval. Bob seconded the motion. All were in favor—the motion passed.

EVERGREEN STATS: May patron circulation was up by 27 over last year. Magazine check outs were up by 105.

FINANCIAL REPORTS: Pam gave an overview of the financial reports. The final draw from the spring taxes should be distributed by the county auditor soon. The 2013 budget workshop will be at the courthouse on July 9th at 1:15 p.m. Vicki and Pam will attend.

FRIENDS: Vicki told the board that the Friends recently purchased a new projector screen for the meeting room. They also continue to have book discussions each month at the library.

DIRECTOR'S REPORT: (Summer Reading) Vicki told the board that the Summer Reading programs are being well attended. To date there are over 100 participants. "Dream Big" is the theme for this year. Some of the activities include Lego Club, family movies (Hugo & Mary Poppins), Bingo for Books and sign language lessons in mid-July. Weekly story & craft times are also going on though out the summer. **(City Council/buildings)** Vicki told the board that city officials (Mayor Hodgins & Councilman Bill Hess) want the library to look into utilizing vacant buildings around the downtown area as a possible solution to the library expansion. Vicki will set up a time to look at the possibilities. **(Evergreen)** Vicki told the board about the RDA program with Evergreen. RDA (Resource Description & Access) represents the new cataloguing rules through the Library of Congress and is being adopted by Evergreen. The cost of subscribing will be \$325.00. Classes will be taken by staff members that perform cataloging duties. **(Fanning Howey)** Vicki told the board that Fanning Howey has expressed interest in helping the library go forward with the library project in whatever way is practical at this time. **(4-H Parade)** Vicki stated that she, Andrea, Cathy, Sharon Hendricks and Maggie the therapy dog will be in the 4-H Fair parade on June 25th and asked permission to close the library at 5:30 that evening. All agreed to close at 5:30 on the 25th. **(smoking ban resolution)** Vicki presented a smoking ban resolution prepared by board attorney Jim Forcum. The state-wide smoking law goes into effect July 1st. Bob made the motion to pass the smoking ban resolution. Pat seconded the motion. All were in favor—the motion passed. **(Storytelling Workshop)** Vicki stated that Andrea attended a

storytelling conference on May 26th. Andrea earned LEU credits for participating. **(July board meeting)** Vicki told the board that she will be on vacation the week of the next regular meeting. The board decided to cancel the July meeting and table any business except claims until the August meeting. **(Overdrive)** Vicki told the board that Stephanie continues to do a great job of training patrons with Overdrive procedures. **(Library Journal article)** Vicki brought attention to an article about the trend of libraries sharing space with other businesses.

UNFINISHED BUSINESS: Ann explained the job performance form and director's job description that the evaluation committee has been working toward. Ann asked board members to think of goals and other ideas to use with the evaluation process. As examples, Ann cited time clock monitoring and pursuing grants for the library. In reference to other unfinished business, Rick stated that he would like to reevaluate the township contracts before the end of the year (probably in November).

CLAIMS: Claims and checks in the amount of \$36,621.74 were examined and approved by the board. Kenny made the motion to approve. Ann 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 August 15th 2012.

Approved this 15th day of August 2012.

A. Kenneth Warner
Ann Ludwig
Keith B. Smith
Robert L. Gray

Shirley E. Miller
Pat Blomme

August 15th 2012 minutes

Minutes of the Hartford City Public Library board of trustees for August 15th 2012 regular meeting; submitted by recording secretary Pam Bolt.

ROLL CALL: Trustees present were Rick Gerard, Bob Sine, Kenny Warner, Pat Clamme, Ann Ludwig and Shirley Miller. Director Vicki Cecil and bookkeeper Pam Bolt were also present.

PUBLIC HEARING: Rick called the 2013 budget hearing to order. No members of the public were present. After some review and discussion regarding the proposed budget, the public hearing was adjourned. Budget adoption will take place at the September meeting.

