

Minutes of the January 15 Library Board meeting, submitted by recording secretary Pam Bolt.

Roll Call: The following members were present: Ann Ludwig, Kenny Warner, Shirley Miller, Pat Clamme and Mike Tabor. Also present were director Chris Mahon and bookkeeper Pam Bolt.

Circulation Report: Chris gave the circulation figures for the month of December 2013. There was an increase of 218 over December 2012.

Financial Reports: Pam reviewed the financial reports with the board. Resolution 2013-6, a resolution to rollover LCPF balance to the Operating Fund, was presented to the board for approval. Shirley made the motion to approve. Mike seconded the motion. All were in favor and the motion passed. The amount to be transferred to Operating Fund was \$41,835.46.

Director's Report: Chris told the board that she has been working with Evergreen statistics to complete the director's annual report. She added that she will be having additional Evergreen training soon. Overall, circulation for 2013 was 64,150 as compared to 73,890 for 2012. Chris has plans to expand library programs to help boost circulation in the future. She stated that HCPL is meeting all state requirements at the present time. She will be working with Russ on updating the Tech Plan. She will also be working with the board to develop a new long range plan for the library. Chris stated that she is in the process of applying for a grant for the **Summer Reading Fund** through the Blackford Community Foundation. The grant application will be submitted by the end of January. The Foundation committee will meet in February and a decision about the grant will be announced in March. Ann added that the **Friends** group would also like to help with Summer Reading funding. Chris added that she would like to add more entertainment and programs with prizes to the Summer Reading schedule to encourage more attendance. Chris stated that the Friends will have a **magazine sale** January 30th. Chris presented the contract for **M & R Technology** for board approval. Mike made the motion to approve the contract. Pat seconded the motion. All were in favor and the motion passed. Chris also added that she has made contact with Bill Hess, city councilman and she has already met with Chris Holtzleiter, Licking Township trustee, and plans to meet with Jim Thurman (Washington Township) and Rex Chaney (Jackson Township) soon. **Township contracts** were signed by the board, renewing service for 2014. Mike made the motion. Kenny seconded the motion. All members except for Shirley were in favor and the motion passed with a majority vote.

Unfinished Business: Mike's proposed amendment to the by-laws was read and reviewed. The board will vote on the amendment at the February meeting. The board voted on the clarification and revision of the **emergency closing policy** section of the employee handbook. The new wording, as prepared by Mike, will be attached to these minutes as record. Pat made the motion to approve the policy change. Shirley seconded the motion. All members were in favor and the motion passed. There was discussion about the **open board position**. The board made a list of three possible candidates. Chris will call them in order of preference to see if they are interested in serving on the board.

New Business: There was discussion about the gutters and water damage to the walls. Kenny suggested that these issues be checked out when weather permits. Dormant funds were discussed and will be dealt with at the next meeting. Time clock reports were also reviewed.

Minutes of the February 19th, 2014 Board of Trustees meeting, submitted by recording secretary Pam Bolt.

Roll Call: The following board members were present: Shirley Miller, Kenny Warner, Pat Clamme and Mike Tabor. Also present were Chris Mahon (director) and Pam Bolt (bookkeeper).

Minutes: The minutes from the January meeting were reviewed by the board. Pat made the motion to accept the minutes and Kenny seconded the motion. With all members voting in favor, the motion passed.

Circulation Report: Chris gave the circulation figures for January 2014 as compared to those of January 2013. The total was down for this year by 754. Chris stated that she will have more detailed reports for next month. Report availability has been limited due to issues with Evergreen.

Financial Reports: Pam reviewed the financial reports with the board. Shirley made the motion to accept the financial reports as record and Pat seconded the motion. With all members voting in favor, the motion passed. Pam presented resolution 2014-1 for approval. The purpose of said resolution being to transfer dormant funds (excess levy and cookbook) to the operating fund. Kenny made the motion to approve resolution 2014-1 and Shirley seconded the motion. With all members voting in favor, the motion passed. A copy of resolution 2014-1 is attached to these minutes as record.

Directors Report: (programming/Community Foundation grant submission) Chris stated that there has been a good turn-out for the adult winter reading program. Planning for the summer reading programs is also in progress. The grant application through the Community Foundation has been submitted and approval will not be determined until late March. The total grant amount requested was \$3,677.00. Chris also informed the board of the possibility of networking with the extension office for additional programs. **(annual reports)** Chris stated that she has submitted the director's report for 2013. Pam has submitted the financial annual report. All reporting deadlines have been met. **(Friends)** Chris stated that she will meet with the Friends organization on Thursday Feb. 20th to discuss a 'wish list' of items that the group wishes to purchase for the library. Some items include shelves for the children's department, puppets, a DVD cleaner for A. V. and materials for signage for the main floor. **(Gift Fund)** Chris stated that she would like to use some of the gift fund to continue the microfilm project with the back issues of the Hartford City News-Times. Everyone agreed that it would be a good use of the fund. Mike also suggested that Chris check with the Historical Society to see what old newspapers they have in their inventory. **(board terms)** Board members were given charts designating their terms (in years) and their respective appointing authorities.

Minutes of the March 19th, 2014 library board meeting; submitted by recording secretary Pam Bolt.

ROLL CALL: The following board members were present: Shirley Miller, Kenny Warner, Ann Ludwig, Jerry Poulson and Mike Tabor. Also present were director Chris Mahon and bookkeeper Pam Bolt. President Ann Ludwig called the meeting to order.

Approval of Minutes: Minutes from the February meeting were reviewed. Mike made the motion to accept the minutes as submitted. Jerry seconded the motion. With all members voting in favor, the motion passed.

Circulation Reports: Chris gave the circulation reports. Overall circulation was down by 1,098 from 2013 for the month of February. Chris distributed a handout comparing various 2013 & 2014 circulation categories. A copy of the handout is attached to these minutes as record. Adult circulation was down by 21% and children's circulation was down by 35%. Along with February's bad weather, other possible reasons for the decline were discussed (refer to section 1. of the director's report outline, attached to these minutes as record). There was discussion about starting an outreach program with the town of Shamrock Lakes by using the community building as a location for programs. Other ideas were also discussed. Ann pointed out that the decline may be overstated because the circulation figures from the first few months of 2013 may not be accurate. Chris will continue to watch the figures from month to month.

