

January 16th 2013 board minutes

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

ROLL CALL: Board members present were Jerry Poulson, Ann Ludwig, Pat Clamme, Kenny Warner and Mike Tabor. Director Vicki Cecil and bookkeeper Pam Bolt were also present. Ann welcomed Mike Tabor to the board.

MINUTES FROM DECEMBER: Minutes from the December meeting were reviewed by the board. Kenny made the motion to accept the minutes as presented. Pat seconded the motion. All were in favor—motion passed.

CIRCULATION REPORTS: Vicki gave an overview of the circulation reports.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. We have still not received our 2013 certified budget. Encumbrances for 2012-13 were presented to the board for approval. Mike made the motion to approve the encumbrances. Ann seconded the motion. All were in favor—motion passed. Total amount encumbered was \$16,534.63.

FRIENDS: The Friends will be having a book sale and book discussion on the last Thursday of this month.

DIRECTOR: Vicki stated that **Ancestry.com & Heritage Quest** have been installed on the library computers. Mike will be looking at the different features, since he is familiar with the home edition as a comparison. **Fanning-Howey** will give their presentation at the March meeting. Also, **Bob Barry** had given Vicki the suggestion that the city offices (located at 700 N Walnut St) and the HCPL could switch buildings, but he was not certain that much square footage would be gained. Vicki reviewed the **long range plan for the library** that she has submitted to the state. The plan covers 2012-2014. Jolene, Cathy, Amy & Andrea will participate in the **RDA cataloging webinars**. **Time Clock Plus** will be implemented in February. **United Health Care** health insurance for full time employees was approved for 2013. Pat made the motion. Mike seconded the motion. All were in favor—motion passed. Payment will remain 25% employee portion and 75% employer portion.

NEW BUSINESS: Vicki announced her **retirement** to the board and submitted her letter of intent to retire March 31st 2013. She expressed gratitude for her 20 plus years of service and appreciation to all of the board members. Ann expressed thanks to Vicki and noted that the announcement was sudden. Vicki told the board that with the recent changes (option 61) with PERF, early retirement has become an attractive option. Vicki will post the opening on the State Library's website.

Kenny would like to see the library put a calendar of events on "**What's Up 24/7.com**". He added that it is a free service and would help give the library publicity.

OLD BUSINESS: Ann suggested that Vicki remind Earl Clark about scheduled repairs to the library.

CLAIMS: The board examined and approved claims in the amount of 26,636.79. Kenny made the motion. Mike 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 February 20th 2013 in the meeting room of the library.

Approved this 20th day of February, 2013.

Malak Othman
(Pat Clamme)

Shirley K. Miller

Ann Ludwig

Rudolf L. Deneved

Minutes of the February 20th board meeting 2013

Minutes of the February 20th board meeting submitted by recording secretary Pam Bolt.

ROLL CALL: Board members present were Rick Gerard, Ann Ludwig, Mike Tabor, Shirley Miller and Patricia Clamme. Also, present were director Vicki Cecil and bookkeeper Pam Bolt.

MINUTES FROM JANUARY: Minutes from the January meeting were reviewed by the board and approved as presented. Mike made the motion to approve. Ann seconded the motion. All were in favor—motion passed.

CIRCULATION: Vicki reported that circulation was up by 1,349 from January last year.

FINANCIAL REPORTS: Financial reports for January were reviewed by the board.

There was discussion about updating the LCPF for 2014-16. Pam will update the plan with regard to changes with the direction of the library expansion and necessary upgrades and modifications to the existing building.

FRIENDS: Vicki stated that the January book sale went well.

COMMITTEES: (Director Resumes/Salary) Vicki reviewed the resumes received so far. There was discussion about when to schedule interviews. It was decided that interviews will take place on March 1st and March 12th. Ann volunteered to calculate the average salary for library directors for communities with populations between 5,000-10, 000. Vicki stated that we are a class C library with a population of 6,928. There was discussion about the salary range to set for the new director. It was decided to go with a range of \$35,000.00 to \$45,000.00. Vicki will schedule the interviews, allowing up to 1 hour for the interview and 15 minutes for a short tour.

DIRECTOR'S REPORT: (Ancestry/Heritage.com) Vicki stated that patrons are using the Ancestry/Heritage.com programs on the patron computers. Mike stated that he could see no difference between the home and the library editions. He noted that there is some duplication with Heritage and that the board may want to consider switching to Fold Three when it is time to renew the service. He pointed out that Fold Three has all military records directly from the National Archives. **(2013 Budget)** Vicki stated that we have not heard from the DLGF regarding the 2013 budget. We should receive the budget within the next two weeks. **(Children's Report)** The children's department is still having good turn outs for their programs. **(Fanning-Howey)** Representatives from Fanning Howey will give their presentation at the March meeting. **(Time Capsule)** Vicki stated that the time capsule is in place at the library and is to be opened in the year 2053. **(Township Contracts)** There was some discussion about renewing the township contracts with Licking, Jackson & Washington townships. It was decided that especially since Licking & Jackson are levying a library tax rate, the contracts need to be continued. **(Tess Gerritsen)** Vicki told the board that author Tess Gerritsen will be coming to Blackford County in October for the One Community event.

NEW BUSINESS: (parking) Mike suggested that the parking area behind (east of) the library be expanded. He pointed out that the area is just not big enough to maneuver when several cars are

present. (**patron problems**) Vicki told the board that patron hygiene issues are becoming a problem for other patrons as well as staff members. Vicki will consult with attorney Jim Forcum to see how the situation can be legally handled.