MINUTES FROM JUNE MEETING: Minutes from the June meeting were accepted as presented. Bob made the motion. Shirley seconded the motion—all in favor—motion passed. There were no July minutes since the July meeting was cancelled.

CIRCULATION REPORT: Patron circulation was up by 513 compared to July 2011. Other circulation information supplied by Vicki was reviewed by the board.

FRIENDS: The Friends will be having a book sale on September 20th. The group continues to have book discussions each month at the library.

FINANCIAL: Pam reviewed the financial reports with the board. Two **Evergreen Resolutions** (one creating a pass-through fund for out of county fines from other Evergreen libraries and another for authorization to collect such fines and submit them to the Indiana State Library) were tabled until the September meeting.

DIRECTOR'S REPORT: (Blackford County Community Foundation) Vicki met with foundation director Patty Poulson with regard to available grants for the library. Vicki will stay in contact with Patty and take advantage of any programs that may be suitable for the library. **(Books-A-Million)** Vicki asked the board if the library could close for a partial day in order to hold a staff meeting/shopping day at Books-A-Million in Muncie. The board agreed to the trip but requested it take place after operating hours. **(Children's Report/Summer Reading)** Vicki distributed a Summer Reading statistic report prepared by Andrea Landis, Children's Librarian. The Summer Reading Programs were well attended this year. **(City Council/Building Tours)** Vicki told the board that she, Rick & Pam toured two downtown buildings as suggested by Mayor Hodgins & City Councilman Bill Hess. Both Rick & Vicki agreed that the opportunity to use either building would not provide a solution to the library's need for additional space and would also not be cost effective. **(Door Quote)** Vicki presented a quote to the board given by Earl Clark for the replacement of the back door. Board members agreed to have Earl do the project. Kenny made the motion. Bob seconded the motion—all in

favor—motion passed. The estimate was in the amount of \$1,456.00. **(Fanning Howey/Jim Mumby)** Vicki has kept in touch with Jim Mumby of Fanning/Howey. He has offered help with keeping the library's goal of expansion moving forward. **(ILF Conference)** Vicki told the board about the upcoming ILF conference scheduled for November 12-14 in Indianapolis. They will offer trustee programs. Vicki & Andrea will be attending to earn LEU credits. **(Library Capital Projects Fund)** Vicki stated that the paperwork for the LCPF is in the hands of the DLGF and we will soon learn if the fund has been approved for 2013. **(Mold Consultation)** Vicki gave an overview of the mold evaluation quote from Doug Meeks (with Ball State University). Cost for the evaluation is \$1,185.00 with lab test cost to be added as needed. Vicki will get a comparison quote, if possible, and go from there. **(OverDrive)** Vicki told the board that OverDrive now offers an iPhone App for patrons to use. **(Roof/Main Floor)** Vicki told the board that Chuck Hochadel of Hochadel Roofing checked the main floor roof for leaks and found none. He did discover that the downspouts were clogged. He unclogged the downspouts and suggested that they be cleaned twice a year to prevent any more water problems. **(Evergreen Upgrade)** Vicki told the board that Evergreen has scheduled an upgrade for September 14-17. Patrons will be able to use the library but there will be no check ins or check outs during the upgrade.


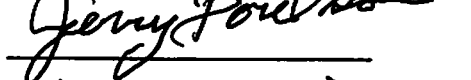
UNFINISHED BUSINESS: Ann asked about the time keeping software issues. Vicki stated that the current software is not meeting the needs of the library. Bob suggested looking at other options for discussion at the September meeting.


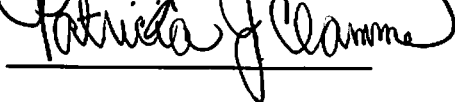
CLAIMS & CHECKS: The board examined and approved claims in the amount of \$24,582.43. Kenny made the motion. Ann seconded the motion—all in favor—motion passed.

