

Minutes of the January 21st, 2015 Board of Trustee meeting for the Hartford City Public Library, submitted by recording secretary Pam Bolt.

Roll Call: The following trustees were present: Ann Ludwig, Mike Tabor, Kenny Warner, Pat Clamme, Shirley Miller, Lynn Glentzer, and Jim Weiseman. Also present were children's librarian Andrea Landis and bookkeeper Pam Bolt.

Minutes of the last meeting: Minutes from the December meeting were reviewed by the board. The board voted to accept the minutes as presented. Jim made the motion to accept the minutes. Shirley seconded the motion and with all members voting in favor the motion passed.

Financial reports: Financial reports for the month of December were reviewed with the board. Also, the 2014 distribution summary was reviewed (copy attached). Pam stated that the 2015 budget was certified by the DLGF in the amount of \$395,870.00. This is an increase of \$10,350.00 over the 2014 budget. The 1782 notice was sent to the DLGF on January 6th and Pam received a confirmation email on January 8th from the DLGF stating that the process is complete for the budget year.

Circulation Report: The circulation report was distributed to the board. Staff member Stephanie Hess prepared both Evergreen & Overdrive statistics for the board's review. Overall, circulation was up by 267 as compare to December 2013.

Early Literacy Grant Report: Children's librarian Andrea Landis was present to give the board an overview of the Early Literacy Grant activity so far. Please refer to Andrea's report handout and the financial recap attached. Andrea reported that Russ is working to get the equipment installed and explained that a cable (that will run along the ceiling) connecting the equipment is needed to complete the set up. Andrea explained three options for placing the cable. One option would connect the cable to a table with a pole at the south end of the room, which as Andrea pointed out, might interfere with programs and room usage. Option two would connect the cable to a pole in the south east corner of the room. The third option would connect the cable to a box on the wall and would allow the cable to be concealed until needed. After discussion, the board decided that the third option with the box on the wall would be the best solution. Andrea's report concluded with discussion about different aspects of the early literacy program.

Search Committee: Mike gave the search committee report. He stated that three resumes have been received. One applicant is from Massachusetts, one is from Ohio and the other is from northern Indiana. After brief discussion, it was stated that the search committee will meet after the conclusion of the board meeting.

Unfinished business:

Ann stated that she had received documentation of John Mitchell's rejection of the board's offer to purchase his shop. After discussion, it was decided that the board would not proceed any further with acquiring the property at the present time.

Mike reviewed the two **building issues** that have not yet been completed, but have been scheduled. First, he reviewed the work to be done to the outside of the library building by Charles May when the weather permits. He also reviewed the interior work to be done by Earl Clark. After discussion, it was decided that Mike will get a written quote from Mr. Clark outlining the work since the agreement was verbal between Mr. Clark & Christine Mahon, former director.

New business:

A contract for 2015 computer maintenance with **M & R Technology (Russ Jones)** was presented to the board for approval. The terms will remain the same as the 2014 contract. Kenny made the motion to approve the contract. Pat seconded the motion and with all members voting in favor the motion passed.

Township contracts for 2015 as prepared by attorney Forcum's office were presented to the board for approval. Mike made the motion to approve the township contracts. Lynn seconded the motion and with all members voting in favor the motion passed.

The **Board of Finance** meeting for 2015 was called to order. After review of library finances & available depositories, the board voted to make no changes to the banking arrangements currently in place. Mike made the motion. Lynn seconded the motion and with all members voting in favor the motion passed. The Board of Finance meeting was adjourned.

Claims & checks: Claims and checks in the amount of \$28,091.28 were reviewed by the board. Shirley made the motion to approve the payment of claims. Pat seconded the motion and with all members voting in favor the motion passed.

Due to a conflict in schedules, the board moved February's board meeting date to February 11th at 5 p.m. in the meeting room of the library. Pam will notify the press of the change.

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

Approved this 11th day of February, 2015.