CLAIMS: The board examined and approved claims and checks in the amount of \$32,185.00. Ann made the motion to approve. Mike seconded the motion. All were in favor—motion passed.

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

Approved this 20th day of March, 2013.

Jimmy Forcum

W. Kenneth Damm

Pat Clamme

Sherley L. Miller

David B. Derr

Ann Ludwig

M. Thor

Minutes of the March 20th 2013 meeting of the library trustees

Minutes of the March 20th 2013 board meeting submitted by Pam Bolt, recording secretary.

ROLL CALL: Board members present were Rick Gerard, Jerry Poulson, Shirley Miller, Ann Ludwig, Patricia Clamme, Kenny Warner and Mike Tabor. Also present were director Vicki Cecil and bookkeeper Pam Bolt.

MINUTES FROM FEBRUARY: The board approved the February minutes noting that the library will continue to serve the townships without contracts being signed for the present time. Kenny made the motion, Shirley seconded the motion, all were in favor and the motion passed.

CIRCULATION REPORTS: Circulation was up by 326 over February 2012. The board reviewed other circulation statistics submitted by Vicki.

FRIENDS: The Friends will host a reception in honor of Vicki's upcoming retirement on March 28th from 2-4 p.m. on the main floor here at the library.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. The LCPF public hearing will be conducted at the April meeting. Library representatives will go before the city council at their May 6th meeting to seek approval for the 2014 LCPF. Vicki has asked for an advance of spring property taxes from the county.


COMMITTEE REPORT: With the interview process and board discussion complete, Ann made the motion to hire Eric Hinderliter as the new director. Pat seconded the motion. All members were in favor. Vicki added that she feels Eric will be a good fit for the library. Mr. Hinderliter will start with an annual salary of \$40,000.00 if he enrolls in the health insurance with United Health Care or \$43,000.00 if he chooses to opt out of the health care insurance provided by the library. He will receive \$20.00/hour during his "part-time" status. He will receive one week of vacation for 2013, two weeks for 2014 and then revert to the vacation schedule listed in the employee handbook. Rick will meet with Eric to offer the position to him and spell out the terms of the salary and benefits.

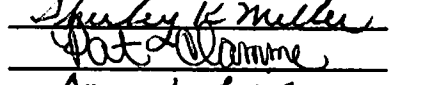
DIRECTOR'S REPORTS: FANNING HOWEY UPDATE: The board has decided to have Bill Payne of Fanning-Howey make his presentation to the board after the new director has had a chance to become familiar with the project. Vicki has contacted Fanning-Howey about the new arrangements. **OLD CARD CATALOGUE CABINET:** Vicki asked the board if staff member Jolene Musselman could have the old card catalogue that is no longer used by the library. Board members agreed that Jolene can have the cabinet as long as Vicki checks with library attorney Jim Forcum. **REPAIR WORK:** Vicki stated that Earl Clark will be finishing the repair work soon. He is waiting on warmer weather to finish the paint work to the back door.

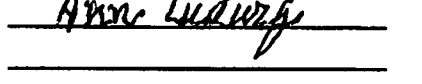
CLAIMS: The board examined and approved claims for the month of March. Mike made the motion, Kenny seconded the motion, all were in favor and the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be April 17th at 5:00 p.m. in the meeting room of the Hartford City Public Library.

Approved this 17th day of April, 2013.



Stanley K. Miller


Pat O'Rourke


Anne Ludwig

Hartford City Public Library

Minutes of the May 15th 2013 meeting of the library trustees, submitted by Pam Bolt, recording secretary.

ROLL CALL: Board members present were Pat Clamme, Ann Ludwig, Jerry Poulson, Kenny Warner and Mike Tabor. Also present were director Eric Hinderliter and bookkeeper Pam Bolt. Board vice president Ann Ludwig conducted the meeting.

MINUTES: Minutes from the April meeting were reviewed and approved by the board. Mike made the motion, Kenny seconded the motion, all were in favor and the motion passed.

CIRCULATION REPORTS: Eric gave the circulation report and added that he will be including more Evergreen statistics tracking library usage than were previously provided in the reporting. Circulation was up by 184 from the same period last year.

FINANCIAL REPORT: Pam gave an overview of the financial reports. She added that an advance on the spring tax draw was received by the library on May 1st. The amount was \$27,281.17.

DIRECTOR'S REPORTS: (general comments) Eric stated that he is getting settled here at the library and proposed that he would begin full time status on May 27th (paid holiday) which would be at the beginning of a pay period. He told the board that he was appreciative of the staff, as they have been making the transition go well. He added that he is looking forward to being at the library full-time. Pat made the motion to approve Eric's request to go full-time on the 27th. Kenny seconded the motion. All were in favor. The motion passed. Eric stated that he will be presenting his financial goal proposal for the library at the next meeting. **(children's report)** Eric reviewed the details of the Summer Reading activities which will run from June 1st through July 13th. There will be events and activities including crafts, Legos and a program with the Minnetrista Center. **(Fanning-Howey)** Eric stated that he and Rick will be meeting with Bill Payne on June 18th to discuss the direction of the library expansion project. **(townships/ front desk procedure)** Eric stated that 35 township cards were issued during the first quarter of this year. Licking township is the only township to pay so far. Fifty cards have already been issued during the first part of the second quarter. Eric would like to get word to the township residents that library service is available to them through their township trustees. He explained, also, that revenue has been lost in the past due to non-updated township cards. Some cards that were "expired" were allowed to be used beyond the one year limit without being recertified to the appropriate township trustee. Eric said that he is having Jolene clean up those records. Now township patrons will be required to reapply for their cards each year, establishing a paper trail for all township cards. This change in procedure will eliminate lost revenue. He added that the contracts need to be signed at some point. Ann suggested tabling the contracts until Shirley can be present. **(LCPF Plan)** Eric told the board that he and Pam attended the May 6th city council meeting to get the council's approval for the 2014-16 LCPF Plan. The council approved the plan unanimously. Pam will send the plan to the Department of Local Government Finance for review. **(patron conduct policy)** Eric presented the board with the Patron Conduct Policy. The policy has been reviewed by the staff and board attorney Jim Forcum. There was some discussion about who should be designated to enforce the policy beyond the director. In