Financial Reports: Pam reviewed the financial reports with the board. Shirley made the motion to make the financial reports a matter of record. Mike seconded the motion. With all members voting in favor, the motion passed.

Director's Report: **adult/children's winter programs:** Chris stated that both the adult & children's winter reading programs have concluded with both having good patron participation. **e-reader class:** Chris stated that staff member Stephanie Hess did an excellent job with the first e-reader class, with five participants attending. Chris plans to have more sessions in the future. **Friends:** Chris reported that the book club is growing with twelve participants in attendance for the most recent book discussion. **Purdue Extension/Earth Day:** Chris stated that the library will be teaming up with the extension office for an Earth Day program featuring a creative gardening project. **microfilm project:** Chris stated that the microfilm project is underway, getting all the past issues of the News-Times transferred to microfilm. The project will also help free up space upstairs. **passive programs/children's department:** Chris reported that the children's department is having a month long Dr. Seuss "Seuss-a-palooza" program during March. April will feature National Library Week (April 13th-19th) and Earth Day (April 22nd), as mentioned above. **Summer Reading grant:** Chris stated that she will be notified about the results of the Summer Reading grant on March 24th. **elevator maintenance:** Chris presented information regarding a full maintenance program for elevator upkeep. Considering a recent costly call-back visit in February, the board decided to upgrade to full maintenance instead of the current limited maintenance contract that is in place. Proposals from three companies were discussed. The board voted to stay with current vendor, Thyssenkrupp Elevator. Kenny made the motion. Jerry seconded the motion. With all members voting in favor, the motion passed. Chris will enter into the service contract on behalf of the library board. **conferences:** Chris reviewed the past and upcoming conferences that have and will be attended by library staff (refer to section 5. of the director's report outline, attached to these minutes as record).

Unfinished Business: by-laws: Chris handed out the revised by-laws to board members, reflecting the recent amendments voted on and passed by the board. **water damage:** There was discussion about issues the roofer found that were causing the water damage. Mr. Hochadel identified the problem areas and also discovered that the heat tapes in the gutters have not been plugged in. Mike suggested having the tapes tested. All members agreed that the heat tapes should be tested to make sure they are in working order and then used in the future. The board asked Chris to have Mr. Hochadel return and test the heat tapes and then she should contact an electrician if problems exist. **½ day staff development:** Chris asked for the board's permission to close the library for one morning in order to have staff training with State Library staff at some point in the future. The training will be free of charge. The board agreed to the half day closure. **full-time status:** There was discussion about changing staff member Debbie Ehrhart's job to full-time status since she is working 40 hours a week currently without benefits. After reviewing the additional cost of benefits that will come with full-time status, the board decided, based on labor law requirements, to elevate Debbie's specific job description to a full time position. Shirley made the motion. Mike seconded the motion. With all members voting in favor, the motion passed. **health care/Obamacare:** There was discussion about the full-time employees' health care coverage through the current provider, United Health Care. Ann brought up the possibility dropping full-time employees' health insurance and having them apply through the healthcare marketplace. After some discussion, Shirley stated that the board should wait to see what happens with Obamacare before moving forward with any changes to the currently provided coverage.

New Business: Chris stated that the school board appointed Lynn Glentzer at their March meeting. Chris and Mike will arrange to meet with Lyn in order to acquaint her with trustee duties, etc.

Claims: Claims and checks in the amount of \$32,621.21 were examined and approved by the board. Shirley made the motion. Kenny seconded the motion. With all members voting in favor, the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be Wednesday April 16th at 5 p.m. in the meeting room of the Hartford City Public Library.

Approved this 16th day of April 2014.

N. Kenneth Sharron
Jerry Poulson
Michael O'Neil
Shirley K. Miller
Lynn Glentzer
ANN LUDWIG

Minutes of the April 16th, 2014 library board meeting; submitted by recording secretary Pam Bolt.

ROLL CALL: The following board members were present: Ann Ludwig, Shirley Miller, Jerry Poulson, Kenny Warner, Lynn Glentzer and Kenny Warner. Chris Mahon director and Pam Bolt bookkeeper were also present. Board president Ann Ludwig called the meeting to order and welcomed new member Lynn Glentzer to the group. Ann stated that she received a very nice "thank you" note from Debbie Ehrhart, thanking the board for her full time status. Ann passed the note for all to read.

Approval of Minutes: Minutes from the March meeting were reviewed. Kenny made the motion to accept the minutes as submitted. Mike seconded the motion. With all members voting in favor, the motion passed.

Circulation Report: Chris handed out the circulation numbers and discussed the report with the board. Overall, circulation was down by 436 (7.59 %) from the same period last year. (report attached) Chris pointed out that there was a big increase in e-books/overdrive and noted that as a positive trend.

Financial Reports: Pam reviewed the financial reports with the board. She stated that Chris has asked for an advance from the Blackford County Auditor. Said advance should be received May 1st.