N. Kenneth Harris
Pat Clamme
Ann Murphy
James W.
Lynn Glentzer
Shirley K. Miller
M. Elton

Minutes of the February 11th, 2015 Board of Trustee meeting for the Hartford City Public Library, submitted by recording secretary Pam Bolt.

Roll Call: The following trustees were present: Ann Ludwig, Mike Tabor, Kenny Warner, Pat Clamme, Shirley Miller, Lynn Glentzer, and Jim Weiseman. Also present was bookkeeper Pam Bolt.

Minutes: Minutes from the January meeting were reviewed by the board. Pat made the motion to accept the minutes as presented. Mike seconded the motion and with all members voting in favor, the minutes were approved.

Circulation Report: The circulation report (prepared by staff member Stephanie Hess) was distributed to the board and reviewed. For next month, the board would like to see detail on the types of materials circulated, for example, books, DVDs, audio-books, etc. within each department. Overall circulation was up by 52 over the same period last year.

Financial Reports: The financial reports for the month of January were reviewed.

Other Reports:

Children's Report: Children's Librarian Andrea Landis submitted a written report giving details about the 1,000 Books Before Kindergarten project. A copy will become a part of these minutes. Andrea will clarify questions about the use of bibliographies in the start-up kits and items that the kits will contain at the next meeting.

Search Committee Report: Mike reported that he has received a total of nine applications for the open director's position. Three of the nine are Indiana residents. The applications will be discussed by the full board during executive session immediately after the regular meeting. The board voted to set the salary range at \$37,000-\$44,000 based on work experience of the applicants. Insurance will be offered and considered separately. The motion to set the salary range was made by Jim. Shirley seconded the motion and with all members voting in favor the motion passed. After discussion, it was decided that interviews will be conducted on the 14th and 21st of March at the library.

Unfinished Business: Mike stated that he has received the quote information from Earl Clark to repair the water damage in the employee lounge area. Other parts of the building were not addressed on the quote as was previously thought. Mike will contact Mr. Clark again about the other areas in need of repair. Mr. Clark's submitted quote was in the amount of \$1,675.00.

New Business: Pat Clamme stated that she was approached by Lisa Weeks-Foy at the last book sale regarding the Library sponsoring a "children's garden" in the back of the library property. After discussion, the board asked Pam to forward the suggestion to Children's Librarian Andrea Landis for future consideration.

Claims & Checks: The board reviewed claims in the amount of \$19,245.67. Shirley made the motion to pay the claims. Mike 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.

Approved this 18th day of March 2015.



Executive Meeting of the Hartford City Public Library Board of Trustees, **February 11th, 5:45**
p.m. in the meeting room of the Hartford City Public Library.

Roll call:

Ann Lugwig
Mike Tabor

Kenny Warner
Pat Clamme

Shirley Miller
Lynn Glentzer

Jim Weiseman

Discussion: Details regarding the process of hiring a new library director were discussed by the board. No other topics were addressed at the meeting.

At the conclusion of discussion, the executive meeting was adjourned.

Minutes approved:

Ann Lugwig
Pat Clamme

Kenny Warner

M. Glentzer

Shirley Miller

Lynn Glentzer

James W.

Executive Meeting of the Hartford City Public Library Board of Trustees, **March 14th, 9 a.m.** in the meeting room of the Hartford City Public Library.

Roll call: (if this applies, names marked out were not present)

Ann Ludwig	Kenny Warner	Shirley Miller	Jim Weiseman
Mike Tabor	Pat Clamme	Lynn Glentzer	

Discussion: Interviews were conducted and details regarding the process of hiring a new library director were discussed by the board. No other topics were addressed at the meeting.

At the conclusion of discussion, the executive meeting was adjourned.

Minutes approved:

Ann Ludwig
Kenny Warner
Mike Tabor
Lynn Glentzer
Shirley Miller
Pat Clamme
M. Tabor

Minutes of the March 18th, 2015 Board of Trustees' meeting, in the meeting room of the Hartford City Public Library. Minutes submitted by recording secretary Pam Bolt.