particular, should the staff be authorized to approach patrons regarding violations as stated in item # 12 under section 2 on page one and section 8 on page three. After discussion, Mike suggested that the policy be tabled so that revisions can be made regarding who will be responsible for implementing and enforcing the policy. **(staff meetings)** Eric stated that he has held two staff meetings to date. He added that he would like to have one staff meeting per month. He proposed opening late one day per month to accommodate the staff's schedules. After some discussion, it was decided that the staff meetings should be held during business hours and one of the staff members will cover patron needs during the meeting and be briefed on the content of the staff meeting later. Staff members will do this on a rotational basis.

UNFINISHED BUSINESS: (building repair quote) Earl Clark's repair quote was discussed. Earl had stated that he could not get to the job until July. Another contractor, Steve Barnes has look at the needed repairs, but has not submitted a quote. After some discussion, Mike suggested and made the motion that the board re-accept Earl's quote to do the work in August as long as there is no sign of an active leak. The damaged areas should be monitored between now and August. Jerry seconded the motion. All were in favor. The motion passed. Eric will call Mr. Clark. **(mileage for director)** There was some discussion regarding mileage for Eric in the instance of visiting other area library directors. The library handbook does not have a specific policy for payment of mileage to the director. The board decided to table the issue until next month.

CLAIMS & CHECKS: Claims and checks in the amount of \$20,586.43 were examined and approved by the board. Kenny made the motion. Jerry seconded the motion. All were in favor and the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be June 19th at 5:00 p.m.

Approved this 19th day of June 2013.

Jerry Johnson
Donald C. Pearson
M. Alton
Shirley K. Miller
Pat Oramme
Ann Ludwig

Minutes from the June 19th board meeting submitted by recording secretary Pam Bolt.

ROLL CALL: Board members present were Mike Tabor, Pat Clamme, Ann Ludwig, Shirley Miller, Jerry Poulson, Kenny Warner and Rick Gerard. Also present were director Eric Hinderliter and bookkeeper Pam Bolt.

MINUTES: Minutes from the May meeting were approved as presented. Ann made the motion to approve. Mike seconded the motion. All were in favor and the motion passed.

CIRCULATION REPORTS: Eric reviewed the circulation report with the board. Circulation was down over the same period (May) last year. Eric added that he is $\frac{3}{4}$ of the way from being finished with the new usage report that he is preparing. He will present that report next month.

FINANCIAL REPORTS: Pam reviewed the financial reports for the month of May with the board.

FINANCIAL OVERVIEW: Eric presented the board with his financial outlook and goals for the 2013 and 2014 budget years. Section one of his presentation dealt with the current spending so far this year which will result in the further erosion and eventual depletion of the operating fund's balance if not adjusted with regard to actual tax collection revenue (as opposed to projected revenue). Section two dealt with the history of the library's spending habits with relation to actual revenue received. With section three, Eric set forth his goal of raising the operating fund balance each year. Section four outlined why budget changes need to be made and with section five he outlined steps for achieving these goals. Section six set forth a budget for 2014 based on reduced spending that will lead to a healthier operating balance for the year 2015. After some discussion, the board voted to approve Eric's plan as outlined in items one through nine in section five of his presentation. Ann made the motion. Pat seconded the motion. All were in favor and the motion passed. A copy of the presentation is attached to these minutes for reference.

DIRECTOR'S REPORT: (General Comments) Eric stated that he is glad to be at the library full time now and things are going well. He acknowledged the staff for their help during this period of transition. **(Children's Report)** Eric stated that there are approximately sixty children registered for Summer Reading. He added that the Minnetrista program went well and was entertaining for both the children and adults. **(Unattended Child Policy)** Eric reviewed the Unattended Child Policy with the board. After some discussion, Ann suggested that in the event that a child is asked to leave the library, someone representing the library contact the parents of the child and make them aware of the situation. All agreed. Pat made the motion to adopt the policy. Mike seconded the motion. All were in favor and the motion passed. A copy of the policy is attached to these minutes for reference. **(Fanning-Howey)** Eric stated that he and Rick met with Bill Payne regarding library expansion. Mr. Payne proposed doing the project in three phases, avoiding the need for the referendum process. A project of this nature would require setting up a debt service fund for loan payments. **(Township Cards)** Eric stated that he is encouraged by the number of township cards issued this quarter. He wants to get the word out to township residents that library services are available to them. During discussion, Shirley added that the township contracts need to be signed for 2013. Also, everyone agreed that the township issue for 2014 should be decided before January of next year. Mike made the motion to sign the contracts for 2013.