Director's Report: (Nat' Lib. Week)--Chris began with stating that the library is currently recognizing National Library Week. Both adult and children's departments are each giving away a basket at the end of the week. **(Evergreen By-law amendment ballot)**--Chris handed out the Evergreen By-law amendment ballot reflecting changes that the State Library will be making for member libraries. A scale for fees based on annual expenditures was detailed. The board voted to accept the changes in the terms of service with Evergreen. Mike made the motion, Shirley seconded the motion and all members voted in favor. The motion passed. **(Triad)**--Chris stated that she attended the Triad program earlier in the day. She stated that it served as a good opportunity to meet more community leaders and residents. **(Purdue Ext. Program)**--Chris stated that the extension office will be having a container garden program here next Tuesday in the meeting room as an earth day activity. **(Summer Reading)**--Chris stated that the brochures for summer reading are ready to go to the printer. Children's librarian, Andrea Landis, will be tracking participation for the programs throughout the summer. Teens will have score cards to earn points and younger readers grades 1-6 will have reading log sheets to track their minutes of reading. **(grant/donation)**--Grant money from Blackford County Community Foundation (\$3,677.00) has been received for summer programming. Also, the Friends group has made a donation for items purchased for the library totaling \$800.00. **(staff training)**--Chris stated that May 20th will be the half day training for staff with members of the State Library staff providing the training at no charge. **(gutters)**--Chris reported that Tom & Paul Willmann will be checking the heat tapes in the gutters. **(ILF Conference)**--Chris stated that she attended the district 8 ILF conference in Winchester on Tuesday April 8th. **(resource sharing)**--Chris stated that she and staff member Cathy Evens would like to attend an upcoming resource sharing workshop in Indianapolis on April 25th. Shirley made the motion to approve the workshop (free) and mileage for the trip. Kenny seconded the motion. All members voted in favor and the motion passed. There was a brief discussion about the conference/mileage policy on page 14 of the handbook that may need to be reviewed in the future, but will stand as is for now. **(upcoming meetings)**--Chris stated that she will be meeting with Pam Price (with ECI Regional Planning Dist./Delaware County) in an effort to find grant sources for library projects. **(4 Blackford County)**--Chris stated that she has joined the 4 Blackford County group and is looking forward to being involved with that organization.

New Business: Chris stated that John Mitchell approached her about the library purchasing his barber shop. Documents from the Blackford County Assessor's Office with current fair market value figures were given to the board. Options for funding the purchase were discussed. Ann asked Pam to look into funding sources and report back to the board.

Claims & Checks: Claims & checks in the amount of \$25,048.32 were examined and approved by the board. Mike made the motion to approve, Lynn seconded the motion. With all members voting favor, the motion passed.

Next meeting will be May 21st at 5 p.m. in the meeting room of the library.

Approved this 21st day of May 2014.

M. Elton

Jerry Paulson

Shirley K. Miller

Lynn Glerzer

Ann Ludwig

Minutes of the May 21st, 2014 Library Board of Trustees meeting submitted by Pam Bolt, recording secretary.

ROLL: The following board members were present: Ann Ludwig, Mike Tabor, Shirley Miller, Lynn Glentzer and Jerry Poulson. Director Chris Mahon & bookkeeper Pam Bolt were also present.

MINUTES: Minutes from the April meeting were reviewed by the board. Shirley made the motion to accept the minutes as submitted. Mike seconded the motion. All members present were in favor and the motion passed.

FINANCIAL REPORTS: Financial reports for the month of April were reviewed. It was noted that an advance in the amount of \$25,823.26 was received on May 2nd and receipted into the operating fund.

CIRCULATION REPORT: Chris gave the circulation report to board members. Circulation was down overall by 354 from the same month (April) of last year. Resource sharing in the "loan out" category was up by 48 over last year. (report copy attached)

DIRECTOR'S REPORT: Chris gave the director's report. See attached outline per Chris. **Regarding item 2. & 4. (Staff Development/Children's Dept.):** As a result of the Inspire training, children's librarian Andrea Landis suggested that the library's internet policy be revised to allow children to use the internet on the patron computers located in the children's department, giving them access to Inspire (Indiana's virtual library) while using the library. Chris stated that she agreed that the policy should be changed. All board members agreed that changing the policy would be appropriate. Ann asked for a motion to change the internet policy. Mike made the motion. Lynn seconded the motion. With all members voting in favor, the motion passed. Chris will revise the wording of the policy and said policy will become a part of these minutes, documenting the changes made. **Regarding item 5. (Building Updates):** Mike ask if the heat tapes were tested. Chris stated that the heat tapes were tested by Paul Willmann and they were not in working order. The board agreed that they should be replaced before next winter. **Regarding item 7. (Strategic Plan):** The board decided that rather than form a committee, Chris should develop the long range plan. The board will then review the plan and offer input.

UNFINISHED BUSINESS:

Mitchell Property: There was discussion about the library purchasing the 360 square ft. Mitchell property adjoining the library property on the south property line. Board member Kenny Warner had met with owner John Mitchell to arrive at John's asking price. John's asking price of \$20,000.00 was discussed by the board. Documents from the County Assessor's Office state the fair market value of the property to be \$11,400.00. The matter was tabled until further information could be gathered. The board made the following list of pros & cons regarding the purchase of the property.

PROS: need it to expand, library can afford it (pay John in installments), potential revenue source (rent)

CONS: property is overpriced, building would have to be torn down

Atrium Window: Ann brought up the leaky atrium window as a matter of discussion. Staff members have found it necessary to place waste baskets along the window to catch drips during heavy rains. There is a row of bookshelves on main floor that extends all along the window. Chris will check into getting an assessment of the problem.

Library Policies: Ann asked Chris if it would be possible for her to assemble all of the library policies into one file, so board members could review them as necessary. Chris stated that she will get that done. Ann added that the mileage policy may need to be looked at again sometime in the future.

CLAIMS & CHECKS: The board examined and approved claims in the amount of \$40,175.02. Mike made the motion to approve. Shirley 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 18th at 5 p.m. in the meeting room of the library.

Approved this 18th day of June, 2014.

A. Kenneth Shaver
Michael O'Brien
Shirley A. Miller
Pat Clanning
Ann M. King
Jerry Paulson

Minutes of the June 18th 2014 Library Board of Trustees meeting submitted by Pam Bolt, recording secretary.

ROLL: The following board members were present: Ann Ludwig, Mike Tabor, Kenny Warner, Pat Clamme, Shirley Miller & Jerry Poulson. Director Chris Mahon and bookkeeper Pam Bolt were also present.

MINUTES: Minutes from the May meeting were reviewed by the board. Kenny made the motion to approve the minutes as presented. Mike seconded the motion and with all voting in favor the motion passed.

FINANCIAL REPORTS: Pam reviewed the financial reports with the board.

CIRCULATION REPORTS: Chris reviewed the circulation statistics with the board. Overall, circulation was down by 554 from May 2013 (copy attached).