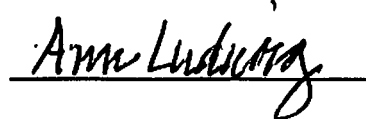
Being no further business to come before the board, the meeting was adjourned.

Next meeting will be September 19th 2012. Budget adoption will take place at this meeting.

Approved this 19th day of September 2012.



Minutes of the September 19th 2012 Library Board meeting

Minutes of the September 19th 2012 library board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: Trustees present were Jerry Poulson, Kenny Warner, Shirley Miller, Ann Ludwig and Pat Clamme. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

BUDGET ADOPTION: The board adopted resolution 2012-8, finalizing the 2013 budget. Jerry made the motion to adopt the 2013 budget. Kenny seconded the motion—all were in favor—motion passed.

MINUTES FROM THE AUGUST MEETING: The minutes from the August meeting were accepted as presented. Jerry made the motion. Shirley seconded the motion—all were in favor—motion passed.

CIRCULATION REPORTS: Vicki reviewed the circulation statistics with the board. Patron circulation was up by 219 over August 2011. Other statistics were discussed.

FRIENDS: The Friends will be having a book sale on Thursday September 20th.

FINANCIAL: Pam reviewed the financial reports with the board. Evergreen resolutions 2012-6 & 2012-7 were adopted by the board. Shirley made the motion to adopt the Evergreen resolutions. Pat seconded the motion—all were in favor—motion passed.

DIRECTOR'S REPORT: (Blackford Co. Community Foundation Grant)—Vicki is keeping contact with Karen McTague at the foundation for grants that may become available to the library. **(Board By-Laws/Nepotism)**—Vicki presented samples for the board's policy on nepotism. The board discussed the wording of the samples presented and voted to accept the second sample. Shirley made the motion to add the nepotism clause to the board's by-laws. Kenny seconded the motion—all were in favor—motion passed. **(Environmental Audit/Ergo)**—After discussion, it was decided to put the mold/water damage testing on hold until board attorney Jim Forcum can look in to the legal issues of dealing with any potential findings from the study. **(Evergreen Upgrade)**—Vicki explained that the Evergreen upgrade was completed the weekend of September 15th and went well except for some minor glitches. **(ILF Conference)**—Vicki reminded board members that the annual ILF conference will be Nov. 12-14 in Indianapolis. Anyone interested in trustee sessions should let her know by the October meeting. **(Staff Minutes)**—Vicki made sure that all board members received a copy of the staff meeting minutes. **(Website Standards)**—Vicki told the board that staff member Stephanie Hess has updated the library website in accordance with State Library standards. Stephanie will maintain a monthly calendar of events for the website.

UNFINISHED BUSINESS: Pam reviewed time keeping reports with the board, showing that the current software is not producing the necessary reports or meeting the needs of the library. Other software will be considered for next year.

NEW BUSINESS: Vicki told the board about the upcoming holiday program to be hosted by the Hartford City Chamber of Commerce at Crown Pointe Communities on Sunday November 4th.

CLAIMS & CHECKS: The board examined and approved checks and claims in the amount of \$30,734.83. Kenny made the motion. Pat seconded the motion—all were in favor—motion passed.

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

Next meeting will be October 17th at 5:00 p.m. in the meeting room of the library.

Approved the 17th day of October 2012.

Mr. Kenneth Hansen

David W. Pearson

Ann Ludwig

Shirley K Miller

Jerry Poulson

Pat Clamme

October 17th board minutes 2012

ROLL CALL: The following board members were present: Jerry Poulson, Ann Ludwig, Shirley Miller, Kenny Warner, Pat Clamme and Rick Gerard. Also present were board attorney Jim Forcum, library director Vicki Cecil and bookkeeper Pam Bolt.

MINUTES: Minutes from the September meeting were approved as presented. Jerry made the motion to approve—Pat seconded the motion—all were in favor—motion passed.