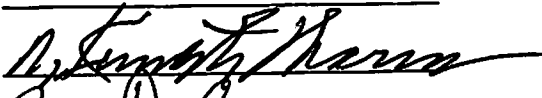
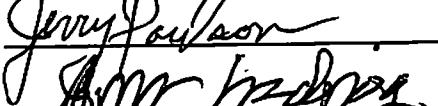
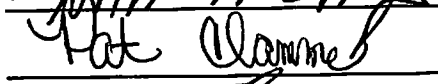

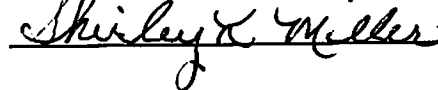
Ann seconded the motion. All were in favor and the motion passed. **(Facilities)** Eric told the board that he has obtained a quote from J R Flooring for cleaning the floors and carpet. The quote is in the amount of \$1,669.00. The board chose not to Scotch Guard the carpet since it has been in place for several years. Jerry made the motion to approve the floor cleaning. Kenny seconded the motion. All were in favor and the motion passed. Eric proposed setting up a cleaning/maintenance schedule with custodian Tom Willmann in the near future to establish a routine for the custodial duties. All members were in favor. **(Copier)** Eric stated that the library copier quit working recently and Weber Office Equipment has brought a loaner (only slightly used) and offered to sell it to the library for \$1,500.00. They also offered a color/network compatible printer for \$3,000.00 (special offer to non-profit organizations only). The board voted to purchase the \$1,500.00 copier. Ann made the motion. Pat seconded the motion. All were in favor and the motion passed.

UNFINISHED BUSINESS: (Building Repair Quote) Eric told the board that he has talked with Earl Clark and he intends to start the water damage repairs in late July. **(Patron Conduct Policy)** Eric presented the revised Patron Conduct Policy for approval. Jerry made the motion to approve the policy. Ann seconded the motion. All were in favor and the motion passed. A copy of the policy is attached to these minutes for reference. **(Mileage Policy)** Tabled until July.

CLAIMS: Claims in the amount of \$32,230.54 were examined and approved by the board. Kenny made the motion to approve. Pat seconded the motion. All were in favor and the motion passed.

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

Approved this 17th day of July, 2013.


Jerry Paulson

Ann Harding

Pat Clamme

M. Stoe

Shirley A. Miller

JULY 17th, NO BOARD MEETING

The July board meeting was cancelled due to scheduling conflicts. Treasurer Jerry Poulson signed checks in advance so that bills could be paid in a timely manner. No further business was conducted.

Pam Bolt,

recording secretary

Minutes of the August 21st board meeting submitted by recording secretary Pam Bolt.

Roll Call: Board members present were Jerry Poulson, Kenny Warner, Pat Clamme, Mike Tabor, Shirley Miller and Ann Ludwig. With the absence of President Rick Gerard, Ann conducted the meeting. Also present were director Eric Hinderliter and bookkeeper Pam Bolt.

2014 Budget Public Hearing: Ann called the public hearing to order. There were no members of the public present and with the proper passage of time the public hearing was closed.

Minutes: Minutes from the June meeting were approved as presented. Kenny made the motion—Pat seconded the motion—all were in favor and the motion passed. There were no July minutes since the meeting was cancelled due to lack of a quorum.

Circulation: Circulation was down by 1,100 from July 2012. Eric handed out his new usage report to the board (see attached). He reviewed the statistics and answered questions. Eric stated that figures were supplied by Debbie and Stephanie. He added that Jolene is purging inactive patrons from the system. He will be working on a door count and also usage of the wireless service. Mike asked Eric about the frequency of weeding the book collection. Eric stated that it was probably last done with the switch to Evergreen. Ann asked about the statistics for children's books. Eric stated that he will get them for the next meeting.

Financial Reports: July financial reports were reviewed. Pam presented resolution 2013-2 for a transfer of funds within the operating budget. The resolution authorized a transfer of \$53.00 from account #23 to account #51. Mike made the motion to approve the transfer—Kenny seconded the motion—all were in favor and the motion passed.

Director's Report: (children's report) Eric stated that the attendance for programs has been steady. He added that the Game Truck program coordinated by Andrea Landis was well attended. Also, Eric told the board that Andrea and Amy had to remove a bat from the children's department earlier in the day. Andrea and Amy were able to remove patrons from the children's department and safely move the bat outside without incident. **(township cards)** Eric stated that since the last board meeting, an additional 47 township cards have been issued. Licking Township has returned their signed contract, but not Jackson or Washington. **(building and grounds)** Eric stated that Earl Clark has completed the water damage repairs. Earl found some moisture in the coat rack area. He sealed the problem area to prevent damage from reoccurring. Eric stated that all of the repairs looked good. He will contact Chuck Hochadel of Hochadel Roofing to make sure the library is on their schedule to clean out the gutters. **(dead tree)** Eric stated that he has contacted Tucker Tree Service about removing the dead tree in front of the library. **(areas of focus)** Eric handed out a list of five areas of focus that he plans to implement. The list is attached. Shirley suggested incorporating the building project into the list. Ann stated that items 1. and 4. are very worthwhile and asked that he keep the board informed of his progress. **(Matt Light/pilot project for legal services)** Eric presented a letter to the board from Matt Light, attorney and former Blackford County resident. Matt has proposed that the library participate in a pilot project for providing free legal services to low income residents (letter attached). Board members were in favor of participating in the project but suggested that Eric check with board attorney Jim Forcum before

committing to the project. **(Tess Gerritsen)** Eric reminded the board that Tess Gerritsen will be speaking and signing books here at the library on October 3rd. Ann added that the Friends will be having a book discussion on one of Gerritsen's books around that time. **(AT&T)** Eric told the board that he has entered into a new contract with A T & T for the library's phone service. **(Montpelier)** Eric stated that the Montpelier/Harrison Township Library will be converting to Evergreen in the near future. He has offered his help to them during the process. **(Sept. 20th conference)** Eric asked the board's permission to attend a conference in Pendleton on September 20th. He stated that the conference is geared toward smaller libraries. The cost will be \$50.00. Shirley made the motion to approve the conference. Pat seconded the motion. All were in favor and the motion passed. The library will pay the registration fee of \$50.00.