Roll Call: Roll call show the following members present: Ann Ludwig, Mike Tabor, Pat Clamme and Jim Weiseman. Attorney Jim Forcum was present as was recording secretary Pam Bolt. Also, Mark Gabriel and Fred Price of Mainstream Fiber Networks were in attendance.

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

Financial Reports: Financial reports were reviewed by the board.

Circulation Reports: Circulation reports as prepared by staff member Stephanie Hess were ^{reviewed} ~~revived~~ by the board. There was an overall increase of 62 as compared to the same time period last year.

Mainstream Fiber Networks: Company representative Mark Gabriel gave an overview of his company. They are currently building fiber optic service through the area and wanted to make the library aware of their available services. He has been in this line of business for 10 years. They will be servicing the City of Hartford City, Montpelier, the county government offices as well as the Montpelier/Harrison Twp. Public Library. According to Mr. Gabriel, the Montpelier Library will be their first library to service. Mr. Gabriel submitted a quote to the board in the amount of \$705/month, with the possibility of recovering some of the cost through a federal grant (USAC).

Unfinished Business:

Early Literacy Initiative Grant: Andrea Landis, children's librarian, supplied the board with an updated report on the progress of the early literacy program. The report stated that she is in the final phase of planning and the program will be implemented in April. A copy of the report will be attached to these minutes as record. ✓

Building Report: Board member Mike Tabor gave a report on completed projects and upcoming work to be done on the library building. A copy of Mike's report will be attached to these minutes as record. ✓ Mike noted that the stairway landing will be more than the \$425.00 estimate because Earl Clark discovered structural damage underneath the steps and landing. Earl will be submitting an estimate for the work.

Mitchell Property: Ann stated that the John Mitchell has found a buyer for his barber shop at close to his asking price of \$20,000.00.

New Business:

E-rate: There was discussion about which fiber optic service the board should enter into contract with for the purpose of providing internet service to the library. After discussing both options (ENA/ISL Consortium through the State Library and Mainstream Fiber Networks), the board tabled action on the matter. Ann asked Pam to advertise for a special meeting following their already scheduled Saturday

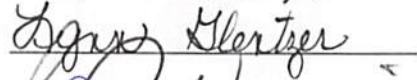
March 21st executive meeting. A vote will be taken at that meeting, giving members time to review all options.

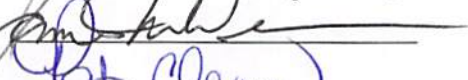
Claims & Checks: Claims and checks in the amount of \$36,328.46 were examined and approved by the board. Mike made the motion to approve. Jim seconded the motion and with all voting in favor, the motion passed.

Adjournment: Being no further business to come before the board, the meeting was adjourned. Next regular meeting will be April 15th at 5 p.m. in the meeting room of the Hartford City Public Library.

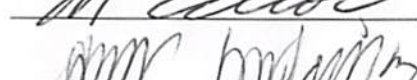
Approved this 15th day of April, 2015.

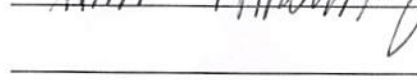












Executive Meeting of the Hartford City Public Library Board of Trustees, **March 21st, 9 a.m.** in the director's office of the Hartford City Public Library.

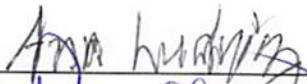
Roll call: (if this applies, names marked out were not present)

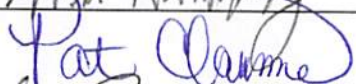
Ann Lugwig	Kenny Warner	Shirley Miller	Jim Weiseman
Mike Tabor	Pat Clamme	Lynn Glentzer	

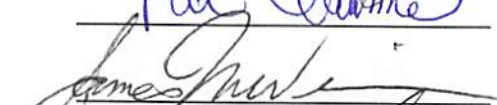
Discussion: Interviews were conducted and details regarding the process of hiring a new library director were discussed by the board. No other topics were addressed at the meeting.

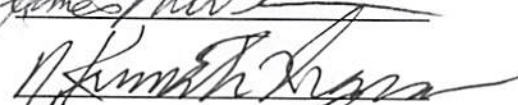
At the conclusion of discussion, the executive meeting was adjourned.