CIRCULATION REPORTS: Vicki reviewed the September circulation reports with the board. Patron circulation was up by 43 from a year ago.

FINANCIAL REPORTS: Pam stated that the Blackford County Auditor will be issuing an advance to the library on Nov. 1st. The financial reports were reviewed. The board voted to approve resolution 2012-9 for the transfer of funds from books to ebook services in the amount of \$1,750.00 (for the renewal of OverDrive). Kenny made the motion to approve resolution 2012-9—Ann seconded the motion—all were in favor—motion passed. Ann asked if funds will be available to encumber at the end of the year. Pam stated that funds will be available and now is the time to start thinking about items to encumber.

FRIENDS: Vicki stated that the Friends had a successful “bag sale” and they are continuing to have book discussions each month.

COMMITTEES: (board opening) Vicki asked for suggestions for the open spot on the board created by Bob Sine’s recent resignation. There was some discussion regarding a short list of candidates to consider. First and second choices were made from the list of people considered. Vicki will see if either of the two individuals is interested in serving on the board. **(salary committee)** Rick stated that the salary committee will be formed at the November meeting.

DIRECTOR’S REPORT: (mold/water issues) Vicki and board members discussed the possible mold/water issues in the library with attorney Jim Forcum. Attorney Forcum stated that if an employee had a confirmed health problem caused by a mold issue in the building, their medical expenses and time lost at work would be covered under workmen’s compensation insurance. He suggested that Earl Clark look under the carpet in areas that are suspected to be potential problem areas. Vicki stated that Mr. Clark will be replacing the back door and he can check the building when he is working here at the library. **(2013 budget)** Vicki told the board that she has not received word from DLGF on the 2013 budget yet. **(children’s report)** Vicki stated that the children’s programs continue to have good attendance. **(Evergreen Upgrade 2.2)** Vicki stated that the Evergreen upgrade is working well. **(ILF Conference)** Vicki reminded the board that the annual ILF conference will be November 12-14 in Indianapolis. She reviewed some of the trustee sessions that will be offered. Ann expressed interest in the session called “No books allowed! An Experimental Library without Paper”. The presentation will be given by Fanning-Howey. Vicki will bring back information presented at this session for the board to review. **(November board meeting)** Vicki told the board that the regular November board meeting will fall on the day before

Thanksgiving and asked if members would like to change the date. It was decided to move the meeting date to Wednesday the 28th. (**Overdrive renewal**) Vicki told the board that the Hartford City Public Library is among the top fifty users of the OverDrive service. As stated in the Financial Report section of these minutes, renewal of OverDrive was approved by the board. (**RDA cataloging**) Vicki told the board that members of the staff who perform cataloging duties will be attending RDA webinars for training. (**Technology Plan 2012-2014**) Vicki and Russ Jones of M & R Technology have completed the Technology Plan for 2012-2014. The plan was submitted to the State and was approved. (**web-site/by-law compliance**) Vicki told the board that with the addition of a monthly calendar to the library web-site and the submission of the nepotism clause as part of the by-laws, all issues of non-compliance with State standards have been met and completed. (**Tess Garrison**) Vicki informed the board that the HCPL is on a list of Indiana libraries that may get to host a visit from author Tess Garrison. Vicki will keep the board posted.

UNFINISHED BUSINESS: (library project) There was discussion about the direction of the library expansion project. It was decided that the board will find out the cost of a special election for 2013 for discussion purposes only and also look into the process of expanding service to the townships (Licking, Jackson & Washington) once again. (**time clock**) The time clock issue will be discussed at the next meeting.

CLAIMS & CHECKS: The board examined and approved claims & checks in the mount of \$29,172.84. Kenny made the motion—Jerry seconded the motion—all were in favor—motion passed.

The board held a brief executive session before adjournment.

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

The next regular meeting will be Wednesday November 28th at 5:00 p.m. in the meeting room of the library with a short executive session at 4:30 to discuss Vicki's annual performance appraisal.