Unfinished Business: (mileage) Eric asked to be compensated for mileage for attending library related business such as conferences and workshops that required him to drive to another location. There was discussion about the wording contained in the employee handbook regarding payment of mileage. It was decided that the wording in the policy handbook should be modified. Mike will work on rephrasing the policy to include the director and he will present the changes at the next meeting. The board voted to change the mileage rate for library employees from .40/mile to the rate that the state of Indiana allows which is currently .44/mile. Mike made the motion, Jerry seconded the motion, all were in favor and the motion passed. **(bank procedure correction)** Jerry stated that only he and Kenny should be on the Pacesetter Bank's signature card. Eric had added his name to the library's account with the prospect of doing payroll and on-line banking. Shirley will call the bank and find out what information is necessary to remove Eric's name. The necessary documents will then be taken to Sally Petty at Pacesetter Bank and Sally will then re-do the library's signature card with only Jerry Poulson and Kenny Warner as authorized signatures.

New Business: There was discussion about the library buying the vacant lot being offered by the Del Carroll estate. After discussion, it was decided that the board was not interested in buying the property.

Old Business: (magazines) Eric stated that he will still be ordering some magazines from Ebsco since some titles were less expensive through them than they were from Amazon. This will modify item #7 of Eric's financial plan that was presented and voted on at the June meeting. **(payroll)** Eric and board members agreed that there were issues with doing payroll in-house (item #9 of Eric's financial plan). The board decided to keep ADP as the payroll vendor. Mike made the motion to modify item #7 to include Ebsco as a magazine vendor and to resend item #9 from Eric's financial plan. Shirley seconded the motion. All were in favor and the motion passed.

Claims & Checks: The board examined and approved checks in the amount of \$32,700.66. Kenny made the motion, Mike seconded the motion, all were in favor and the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be Wednesday September 18th at 5 p.m. in the meeting room of the library. The 2014 budget adoption will take place at this meeting.

Approved this 18th day of September 2013.

Robert C. Howard Michael Allen
N. Kenneth Harris Joey Paulson
Ann Ludwig

Shirley E. Miller
Pat Clarno

Minutes of the September 18th 2013 board meeting, submitted by recording secretary Pam Bolt.

Roll Call: The following members were present: Rick Gerard, Ann Ludwig, Kenny Warner, Jerry Poulson, Pat Clamme, Shirley Miller and Mike Tabor.

Minutes of the August Meeting: The August minutes were reviewed by the board. Mike made the motion to accept the minutes as presented. Pat seconded the motion. All were in favor and the motion passed.

Circulation Report: Circulation was down by 82 patrons compared to August 2012.

Financial Reports: The financial reports were reviewed. Pam presented Resolution 2013-3, a transfer of appropriations amounting to \$5,000.00 from #24 (repair & maintenance) to #22 (utilities). Mike made the motion to approve the transfer. Ann seconded the motion. All were in favor and the motion passed.

Director's Report: Due to Eric's recent resignation, there was no director's report. The board did discuss the items listed on the agenda under "Director's Report". **(Township Cards)** Ann stated that Eric did improve the billing process for township contracts. All members agreed. **(Tess Gerritsen)** Ann stated that the Friends will host the Tess Gerritsen event on October 3rd at the library. The program will be from 11 a.m. -1:00 in the afternoon. Part of the program will be in the meeting room and refreshments will be served on the main floor. **(Health Care Law)** Pam told the board that staff member Stephanie Hess will be putting the affordable health care act website on the patron computers for ease of access for the public. Stephanie has also printed notices with the "800" phone number information. **(Building/Grounds)** The dead tree and stump has been removed by Tucker Tree Service. Pam stated that staff member Cathy Evens noticed that moisture has come back on the newly repared coatrack area. Cathy called Earl Clark and left a message about the damage.

Unfinished Business: (Mileage Policy) Mike made a motion to table the mileage policy issue, considering Eric's resignation. There was no seconded and the motion died. After some discussion, Shirley made the motion to adopt the wording change to the mileage policy for workshops and conferences as revised by Mike (copy attached). Pat seconded the motion and all were in favor. The motion passed. Also, both Shirley and Ann suggested through discussion that when the director travels to other libraries to meet with other directors, he/she should do so at their own expense. All agreed.

New Business: (Amendment to Evergreen) Pam distributed a copy of the amendment to the Evergreen Agreement. The board adopted the amendment (copy attached). Kenny made the motion—Pat seconded the motion—all were in favor and the motion passed. **(Director's Resignation)** The board voted to accept Eric Hinderliter's letter of resignation as director dated and effective 9/17/13. Shirley made the motion. Jerry seconded the motion. All were in favor and the motion passed. There was discussion about payment for two remaining personal days. Ann made the motion to include the two personal days with Eric's final pay. Mike seconded the motion. Shirley voted against. With all others in

favor, the motion passed. Rick asked board members if he should contact Christine Mahon, the other finalist from the interviews. Everyone agreed that Rick should call Christine to see if she is still interested in the director's position, but at this point, not schedule an interview. Rick will give her a call. Rick and Mike will meet with the staff on Thursday for informational purposes.