DIRECTOR'S REPORT: (see attached report outline per Chris)

Regarding item #2. (AV computers) Chris presented a quote from Russ Jones for two flat screen monitors for the children's department patron area and two computers for the adult patron area that are currently still windows XP. The quote priced the two monitors at \$220.00 and the two computers at \$1,015.00. Mike made the motion to proceed with the computer equipment purchases per Russ' quote. Kenny seconded the motion and with all voting in favor the motion passed. **Regarding items #3. & #4. (Adult Services & Children's Dept.)** Current and up-coming programs were discussed. A copy of the parental permission form is attached to these minutes as record. The WOW grant proposal (pre-schoolers/1,000 books before kindergarten) was discussed. **Regarding item #5. (building updates)** The leakage/water damage issues throughout the building were discussed. Chris stated that the cause of the problem has still not been determined after talking with both Hochadel Roofing & Delaware Glass. After much discussion, Kenny will get a masonry contractor's contact information for Chris to possibly have them look at the building. Also, based on Chuck Hochadel's recommendation, Jerry & Mike suggested having a sheet metal company look at the flashing and downspouts and approach the problems in steps, thus, eliminating the possible sources of the building's water issues through the process of elimination. With regard to the grounds, Chris added that the master gardeners will be working on the plants and flowers around the building. **Regarding item #6. (policies)** The various library policies were discussed by category (Board/Library/Employee, see policy handout, attached). After discussion, all agreed that the policies should be compiled into one manual containing all three categories of policies and then be considered for board review periodically and regularly as needed. Mike also suggested regrouping the employee handbook in a more organized manner, as it appears that additions have simply been added to the end of the document. Ann asked for a motion for Chris to compile a policy manual, consisting of Library Policies, Board Policies, and the Employee Policies (handbook). Kenny made the motion. Mike seconded the motion and with all voting in favor the motion passed. Mike will work on reorganizing the employee handbook.

UNFINISHED BUSINESS: (Mitchell property) There was discussion about the purchase of the Mitchell barbershop. After discussion, Shirley made a motion to offer John Mitchell \$11,400.00 for the property (the fair market value according to Blackford County Assessor's Office officials). Pat seconded the motion. Mike abstained from voting. With all others voting in favor, the motion passed. Ann requested that Chris take this matter to library attorney Jim Forcum for review.

NEW BUSINESS: (use of yard) Chris stated that the minister of the neighboring Presbyterian Church has asked permission to use the library's (back) yard to have a picnic for Vacation Bible School and possibly other functions as well. Chris stated that Bernie Sones, the library's (Farm Bureau) insurance agent, has been consulted. The church's insurance would cover any liability. Shirley suggested checking with attorney Jim Forcum as well. With consideration to Jim Forcum's opinion, Jerry made the motion to approve letting the church use the area. Pat seconded the motion and with all voting in favor, the motion passed. **(time-clock)** There was discussion about the director not using the time clock since that position is an exempt position. After discussion, it was decided that the person in the director's position, as an exempt employee, should not have to use the employee time clock. Mike made the motion. Shirley seconded the motion and with all voting in favor, the motion passed. Chris also requested that she be allowed to arrive for work before opening time. The board approved.

Claims & Checks: Claims and checks in the amount of \$22,509.93 were reviewed and approved by the board. Mike made the motion. Shirley seconded the motion and with all voting in favor, the motion passed.

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

Approved this 16th day of July 2014.

Kimberly Linn
Michael Taylor
Shirley L. Miller
Ann Linn
Dyan Blentzer
Pat Linn

Minutes of the July 16th 2014 Library Board meeting, as submitted by Pam Bolt recording secretary.

Roll Call: Board members present were as follows: Ann Ludwig, Shirley Miller, Lynn Glentzer, Kenny Warner, Mike Tabor, and Pat Clamme. Director Chris Mahon & bookkeeper Pam Bolt were also present.

Minutes: Minutes from the last meeting were reviewed and approved by the board. Kenny made the motion to approve, Mike seconded the motion and with all voting in favor the motion passed.

Financial Reports: Pam reviewed the financial reports for the month of June. The final spring distribution was received by the library on June 26th. Also, Pam submitted the 2015 budget figures to the DLGF at the 2015 budget workshop that she and Chris attended earlier this day. The operating budget will be advertised as submitted in the amount of \$395,870.00. LIRF will be advertised in the amount of \$10,000.00. The public hearing will be August 13th and budget adoption will take place at the regular September meeting.

Circulation: Chris presented the circulation report to the board. Circulation for June was up by 565 over the same period last year.

Director's Report: (see attached handout per Chris for details, items 2-7)

With regard to the **building and grounds**, item #5, Ann asked if the neighboring church is still planning to use the library's yard for their activities as discussed at the last meeting. Chris stated that the church is still in the process of getting the library added to their insurance policy to cover the events. When that process is completed, the church minister will submit the dates of their scheduled activities. Also, Kenny gave Chris a contact number for Charles May Masonry, so the condition of the building's masonry can be assessed. With regard to the elevator, there was discussion about looking at other companies for maintaining the elevator, as opposed to upgrading the internal workings of the elevator at a price of around \$60,000.00 as proposed by Thyssenkrup Elevator. Also, in regard to the building, Chris mentioned that a bird had gotten in between the roof & ceiling in her office while she was gone. The staff called a gentleman from Pennville and he was able to get the bird out safely and unharmed at no charge. She added that there is a nesting small hawk on the flat roof outside her office windows. Regarding item #6/also listed under unfinished business, there was discussion about the organization of **library policies**. Just a reminder, Ann suggested that all members bring the information they currently have to the next meeting for a complete review. This information will be reviewed by the board at that time in preparation for compiling a policy notebook. Also, Mike gave an overview of the organizational changes that he made to the table of contents of the employee handbook and the changes that would follow through to the manual (attached). Regarding item #7, **strategic plan draft** (attached), the board reviewed Chris's outline and gave approval for her to proceed with formulating the plan, adding that the outline was very comprehensive and well stated.

Unfinished Business: There was discussion about the purchase of the Mitchell property. As reported by Chris, attorney Jim Forcum has suggested that the board have the property appraised. Chris will contact various appraisers to seek the lowest price for the service. Shirley made the motion to move ahead with allowing Chris to select an appraiser at the lowest rate available. Lynn seconded the motion and with all voting in favor, the motion passed.