Approved this 28th day of November 2012.

Donna Harding
Tate Claune

Shirley K. Miller
Jerry Jones
Robert L. Jones
A. Kenneth Tharmon

November 28th 2012 Board Minutes

Minutes of the November 28th meeting of Library Board of Trustees, submitted by recording secretary Pam Bolt.

ROLL CALL: Roll call showed the following trustees present: Kenny Warner, Rick Gerard. Ann Ludwig, Jerry Poulson, Shirley Miller and Pat Clamme. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

MINUTES OF THE LAST MEETING: Minutes from the October meeting were approved as presented. Ann made the motion—Shirley seconded the motion—all were in favor—motion passed.

CIRCULATION: Vicki reviewed the circulation stats for the month of October with the board members. Patron circulation was up by 759 and holds were up by 73 over October 2011.

FINANCIAL REPORTS: Pam reviewed the financial reports for the month of October with the board members. She also presented resolution 2012-10, a transfer of funds within the operating fund budget for year-end expenses. Ann made the motion to adopt resolution 2012-10—Pat seconded the motion—all were in favor—motion passed (copy attached). To date, the items for encumbering funds are as follows: OverDrive, Valueline, M & R Technology, J R Flooring (carpet for meeting room), Time Clock Plus & Ancestry.com (Heritage Quest & Ancestry). Regarding the last two items, Vicki will find out the “unknowns” regarding the cost of the Time Clock Plus software, in order to determine which option will be best for the library (either by the month or purchase software out right). Shirley made the motion to go with the Web Edition of Time Clock Plus, with the payment option to be determined by Vicki’s findings—Kenny seconded the motion—all were in favor—motion passed. Also, with regard to Ancestry.com, after the first year of subscribing, the board will review usage of the service and compare which application is most used by patrons—Heritage or Ancestry, or both equally. Renewal of the service will be based on board review of usage statistics (motion made by Ann—seconded by Shirley—all were in favor—motion passed). A complete list of funds to be encumbered with amounts will be presented at the January 2013 board meeting for approval.

FRIENDS: Vicki stated that the Friends will have their last book sale of the year on November 29th. They will also have a book discussion in the evening of the 29th.

TRUSTEE: The board gave approval to proceed with submitting Mike Tabor as their choice for the board vacancy. The City Council will make the appointment on December 3rd.

SALARY COMMITTEE: The salary committee will consist of the following board members: Rick, Shirley & Kenny. The committee will meet at 5:00 on December 17th at the library. Vicki will have the employees’ evaluations completed prior to this meeting.

DIRECTOR’S REPORTS: CHILDREN’S REPORT: Vicki stated that Andrea has decorated the children’s area for Christmas. Amy continues to have story time each week. 2013 BUDGET: Vicki stated that there is still no word on the final 2013 budget. FANNING-HOWEY: Vicki handed out information about the Fanning- Howey presentation from the recent ILF Conference. She added that Jim Mumby is no longer

with the firm. Also, Bill Payne suggested to Vicki that the board consider a different approach for expansion. He suggested expansion in phases as funds would allow, which would avoid the referendum process. All board members agreed to hear Fanning-Howey's proposal at a future meeting. RDA CATALOGING: Vicki stated that staff members will be taking the RDA Cataloging webinars as needed. STAFF MINUTES: Vicki made sure all board members received the staff minutes. STATE LIBRARY CERTIFICATIONS: Vicki handed out the guidelines for library employee certification requirements for the State of Indiana.

NEW BUSINESS:

Ann suggested that Vicki should consider establishing a "hold" policy for e-readers owned & circulated by the library. After some discussion, all members agreed.