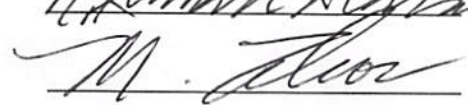
Minutes approved: 3/21/15











Minutes of the March 21st special meeting of the Hartford City Public Library Board of Trustees meeting.

Roll Call: (if applies, names marked out were not present)

Ann Ludwig Kenny Warner Shirley Miller Jim Welseman
Mike Tabor Pat Clamme Lynn Glentzer

Discussion:

Options for fiber optic internet service for the Hartford City Public Library were discussed by the board.

Board Action:

The board voted to accept service with one of the following companies to provide internet service for the Hartford City Public Library.

☒ option 1. ENA/ISL Consortium

☐ option 2. MAINSTREAM Fiber Networks

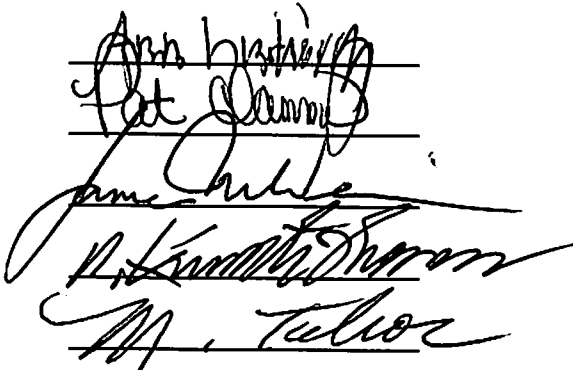
☐ option 3. Comcast on a month by month basis

The option checked indicates the company accepted by board approval.

_____ made the motion to accept. _____ seconded the motion and with all voting in favor, the motion passed.

Being no further business to come before the board at this special meeting, the board adjourned.

Minutes approved: 3/21/15



Executive Meeting of the Hartford City Public Library Board of Trustees, Wednesday **March 25th, 9 a.m.** in the director's office of the Hartford City Public Library.

Roll call: (if this applies, names marked out were not present)

Ann Lugwig	Kenny Warner	Shirley Miller	Jim Weiseman
Mike Tabor	Pat Clamme	Lynn Glentzer	

Discussion: Details regarding the process of hiring a new library director were discussed by the board. No other topics were addressed at the meeting.

At the conclusion of discussion, the executive meeting was adjourned.

Minutes approved: 3/25/15

Ann Lugwig
Shirley K Miller
Jim Weiseman
Pat Clamme
Kenny Warner
Mike Tabor

Minutes of the April 15th 2015 Hartford City Public Library Board of Trustees' meeting, minutes submitted by recording secretary Pam Bolt.

Roll call: Roll call showed the following members present: Ann Ludwig, Mike Tabor, Kenny Warner, Pat Clamme, Shirley Miller, Lynn Glentzer and Jim Weiseman. Newly appointed director Michele Ogle, News-times reporter Qais Faqiri, and bookkeeper Pam Bolt were also in attendance.

Welcome to Michele: Ann took a moment to welcome new director Michele Ogle to the library. Michele will be starting May 18th.

Minutes: Minutes from the March meeting were reviewed by the board. A spelling correction was noted. Pat made the motion to approve. Jim seconded the motion and with all members voting in favor, the motion passed.

Financial reports: The financial reports were reviewed by the board. Pam stated that she has requested an advance from the Blackford County Auditor. Library staff will be notified when funds are available.

Circulation reports: Circulation reports, prepared by staff member Stephanie Hess, were reviewed by the board. Overall, circulation was down by ~~over 400~~ ³⁶⁴ as compared to the same period last year.

1,000 Books before Kindergarten report: Pam distributed a report prepared by children's librarian Andrea Landis, outlining the final stages of implementing the program (see attached).