Claims & Checks: The board examined and approved claims in the amount of \$26,073.06. Shirley made the motion, Pat seconded the motion and with all voting in favor, the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be August 13th at 5 p.m. in the meeting room.

Approved this 13th day of August, 2014.

Kimberly Harmon

Diana Mertzger

Pat O'Connell

Shirley K. Miller

Michael O. Thomas

Tommy McMillan

Minutes of the August 13th 2014 Library Board meeting, as submitted by Pam Bolt recording secretary.

Roll Call: Board members present were as follows: Ann Ludwig, Shirley Miller, Mike Tabor, Kenny Warner, Pat Clamme and Lynn Glentzer. Director Chris Mahon & bookkeeper Pam Bolt were also present. The sad passing of long time board member Jerry Poulson was acknowledged.

2015 Budget Public Hearing: Board President Ann Ludwig called the public hearing to order. The 2015 Operating and LIRF budgets were discussed. With no one present from the public and with the proper passage of time Ann closed the public hearing.

Minutes: Minutes from the July meeting were reviewed and approved by the board. Kenny made the motion to approve. Mike seconded the motion and with all voting in favor, the motion passed.

Financial Reports: July financial reports were reviewed.

Circulation Report: Chris reviewed the circulation statistics with the board. Overall, circulation was up for July by 169 over the same period last year.

Director's Report: (see attached handout per Chris for details, items 2-8)

With regard to topics under **item #3 (adult services)**, Chris reported that the book chosen for the November event, READ Blackford County will be *The Book Thief* by Markus Zusak. The price of the books will be \$4 each. Shirley suggested communicating with Montpelier-Harrison Township Library when ordering the books in order to get the best discount. With regard to the Professional Paranormal Investigations program, after discussion, the board suggested that due to public interest, a larger venue may be needed to facilitate the event. With regard to **item #4 (children's department)**, there was discussion about the CAPE Grant money available through the Blackford County Community Foundation and questions were asked about how much the library will be applying for to fund pre-K through third grade programs. Chris will report back to the board when she has an accurate accounting of funds available. With regard to **item #5 (conferences)**, Chris sought the boards' approval to attend the following meetings: October 2nd, Evergreen Indiana Roundtable & November 18-19, ILF Conference. Mike made the motion to approve the conferences as requested. Pat seconded the motion and with all voting in favor, the motion passed. Chris added that trustee sessions are offered if any board members would like to attend. With regard to **item #6 (building updates)**, after discussion, the board suggested having Charles May look at the gutters when he returns with lift equipment for inspecting the masonry work. Regarding **item #7 (strategic plan)**, the board needs more time to review the Long Range Plan as submitted by Chris and tabled action on the plan until next meeting. Regarding **item #8 (policy manual)**, Chris gave everyone a spreadsheet so they could indicate which documents they have or want to have pertaining to the Library Policy Manual. She will compile the Manual and make it available at the library. Also she will make copies for anyone wanting their own manual. Chris distributed a request from employee Jolene Musselman regarding the full time vacation benefits. Benefits cease to increase after 10 years/20 days and Jolene would like the board to consider extending those benefits to greater amounts for long time full time employees. Jolene also requested that Veterans' Day be added back to the full time paid holiday list. The board will consider her request if a wage committee is formed in November.

Unfinished Business:

(employee handbook) After board review, Pat made the motion to accept the reorganizational changes made to the employee handbook. Kenny seconded the motion and with all voting in favor, the motion passed.

The **Collection Development Policy** was tabled.

(Mitchell property) Chris reported that Scott Schrader will be appraising Mitchell's barbershop for the library at no cost. Mike suggested letting John Mitchell know about the boards' progress. Kenny will get in touch with John and keep him informed.

New Business:

(board opening) Chris stated that she has talked with John Rains, President of the County Council about filling the open board position. After discussion, Mike suggested getting ideas for a potential appointee from staff since they know the library patrons.

(library property) In other new business, Kenny stated that he was approached by a member of the community asking him about the library's approval of the vacant lots being used as a community flower garden. Kenny stated that the issue has never come before the board and the implication from the community member was that the proposal had already been approved by the board. Chris stated that she had discussed the project with Dave Bowman (BCCF) as a possible project but no approval was given. The board suggested that Chris contact Dave and let him know that potential future plans (expansion) would not allow that proposed use of the lots.

Claims & Checks: The board examined and approved claims in the amount of \$24,469.93. Mike made the motion to approve. Lynn seconded the motion and with all voting in favor, the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be September 17th in the meeting room of the library. (2015 budget adoption will also take place on this date.)

Approved this 17th day of September 2014.

Supra Blentzer

N. Kenneth Harris

Sherry A. Miller

Pat Quinn

Ann Ludwig

Michael O. Alor

Minutes of the September 17th 2014 Library Board meeting; submitted by recording secretary Pam Bolt.

roll call: Board members present were Ann Ludwig, Mike Tabor, Kenny Warner, Pat Clamme, Shirley Miller and Lynn Glentzer. Library director Chris Mahon and bookkeeper Pam Bolt were also present.

adoption of the 2015 budget: Pam reported that all advertising requirements have been met for the 2015 budget process and with the public hearing being held in August, the board considered the 2015 budget for adoption. Shirley made the motion to adopt resolution 2014-2 (resolution for appropriations and tax rate) as presented for the 2015 budget year. Mike seconded the motion and with all voting in favor the motion passed.

minutes of the last meeting: Minutes from the August meeting were review by the board and approved as presented. Mike made the motion. Pat seconded the motion and with all voting in favor the motion passed.

financial reports: Financial reports were reviewed by the board. Pam presented resolution 2014-3, a resolution to transfer funds in the amount of \$157.00, for board approval (copy attached). Kenny made the motion to approve resolution 2014-3. Mike seconded the motion and with all voting in favor the motion passed.