Claims & Checks: The board examined and approved claims in the amount of \$23,280.70. Kenny made the motion. Mike seconded the motion. All were in favor and the motion passed.

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

Approved this 16th day of October 2013.

N. Kenneth Harris
Michael Folio
Shirley W. Ponder
Russell P. Goss
Ann Ludwig

Hartford City Public Library
Special Board Meeting Agenda
Thursday October 3rd, 2013, 5:00 p.m.

Roll Call:

Director's Job Description:

Karen Ainslie/Indiana State Library Development Office:
(schedule program for area libraries)

Unfinished Business:

New Business:

Adjournment:

Minutes of the October 3rd board meeting as submitted by recording secretary Pam Bolt.

ROLL CALL: The following members were present: Rick Gerard, Shirley Miller, Mike Tabor, Pat Clamme and Kenny Warner. Recording secretary Pam Bolt was also present.

DISCUSSION: The board discussed and made revisions to the director's job description. Pam will revise the document and email everyone a copy.

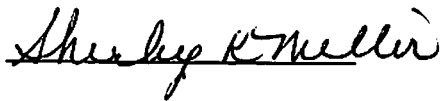
MEETING SCHEDULED: Mike made a motion to schedule a meeting with applicant Christine Mahon sometime before the regular Oct. meeting (16th), to discuss the director's position with her. After the meeting, the board will decide whether or not to offer her the job. If the position is not offered to her, the board will resume a full search for a new director. Pat seconded the motion. All were in favor and the motion passed.

OTHER: The board decided to have Karen Ainslie of the State Library schedule the upcoming trustee training at her discretion. Pam will come back to the board with possible dates determined by Karen.

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

Approved this 16th day of Oct. 2013.









Minutes of the October 10th executive meeting.

ROLL CALL: Rick Gerard, Mike Tabor and Shirley Miller. Also present was applicant Christine Mahon and recording secretary Pam Bolt.

The board discussed the director's job with Ms. Mahon.

Being no further discussion, the meeting was adjourned.

Approved this 16th day of Oct. 2013.

Michael Tabor

Shirley K Miller

Rick Gerard

Y. Tra

Hartford City Public Library

Board Meeting Agenda

Wednesday October 16th, 2013 – 5 p.m.

ROLL CALL:

MINUTES OF LAST MEETING:

CIRCULATION REPORT: (provided at meeting)

FINANCIAL REPORTS: (emailed)

COMMITTEES:

OTHER REPORTS: children's report (workshop, story time)
township card update (third quarter billing)

UNFINISHED BUSINESS: director's position

NEW BUSINESS:

CLAIMS & CHECKS:

ADJOURNMENT:

NEXT BOARD MEETING NOVEMBER 20TH 2013 – 5 p.m. - library

Minutes of the October 16th 2013 board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: Members present were Rick Gerard, Shirley Miller, Ann Ludwig, Mike Tabor and Kenny Warner. Also present was bookkeeper/recording secretary Pam Bolt.

MINUTES OF THE LAST MEETINGS: Minutes from the September regular meeting were reviewed and accepted as presented. Mike made the motion. Kenny seconded the motion—all were in favor and the motion passed. Also, minutes from the three special meetings held on Sept. 26th, Oct. 3rd, and Oct. 10th were reviewed by the board and accepted. Mike made the motion. Ann seconded the motion—all were in favor and the motion passed.

CIRCULATION REPORT: Pam presented the circulation report prepared for the meeting by Andrea Landis. Circulation was up by 381 from September 2012.

FINANCIAL REPORTS: The financial reports were reviewed.

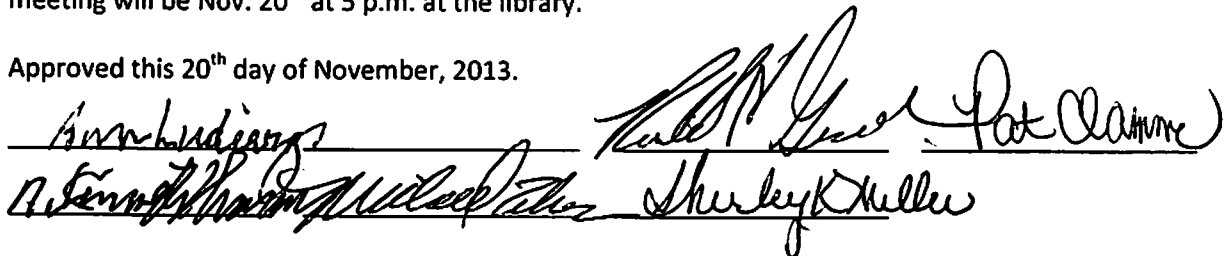
OTHER REPORTS: (children's dept.) Pam stated that Andrea will be attending a workshop at the Ossian branch of the Wells County Library. The cost is \$10.00. The board approved the workshop and mileage for Andrea. Kenny made the motion. Shirley seconded the motion—all were in favor and the motion passed. **(township cards)** Pam stated that she and Jolene did the third quarter billing for township patron cards. Jolene has organized all of the paperwork and filed it accordingly. The total billing was \$3,750.00. **(Tess Gerritsen program)** Ann took a moment to tell the board that the Tess Gerritsen program went very well. She praised the staff for setting up for the program and added that Vicki was brought back by the staff to introduce Tess at the event that she (Vicki) had arranged before her retirement. Ann added that the author seemed to enjoy presenting the program in the small library setting.