Unfinished business:

Building: Mike reviewed the quote from Earl Clark for work to the stairway. The quote came in at \$2,875.00 (copy attached). Ann asked for a motion to give approval of the work. Jim made the motion. Pat seconded the motion and with all members voting in favor, the motion passed. Mike also reported that Charles May will soon be ready to start on the work at the back of the building. This work has already been approved. Mike presented a quote from Gregg Cameron for replacing the flat portion of the library roof. The estimate for the work came in at \$4,235.00. After discussion and upon suggestion from Kenny, it was decided that the board will get a quote from 5-Star roofing as well.

New Business:

Michele/agreement: Mike presented an agreement of employment to Michele for her review and signature. A copy of said agreement will be attached to these minutes as record. Mike made the motion to enter into the agreement. Jim seconded the motion and with all members voting in favor, the motion passed. The agreement was signed.


Use of library grounds: Mike stated that he was contacted by Jim Forcum on behalf of Dave Williams to request using the lot behind the library during a sale. Larger items of furniture would be placed on the lot the day of the event which is scheduled for late May. Mike stated that he contacted Bernie Sones, Farm Bureau agent for the library, about the usage. Bernie stated that the library should request a certificate of insurance that also includes a "hold harmless clause" from Mr. Williams prior to the event.


Ann asked for a motion to approve the land usage with the proper insurance information to be submitted to the library board. Mike made the motion. Pat seconded the motion and with all members voting in favor, the motion passed.

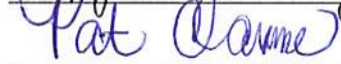
Claims and checks: Claims and checks in the amount of \$23,033.12 were examined and approved by the board. Shirley made the motion to approve. Pat seconded the motion and with all members voting in favor, the motion passed.

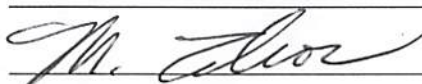
Being no further business to come before the board, the meeting was adjourned. Next meeting will be May 20th at 5 p.m. in the meeting room of the library.

Approved this 20th day of May, 2015.









Executive Meeting of the Hartford City Public Library Board of Trustees, Wednesday **April 15th** 2015 in the meeting room of the Hartford City Public Library.

Roll call: (if this applies, names marked out were not present)

Ann Lugwig	Kenny Warner	Shirley Miller	Jim Weiseman
Mike Tabor	Pat Clamme	Lynn Glentzer	

Discussion: Personnel matters were discussed by the board.

At the conclusion of discussion, the executive meeting was adjourned.

Minutes approved: 4/15/15

Shirley L. Miller
Pat Clamme

Lynn Glentzer

Jim Weiseman
Kenny Warner

M. Tabor

Ann Lugwig

Minutes of the May 20th 2015 meeting of the Hartford City Public Library Board of Trustees; minutes submitted by Pam Bolt recording secretary.

Roll call: The following members were present: Mike Tabor, Lynn Glentzer, Jim Weiseman and Pat Clamme. Also present were director Michele Ogle and bookkeeper Pam Bolt.

Mike called for a moment of silence to reflect on the sad passing of board member Kenny Warner. Although on vacation, Ann sent word requesting that a collection be taken among board & staff members for a donation to the Blackford County Community Foundation in Kenny's name.

Minutes of the last meeting: Minutes from the last meeting were reviewed by the board. Noting a typo (*reported*, should be *reporter*) the minutes were approved as presented. Pat made the motion. Lynn seconded the motion and with all members voting in favor, the motion passed.

Financial reports: Financial reports were reviewed by the board. Pam noted that the library received an advance in the amount of \$58,536.15 earlier this month from the Blackford County Auditor.

Circulation report: Pam handed out the circulation reports, prepared by staff member Stephanie Hess, for the board to review. Overall circulation was down by 217 from the same period last year. Mike expressed thanks to Stephanie for preparing the reports during the absence of a director.

Director's report: (copy attached)

--**Building update:** Michele stated that Earl Clark finished the trim work to the stairway project earlier in the day. She added that the coat rack area has a good bit of damage to the plaster. Upon Mike's suggestion, Charles May will check into possible causes for the damage when he is completing the scheduled work to the mortar joints on the back of the building.