circulation report: Chris gave the circulation report (copy attached). Overall circulation was down by 1,113 (or 19.7%). Chris pointed out the numbers were down significantly in the children's department. Lynn stated that the early start for the school year no doubt made an impact on the numbers.

director's report: (see director's report handout per Chris, items 2-6) Chris distributed a handout of upcoming events (copy attached). **(adult services)** The program READ Blackford County was discussed. Also, the board decided to keep the Professional Paranormal Investigations program on site. **(children's services)** Chris will be submitting a grant for early literacy funding through the Blackford County Community Foundation for approximately \$20,000.00. Ways to utilize the grant money (programming & equipment) were discussed. Chris added that Amy will be adding a second story time beginning November 5th. **(building updates)** Charles May's work has been completed to the outside of the building. Mike explained the repairs completed by Mr. May. Also, Pat McAtee fabricated a piece of metal for the guttering issue. Mike went on to explain other issues with the building. He will be caulking some areas and pointed out that there is a problem with the back door in the children's department that needs to be addressed. Chris will call Earl Clark to look at the door as well as other repairs. Also, Mike stated that Mr. May showed him a seam in the bricks that looks weak and has some bad spots that should be repaired, but a different type of lift other than the one they had on site will be necessary for those repairs. Mike suggested that Chris get a quote for that work. There was discussion about a quote received from Gerald Dunsmore of Muncie for plaster & drywall work to the damaged areas. Two options were quoted. One totaled \$1,900.00 and the other totaled \$2,900.00. After discussion, Shirley made the motion to give the go ahead for repairs, spending no more that the top quote of \$2,900.00. Lynn seconded the motion and with all voting in favor the motion passed. Chris also told the board that she confirmed with Dave Bowman that the library property was not available for a garden project, as was questioned at the last meeting. **(Friends)** The friends will be having a book sale on September 26th. **(outside activities)** Chris stated that she will be speaking at the Rotary meeting on September 25th. She will be speaking at Wit & Wisdom when they meet in October. **(donation)** Chris stated that the library received a \$500 donation from the Opal Beymer estate.

unfinished business:

The reorganized **Employee Handbook** was discussed by the board. Mike asked if page numbers will be added. He also stated that there was a duplication of content within the personal days/pay days sections. Chris will make the changes to the document.

The **Collection Development Policy** was reviewed by the board. Shirley expressed concern with item #6 due to security issues. All agreed that the wording to that section should address homeland security issues with regard to the use of library facilities. Chris will make the changes to the document.

There was discussion regarding the **Long Range Strategic Plan**. All members agreed that Chris did a good job of putting the five year plan together. Mike made the motion to approve the plan. Pat seconded the motion. With all voting in favor, the motion passed.

Chris stated that she has not yet received the appraisal for the **Mitchell property**. Kenny has let John know that the library is moving forward with the appraisal process.

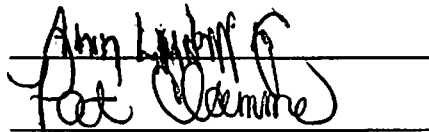
There was discussion about the **open board position**. Suggestions provided by the staff & Chris were discussed. The board gave the go ahead for Chris to call the individuals to see if any of them are interested in serving on the board. Ann added that the board/staff made a memorial donation for Jerry Poulson to the Blackford County Community Foundation in the amount of \$90.00.

new business: Chris handed out the United health Care renewal information for 2015 (copy attached). The exact same coverage that is currently in place would be offered at a 12% increase, while a comparable plan (with some changes) that is also ACA compliant would show a decrease of 26% in cost. After discussion, the board voted to accept the UHC plan that is ACA compliant with the 26% reduction in premium costs. Shirley made the motion to approve. Kenny seconded the motion and with all voting in favor the motion passed.

claims & checks: Claims and checks in the amount of \$28,389.03 were reviewed and approved by the board. Pat made the motion to approve. Lynn seconded the motion and with all voting in favor the motion passed.

With no further business to come before the board, the meeting was adjourned. Next meeting will be October 15th^{at 5 p.m.} in the meeting room of the library.

Approved this 15th day of October 2014.




Pat O'Leary



Lynn Glertzer



M. Allen



R. Kenneth Sherman

Minutes of the October 22nd 2014 Library Board meeting, submitted by Pam Bolt, recording secretary.

roll call: Board members present were Ann Ludwig, Mike Tabor, Kenny Warner, Pat Clamme and Lynn Glentzer. Also present were director Chris Mahon & bookkeeper Pam Bolt.

minutes of the last meeting: Minutes from the September meeting were reviewed by the board. Mike made a motion to accept the minutes as presented. Kenny seconded the motion & with all members voting in favor the motion passed.

financial reports: Financial reports were reviewed by the board.

circulation report: The circulation report was distributed by Chris. Overall circulation was up by 30 as compared to the same time period one year ago.

director's report: (see director's report outline per Chris, items 2-10) The program **Read Blackford County** was discussed. Chris stated that brochures are now available & Ted Leas arranged to have a write-up about the program in the News-Times. Chris reported that she submitted a **grant proposal** to the Blackford County Community Foundation to be used for early literacy development. The grant was submitted in the amount of \$17,160.00. Recipients will be notified November 24th. Chris stated that she will be meeting with Russ Jones to discuss formulating the new **Technology Plan**. Also, she met with Fred Cuthbert about rejoining the **E-rate Consortium** through the State. Internet access through the Consortium will reduce our monthly service fee from \$217.85 (current monthly rate with Comcast) to approximately \$130.00 per month. Since the last meeting, Chris reviewed that the board has decided to have Earl Clark do **repairs to the building** instead of the Muncie firm as voted & reported in the September minutes. Mr. Clark will be doing more repairs for less money than the original Dunsmore quote (see outline for details). Charles May's quote to seal the masonry joints on the east side of the building was also discussed. Chris asked the board for permission to close the library at 5:30 on the Wednesday before **Thanksgiving**. After discussion, the board voted to make closing early the Wednesday before the Thanksgiving holiday a permanent change. Mike made the motion. Pat seconded the motion & with all members voting in favor the motion passed. Chris also stated that the **Friends of the Library** will be having a books sale on Thursday October 23rd.

unfinished business:

Chris presented the revised **Collection Development Policy** to the board for approval (see outline for revisions). Lynn made the motion to adopt the policy. Kenny seconded the motion & with all members voting in favor the motion passed.