UNFINISHED BUSINESS: There was discussion regarding the content of the employment offer to be made to Christine Mahon. A copy of the offer is attached. Mike made the motion to approve the terms of the offer. Ann seconded the motion—all were in favor and the motion passed. Rick will present the offer to Christine on Monday Oct. 21st. He will report the outcome and the board will proceed from that point.

CLAIMS & CHECKS: The board examined and approved claims/claim sheet and prepared checks in the amount of \$25,142.96. Shirley made the motion. Kenny seconded the motion—all were in favor and the motion passed.

ADJOURNMENT: Being no further business to come before the board, the meeting was adjourned. Next meeting will be Nov. 20th at 5 p.m. at the library.

Approved this 20th day of November, 2013.



ROLL CALL: The following members were present: Kenny Warner, Shirley Miller, Pat Clamme, Rick Gerard, Mike Tabor and Ann Ludwig. Also present was recording secretary Pam Bolt.

ADJOURNMENT: Being no further business, the meeting was adjourned.

Pearl Ward
 N. Kenneth Harris
 Milford Thor
 Ann Hastings
 Charles Keller
 Pat (Anne)

Hartford City Public Library

Special Board Meeting Agenda

Tuesday October 29th, 2013 -- 6 p.m.

ROLL CALL:

DISCUSSION OF DIRECTOR'S JOB:

ADJOURNMENT:

Minutes of the October 29th special board meeting, submitted by recording secretary Pam Bolt.

ROLL CALL: The following members were present: Mike Tabor, Ann Ludwig, Rick Gerard, Kenny Warner, Shirley Miller and Pat Clamme.

DISCUSSION DIRECTOR'S JOB: After discussing the terms of the modified employment offer to Christine Mahon, the following motion was made. Kenny made the motion to offer Christine the following package:

annual salary *\$44,000.00

insurance *50% pd. by library, 50% pd. by employee

vacation * 5 pd. vac. day for 2013

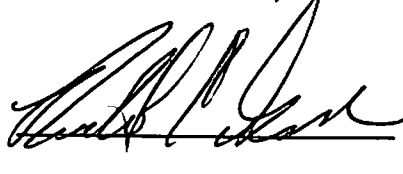
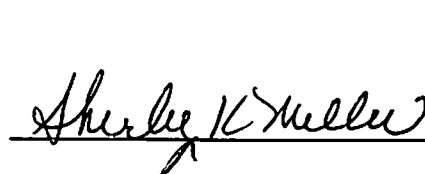

*3 weeks pd. vacation plus 3 personal days for 2014 continuing up until 10 years of employment, after which time, vacation increases to 4 weeks plus 3 personal days per year


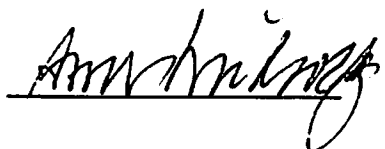
perf *currently pd. by library at rate to be determined annually by the state

Shirley seconded the motion. The motion passed with a majority vote.

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

Approved this 20th day of November 2013.

Employment Offer

Director's Position

modified 10/29/13

annual salary

*** \$44,000.00**

insurance benefits

*** 50% library pd., 50% employee pd.**

vacation

*** 5 pd. vacation days for 2013**

***3 weeks pd. vacation plus 3 personal days for 2014, continuing
up until 10 years of employment, after which time, vacation
increases to 4 weeks plus 3 personal days each year**

perf

***currently pd. by library at a rate determined annually by
the state**

Minutes of the November 20th library board meeting as submitted by Pam Bolt, recording secretary.

ROLL CALL: The following board members were present: Ann Ludwig, Rick Gerard, Kenny Warner, Mike Tabor, Shirley Miller and Pat Clamme. Also present was bookkeeper Pam Bolt.

OCTOBER MINUTES: Three sets of minutes (one for Oct. regular meeting and two for other special meetings) were approved by the board. Mike made the motion to approve, Kenny seconded the motion. All members were in favor and the motion passed.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board. The possibility of encumbering funds was discussed.

SALARY COMMITTEE: Rick asked for volunteers to serve along with him on the wage committee. Pat and Mike offered to serve on the committee. The committee will meet on December 3rd to discuss staff member's hourly wages for 2014. The committee's recommendations will be discussed at the next regular meeting.

NEW DIRECTOR: The board agreed to hire Christine Mahon as library director based on her acceptance of the employment offer presented to her by the board. This proposal was made a matter of the special meeting minutes. Mike made the motion. Ann seconded the motion. All members were in favor and the motion passed. Rick will notify Christine and determine a start date.

UNITED HEALTH CARE: Pam presented the health care renewal package for full time employees to the board for review. After review, Kenny made the motion to renew the plan. Pat seconded the motion. All members were in favor and the motion passed. Pam will notify Deb Johnson, HCPL's insurance broker, regarding the renewal.

BOARD OFFICER TERM LIMITS: Term limits for board officers were discussed. It was decided that there will be a limit of four years for each office, allowing members to serve in all capacities on the board. Ann made the motion. Pat seconded the motion. All members were in favor and the motion passed. Mike will change the wording for the board by-laws to reflect the term limits.