--**Staff update:** Michele reported that staff member Stephanie Hess has submitted her resignation. Michele added that she has not yet accepted the resignation and first wants to talk with Stephanie about scheduling issues before settling the matter.

--**Technology update:** Michele stated that the process for installing **fiber optic service** to the library is moving along. Russ (Russ Jones, of M & R Technology) is arranging the electrical work for the new line. Michele told the board that she is getting **free anti-virus software** available to public libraries for the staff computers. She has found that the current software is outdated and in some cases non-existent. Michele added that the **director's PC** is having monitor problems. The computer is a seven year old all-in-one unit and would be hard to repair. She suggested a new PC at the estimated cost of \$250/\$500. Given the small amount involved, the board authorized Michele to replace the computer.

--**Summer Reading update:** Michele stated that Andrea has everything prepared for the upcoming summer reading program.

--**Custom check-in & out slips:** Michele showed the board a sample of a customized circulation receipt featuring the 1,000 books before kindergarten program. The receipts can be changed to feature

upcoming events at the library. Everyone agreed that using the feature was a good way to promote the library.

--**Friends:** Michele will be contacting the Friends organization about applying for non-profit status in order to help them increase revenue sources for funding their projects.

--**VISA card:** Upon Pam's suggestion, Michele asked the board about getting a VISA card from Citizens State Bank (for the director's use only), making it easier to register for library conferences and other events of that nature. All previous directors have had a similar bank credit card. Jim made the motion to approve a bank VISA card to be issued to Michele for library business. Pat seconded the motion and with all voting in favor, the motion passed.

--**Mitchell property:** Michele asked Pam to report to the board about recent information she had received about the barbershop property. Pam stated that Kathy Smith informed her before the board meeting that she is in the process of buying the shop from John Mitchell. Kathy wanted the board to know that the property is no longer available.

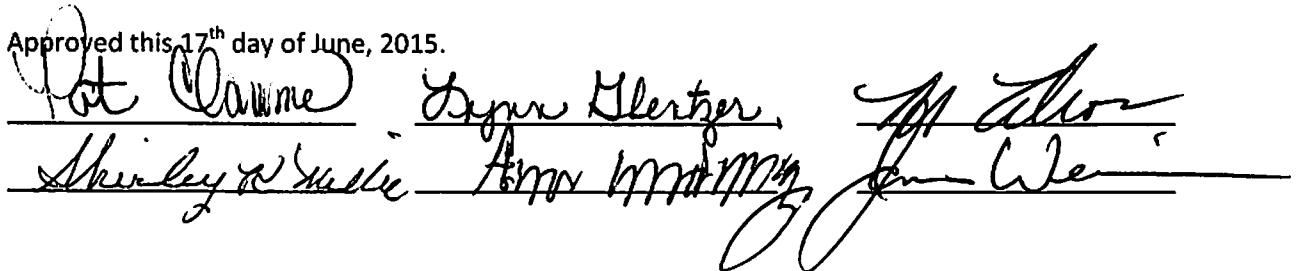
Unfinished business: Mike reviewed the two estimates on the roof repairs from Five-Star & Gregg Cameron (documents on file). After discussion, the board awarded the work to Gregg Cameron provided he supplies the board with a certificate of insurance before doing the work. Jim made the motion. Lynn seconded the motion and with all voting in favor, the motion passed. Mike also presented the hiring guide-lines document, (for hiring a library director), that he put together as a reference for future boards. Jim made the motion to approve the document. Lynn seconded the motion and with all voting in favor, the motion passed. Michele volunteered to clean up the text and get it ready for the policy manual. In light of Kenny's passing, Mike pointed out that the board should appoint a new treasurer. Pat agreed to move up from deputy treasurer to treasurer and Lynn agreed to serve as deputy treasurer. Jim made the motion to approve Pat as treasurer and Lynn as deputy treasurer. Mike seconded the motion and with all being in favor, the motion passed.

Claims & checks: Claims and checks in the amount of \$31,027.74 were reviewed by the board. Lynn made the motion to approve. Jim 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 June 17th at 5 p.m. in the meeting room of the library.