Chris stated that Scott Shrader has not gotten back with her about the completed appraisal for the **Mitchell property**. After discussion it was decided that Chris should contact Mr. Shrader one last time to see if the appraisal is available. If the appraisal is not available the board will move forward with other options, possibly hiring a commercial appraiser. Chris reported that none of the three people contacted about the **open library board position** were interested in accepting. After discussion, it was decided that Chris should contact Robert Sisson about accepting the position.

new business:

Ann suggested that the board form a **wage committee** for considering 2015 wages. The committee will consist of the following members: Ann, Mike & Shirley. Pam will prepare a worksheet for the members and provide information pertaining to what has been done in recent years.

There was discussion addressing a request made by staff member Jolene Musselman regarding adding **Veterans' Day** as a paid holiday for full time employees and increasing paid vacation beyond the current limits. Chris gave statistics from other libraries that grant more than 4 weeks for long time employees. After discussion, the board voted to add Veterans' Day as a paid holiday for full time employees, beginning Veterans' Day 2015. Pat made the motion. Mike seconded the motion & with all board members voting in favor the motion passed. After discussion, it was decided not to change the vacation schedule as set forth in the employee handbook. The possibility of adding sick days for full time employees will be discussed at a later date.

claims & checks: Claims & checks in the amount of \$35,446.48 were examined & approved by the board. Kenny made the motion to approve. Pat seconded the motion & with all board members voting in favor, the motion passed.

Being no further business to come before the board, the meeting was adjourned. Next meeting will be Wednesday November 19th at 5 p.m. in the meeting room of the library.

Approved this 19th day of November, 2014.

N. K...
Dyan Glentzer
Shirley & Miller
Ann...
Pat Clarke
M. Alor

Minutes of the November 19th 2014 Library Board meeting, submitted by recording secretary Pam Bolt.

Roll Call: Board members present were Ann Ludwig, Lynn Glentzer, Mike Tabor, Pat Clamme, Shirley Miller and Kenny Warner. Also present were director Chris Mahon & bookkeeper Pam Bolt.

Minutes: Minutes from the last meeting were reviewed by the board. Pat made a motion to approve the minutes as presented. Mike seconded the motion and with all members voting in favor the motion passed.

Financial Reports: Financial reports were reviewed with the board. Pam also presented two transfers within the operating fund to meet appropriation shortfalls. Resolution 2014-4 authorized the transfer of \$300.00 from #12 to #13 to cover a shortfall in the custodian's wage appropriation. Resolution 2014-5 authorized a transfer of \$3,500.00 from #71 to #22 to cover a shortfall in the utility's appropriation. Said resolutions will become a part of these minutes. Mike made the motion to approve both resolutions. Pat seconded the motion and with all members voting in favor the motion passed.

Circulation Report: Chris gave the circulation report stating that overall circulation was down by 180 compared to the same period last year.

(director's outline attached)

Director's Report: (Read Blackford County) Chris reported that there were twenty-eight books sold to library patrons for the Book Thief programming. (The remaining books ordered were returned to Ingram by staff member Jolene Musselman and credit was given to the account.) Only two people attended the book discussion. There was one person, Jon Oswald of the Veteran's Affairs Office, who attended the Veteran's Day program. There was zero attendance for the craft program. Three people attended the movie. **(department updates)** Staff member Amy Smith is picking up more attendees for the afternoon story time session each week. Chris stated that the A. V. department is running out of room for new material. Possible solutions are being discussed among staff members. **(e-rate consortium)** Chris stated that she has been alerted that some commitment paperwork for rejoining the consortium is already overdue. She stated that getting caught up with the process will not be a problem. With that being said, Shirley made a motion to approve a commitment to join the consortium in 2015. Lynn seconded the motion and with all members voting in favor the motion passed. **(building update)** Chris stated that Tom will be installing the heat tapes in the near future. **(policy drafts)** The board reviewed the Technology Plan as presented by Chris. The plan was prepared with input from Russ Jones, library computer tech. Noting a few needed typo corrections, the board voted to approve the Technology Plan as presented. Mike made the motion. Kenny seconded the motion and with all board members voting in favor the motion passed. The library's emergency procedure policy was also discussed and will be acted upon at a later date after certain issues such as lock down & evacuation procedures have been addressed.

Unfinished Business:

(Mitchell property) The appraisal for the Mitchell property from Loy Real Estate came in at \$8,500.00. This is lower than the County Assessor's fair market value estimate of \$11,400.00, as obtained earlier from that county office. After discussion, the board decided to make an offer of \$9,500.00 for the property, allowing the board to go up to as much as the county assessor's figure of \$11,400.00, if need be, throughout the negotiation process. Library attorney Jim Forcum will handle the paperwork for the process and Ann will sign on behalf of the board.

(open board position) Chris reported that Robert Sisson declined serving on the board. After discussion,

a list of names was compiled as possible candidates for the open board position. The board asked Chris to find out which of the candidates most use the library and contact them accordingly to see if they are interested in serving as a trustee.

New Business:

(Wage Committee) The wage committee met prior to the meeting to review 2015 wages. Ann reported that the wage committee recommended a 3% raise for all staff members for the 2015 budget year. After discussion, it was decided that funds to cover the cost of the raises will be encumbered from the 2014 budget, so as not to burden the operating fund next year. Shirley pointed out that local government units face budgetary uncertainties and raises are not always possible and they are determined by the financial health of the taxing unit. With that being said, Shirley made a motion to approve the 3% raise for all employees for the 2015 budget year. Pat seconded the motion and with all members voting in favor the motion passed.

(ILF Conference) Chris thanked the board for allowing her to attend the conference. There was discussion about sessions she attended.

(expansion possibilities) Ann distributed an article from the Indianapolis Star regarding library expansion in stages as was once suggested by the architects from Fanning-Howey. She asked board members to read the article and possibly have future discussion about this method of expansion.