ELECTION OF BOARD OFFICERS: Board officers were discussed for next year. Rick announced that he will have served the maximum sixteen years on the board at the end of this year. He told the board to be thinking about a replacement for the opening. After discussion among all members present regarding the structure of next year's board, Mike made the following proposal to be voted on at the December board meeting.

officers:

Ann Ludwig, Board President

Mike Tabor, Vice President

Kenny Warner, Treasurer

Pat Clamme, Deputy Treasurer

Shirley Miller, Secretary

other members:

Jerry Poulson, Member

(open position), Member

(five office holding members and two members)

DECEMBER MEETING: The December meeting will be at the Pickle Lounge. Ann will make reservations for the board according to availability.

CLAIMS & CHECKS: The board examined and approved claims in the amount of \$32,002.27. Motion was made by Kenny and seconded by Shirley. All members were in favor and the motion passed.

Next board meeting will be at the Pickle Lounge in December (since determined to be December 18th) at 5:00 p.m.

Approved this 18th day of December, 2013.

Rick P. Gammel Shirley Miller Michael O'Brien
Pat Clamme N. Kenneth Warner Ann Ludwig

Minutes from the December 18th library board meeting submitted by Pam Bolt recording secretary.

The board enjoyed a meal at the Pickle Lounge in celebration of the Christmas season and in honor of Rick's last board meeting.

ROLL CALL: The following board members were present: Ann Ludwig, Rick Gerard, Pat Clamme, Shirley Miller, Kenny Warner and Mike Tabor. Also present were director Chris Mahon and bookkeeper Pam Bolt.

Minutes from Last Meeting: Minutes from the November meeting were reviewed and approved by the board. Mike made the motion to approve. Ann seconded the motion. All members were in favor and the motion passed.

Circulation Report: Chris gave the circulation figures for the month of November. Circulation was up by 521 over the same period last year.

Financial Reports: Pam reviewed the financial reports with the board. It was decided not to encumber any funds this year in an effort to build up the operating fund's reserve. Pam also reviewed the 2014 approved budget with those present. Resolution 2013-5, approving the increase of the township card fee, was presented to the board. In order to comply with state requirements, the resolution states that the fee will be raised to \$60.00 per household. Shirley made the motion to approve resolution 2013-5. Kenny seconded the motion. All members were in favor and the motion passed. Chris will contact the trustees about the increase.

Committees: The wage committee consisting of Mike, Rick and Pat made their recommendations to the board. They recommended a 3% wage increase for hourly staff for the budget year 2014 and a onetime bonus for each hourly worker (amount determined by hours worked) at the end of 2013 to show the board's appreciation to the staff at the end of a difficult year. The bonuses range from \$100 to \$500 and will be issued with the last pay of 2013. After discussion, Ann made the motion to accept the recommendations of the wage committee. Kenny seconded the motion. All members were in favor and the motion passed.

Director's Report: (activities) Newly appointed (Nov. 25th) HCPL director Chris Mahon gave the board an overview of her activities here at the library and around the community since taking on her new job. She stated that she has made contact with several community oriented clubs and organizations around town and has enjoyed meeting many people associated with these clubs and organizations. She is looking forward to planning future programs and projects with these groups. Chris added that she spent time at the library in Alexandria for Evergreen training and she is getting acquainted with the system. **(children's report)** Chris told the board that the Andrea and Amy are having a winter reading program in the children's department this season. Amy continues to do story time and Chris would like to give her training and tools to further the program. Story time is on break for the holidays. Also, Cathy and Jolene are preparing an adult reading program. The children's program will run from Feb. 1st -28th. The adult program will run from Jan. 2nd until the end of Feb. The children's program will have an Olympic theme and will be promoted in the local schools. **(one on one meetings)** Chris stated that she has had

one on one meetings with the staff and some of the board members. She would like to have meetings with each board member as time goes along.

Unfinished Business: The board voted on the proposed slate of officers for 2014. The slate is as follows:

Ann Ludwig, President

Mike Tabor, Vice President

Kenny Warner, Treasurer

Pat Clamme, Deputy Treasurer

Shirley Miller, Secretary

board also includes:

Jerry Poulson, Member

Jim Forcum, Board Attorney

Mike made a motion to approve the officers. Pat seconded the motion. All members were in favor and the motion passed. Mike also submitted the wording for term limits which will be added to the by-laws. Shirley made the motion to accept the term limit amendment. Ann seconded the motion. All members were in favor and the motion passed.

In other unfinished business the board recommended that Heritage Quest be dropped as a database subscription and recommended only renewing Ancestry.com for the coming year.

New Business: There was discussion about closing on Black Friday for 2014. It was decided to leave the current full-time paid holiday schedule as is for now.

There was discussion about closing the library due to weather and payment of staff members during a weather related closing. All agreed that the handbook is vague. The current policy will be followed until the policy can be revised.

This being Rick's last meeting, everyone thanked him for his years of service to the library. Rick and members should think of possible candidates for the position.

Claims and Checks: Claims and checks in the amount of \$17,958.78 were examined and approved by the board. Kenny made the motion. Pat seconded the motion. All members were in favor and the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be in the meeting room of the Hartford City Public Library on January 15th 2014.

Approved this 15th day of January 2014.

R. Kenneth Harris

Shirley L Miller

Michael O'Connor

Arat Monding

Pat Olanne