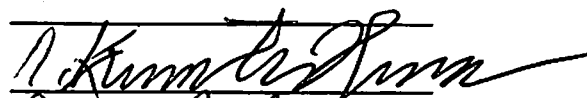

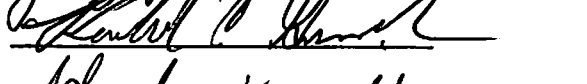
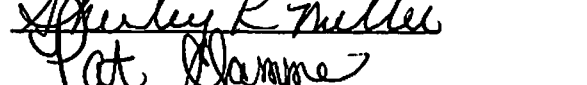
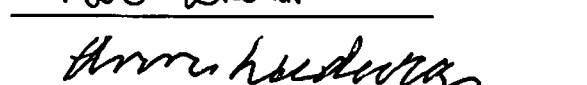

Rick suggested taking a look at the township contracts before January of next year. Currently Licking Township and Jackson Township are assessing a small library rate on their taxpayers.

There was a brief discussion about the location of the December meeting. Vicki will check out the possibilities of where to have a Christmas meeting with the evening meal.

CLAIMS & CHECKS: The board examined and approved claims in the amount of \$15,135.95. Ann made the motion to approve payment of the claims—Kenny seconded the motion—all were in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. Next regular meeting will be December 19th at 5:00 with location to be determined.

Approved this 19th day of December 2012.

December 19th 2012 Board Minutes

Minutes of the Hartford City Library Board of Trustees for December 19th 2012 meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: Roll call showed the following members present: Rick, Jerry, Ann, Shirley, Pat & Kenny. Also present were director Vicki Cecil and bookkeeper Pam Bolt. A Christmas dinner was enjoyed by all during the meeting at Crown Point.

NOVEMBER MINUTES: Minutes from the November meeting were approved by the board. Motion for approval was made by Shirley—seconded by Kenny—all were in favor—motion passed.

FRIENDS: Vicki stated that the Friends last book sale for the year was a success.

SALARY COMMITTEE: The salary committee (consisting of Shirley, Kenny & Rick) made their recommendations for 2013 wages to the board. The committee recommended a 3% raise for hourly employees and a \$200.00 increase to the director's salary bringing it to \$47,000.00/year. All members agreed to the recommendations. Rates will become effective 1-1-13.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. Encumbrances were also discussed. A complete list of encumbered funds will be prepared and presented for approval at the January meeting.

DIRECTOR'S REPORT: (**Heritage/Ancestry.com**) Vicki told the board that she will have Stephanie put the Heritage/Ancestry.com information on the library's webpage. Ann suggested putting a notice at the front desk as well. (**Fanning-Howey**) Vicki stated that Fanning-Howey will present expansion proposals after the first of the year. She added that Bob Barry may be attending the January meeting to present an idea that may help the library. (**Children's Report**) Vicki reported that Amy has approximately twenty children for the story time program. (**RDA Cataloging**) Vicki stated that Jolene, Cathy, Andrea and Amy will be taking the RDA webinars in order to comply with Library of Congress standards. (**Time Clock Plus**) Vicki told the board that Time Clock Plus will be implemented in January. (**U.H.C.**) Vicki told the board that the employee health insurance rate will increase by 8% for 2013. The board agreed to keep the insurance with U.H.C. (**College Success Coalition**) Vicki stated that Karen Tague from the Blackford County Community Foundation has asked the library to participate in a program to help college students succeed. The library would receive grant money for participating. (**new board member**) Vicki told the board that Mike Tabor has been appointed as the new trustee. He will begin serving at the January meeting.

OLD BUSINESS: Rick stated that he would like to review the township contracts with the help of board attorney Jim Forcum.

NEW BUSINESS: Vicki stated that Earl Clark has looked at the water damage in the A. V. section of the library. He will be able to match the paint and make the repairs.

CLAIMS & CHECKS: The board examined and approved claims in the amount of \$20,651.27. Motion to approve was made by Kenny—seconded by Shirley—all were in favor—motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be January 16th 2013 at 5 p.m. in the meeting room of the library.

Approved this 16th day of January 2013.

R. Kenneth Hansen

M. Elton

Gerry Paulson

Ann Ludwig

Pat Clamme