~~**(executive session)** Ann stated that she would like to have an executive meeting immediately before the January regular meeting.~~

claims & checks: Claims and checks in the amount of \$34,666.92 were examined and approved by the board. Mike made the motion to approve the claims. Pat seconded the motion and with all members voting in favor the motion passed.

Ann sought suggestions for celebrating the Christmas season at the December board meeting. After discussion, it was decided that Ann will contact Phyllis Willmann about catering a Christmas dinner for the board meeting.

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

Approved this 17th day of December 2014.

M. Allen

Shirley K. Miller
Pat (Donna)

Lynne Glerzger

Ann

Ann

Director's Report –December Board Meeting

Grant Activity: On November 24, we were notified that our proposal to the Community Foundation for Early Literacy Initiatives was funded in full (\$17,160). The check was received on December 4. The AWE computers, tables, and chairs, white board, projector, and cables have been purchased. The remaining funds (\$7,500) are designated for the 1,000 Books Before Kindergarten program which Andrea will oversee. She will also submit the post-grant report. Dave Bowman, BCCF Ex. Dir., is aware of my departure and Andrea's role in the project. Russ Jones will install the white board and projector as part of his contract with us. He placed the order for the items and is monitoring delivery. Pam has a copy of the budget and will document expenditures.

On December 2, we were notified that our proposal to Women of Worth was fully funded (\$500). These dollars are restricted for the 1,000 Books Before Kindergarten program. Funding was received on December 4. Again, Andrea and Pam have the necessary paperwork, and files for both grants are in my desk drawer.

Mitchell Property: On December 4, I hand delivered the Contract for Purchase of Real Estate to John Mitchell. John did not review it in my presence, thus I have no idea of his reaction. John was not given a date by which he must respond. Copies of the contract and fair market analysis are filed in my desk drawer.

Building Maintenance: Tom Willmann has reported the heat tape was installed on the roof. Charles May advised he will repair the atrium seal joints in the spring. Earl Clark has committed to repairing the water damage in the staff room, the ceiling outside Pam's office, the original stairwell (baseboards and wall paint), the east wall in AV, and the wall over the fireplace.

E-rate Consortium: Documents have been submitted to the State Library. Our service will begin July 1; interim service with Comcast can be provided on a monthly basis. Russ Jones is fully aware of this plan and the board's action to contract with the state.

Annual Report: The report is due to the State Library by Feb 1. Pam has the link for the document and the information gathered throughout the year necessary for completion.

Board Appointments: Jim Weiseman was appointed by the County Council on December 3. His term expires December 31, 2018. Jim has the certificate of appointment and will have it notarized before returning it to the library. Kenny Warner begins a new term in January. The County Commissioners will make that appointment at their meeting on December 15. Judy Confer will forward the certificate to the library. Kenny will then be given his certificate of appointment to have his signature notarized. Once signed, copies of both certificates will be filed at the Court House, and the originals will be retained at the library.

Minutes of the December 17th 2014 Board of Trustee meeting for the Hartford City Public Library, as submitted by recording secretary Pam Bolt.

Roll Call: The following trustees were present: Ann Ludwig, Mike Tabor, Pat Clamme, Shirley Miller, Lynn Glentzer & new member Jim Weiseman. Bookkeeper Pam Bolt was also present.

Minutes of the last meeting: Minutes from the November meeting were reviewed by the board. Ann requested that her statement regarding an executive meeting (before the regular January meeting) be removed from the minutes due to the timing of the director's resignation. With that change, the minutes were approved as presented. Mike made the motion to approve. Pat seconded the motion & with all voting in favor the motion passed.

Financial Reports: Financial reports were reviewed with the board. Resolution 2014-6 was presented to the board for approval. The resolution allowed for encumbering funds from the 2014 operating budget to the 2015 operating fund budget to cover 3% payroll raises for the library staff (copy attached). Shirley made the motion to approve resolution 2014-6. Pat seconded the motion & with all voting in favor the motion passed. Pam will have the summary of all 2014 tax distributions from the county after the first of the year.

Circulation Report: November 2014 circulation was down overall by 496 as compared to November 2013.

Director's Report: Library director Christine Mahon resigned effective 12/12/2014 and provided the attached director's report for the board to review. The board reviewed her report.

Unfinished Business:

There was brief discussion about the **Mitchell property**. The board is waiting on John's response to their proposal to purchase his shop property.

The board reviewed the corrected **Emergency Plan** and voted to accept it as policy. Mike made the motion to approve. Jim seconded the motion & with all voting in favor the motion passed.

New Business:

Pam informed the board of an **Evergreen upgrade** that will affect service December 26th & 27th. Checkout of materials will be the only working function with the system during the upgrade. Things should be back to normal the following Monday. She also handed out a guide from **Karen Ainslie, ISL representative**, outlining the process for hiring a library director.

Mike stated that the board should elect **officers for 2015**. After discussion, it was determined that current officers will retain their status for 2015. They are as follows:

Ann Ludwig, President

Mike Tabor, V. President

Kenny Warner, Treasurer

Pat Clamme, Deputy Treasurer

Shirley Miller, Secretary

The board voted to approve the upcoming **Mock Caldecott workshop** for children's librarian Andrea Landis. The cost to the library is \$20.00 and Andrea will be allowed compensation for mileage to and from the event. Shirley made the motion to approve the workshop. Lynn seconded the motion & with

all voting in favor the motion passed.

After discussion, the board formed a **search committee for hiring a new director**. The committee will consist of Ann, Mike & Shirley. Mike has an updated job description for the director's position and he will work on getting the notice ready to post on the ISL website.

Claims & Checks: Claims and checks in the amount of \$29,815.66 were examined and approved by the board. Pat made the motion to approve. Mike seconded the motion & with all voting in favor the motion passed.

Being no further business to come before the board, the meeting was adjourned. Following the meeting, the board enjoyed a dinner in celebration of the Christmas season.

Next meeting will be January 21st at 5 p.m. in the meeting room of the library.

Approved this 21st day of January 2015.

M. Allen
Ann Woodman
Mike Woodman
Pat Clamme
Shirley K. Miller