Approved this 17th day of June, 2015.

The block contains six handwritten signatures, each written over a horizontal line. From left to right, the signatures are: Pat (last name partially visible as 'Danne'), Lynn (last name partially visible as 'Gleitzer'), Jim (last name partially visible as 'Alton'), Shirley (last name partially visible as 'Wade'), Ann (last name partially visible as 'Manning'), and Pam (last name partially visible as 'Wade').

Minutes of the June 17th 2015 meeting of the Hartford City Public Library Board of Trustees; minutes submitted by Pam Bolt recording secretary.

Roll call: The following members were present: Ann Ludwig, Mike Tabor, Pat Clamme, Lynn Glentzer, Shirley Miller and Jim Weiseman. Also present were director Michele Ogle, reporter Hannah Van Ree and bookkeeper Pam Bolt.

Minutes of the last meeting: Minutes from the last meeting were reviewed and accepted by the board. Mike made the motion and Jim seconded the motion. With all members voting in favor, the motion passed.

Financial reports: The board reviewed the financial reports. Pam stated that the balance of the spring tax collection should be on schedule from the Blackford County Auditor.

Circulation report: Michele gave the circulation report. Overall Evergreen circulation was down by 412 from May of 2014. Michele explained that this is the trend in libraries everywhere and not just the case here at HCPL.

Director's report: (copy attached, pages 1-5)

Points of discussion:

department updates

- Michele informed the board that children's librarian Andrea Landis has submitted her resignation effective July 17th. Pat asked about all of the summer programs underway and Michele stated that Andrea intends to see the programs through to completion. Ann mentioned that Michele & staff should plan a reception for Andrea. After discussion, Mike requested that it be noted in the minutes that it is the consensus of the board to allow Michele as director to accept Andrea's and any future resignations without board approval.

building updates

- The board gave the go ahead for Tom to pull down some of the plaster in the coat rack area for closer inspection of the leaking in the area.
- Ann asked to be updated on the extent of the roof project since she was not present at the last meeting. Mike and Michele gave an update of the area to be repaired (the area over the elevator shaft & stairs). Michele is waiting on Mr. Cameron's insurance paperwork.

technology update

- Changes to the website were put on hold.

policy updates/revisions

- Mike wanted to add the following items to the authorization form for usage of library property as prepared by attorney Jim Forcum: 1.) prohibit parking of heavy vehicles on the lawn, and 2.) proof of insurance from the organization using library property.

director's requests

- Michele requested that the library be closed both July 3rd & 4th due to the holiday falling on Saturday. Michele pointed out that the State of Indiana government offices will be observing both days. After discussion the board voted to close both days. Mike made the motion and Jim seconded the motion. With all members voting in favor, the motion passed.

New Business:

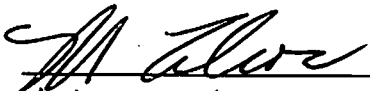
There was discussion about the open board position. After discussion, it was decided that Michele would talk to staff about potential candidates and the board would contact the appointing authority (the Blackford County Commissioners).


In reference to department update/under a., iv. from the director's report: There was discussion about filling Andrea Landis' position as children's librarian. There was also discussion about how to fill the open position in the a. v. department and what duties would remain with that job description.

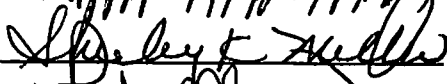
claims & checks: The board reviewed claims and checks in the amount of \$26,339.76. Jim made the motion to approve the claims and Pat seconded the motion. With all members voting in favor, the motion passed.

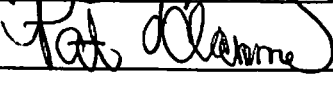
Being no further business to come before the board, the meeting was adjourned. Next meeting will be July 15, 2015 in the meeting room of the Hartford City Public Library.

Approved this 15th day of July, 2015.



 Super Clerk






Executive Meeting of the Hartford City Public Library Board of Trustees, Wednesday June 17th, 2015 in the meeting room of the Hartford City Public Library.

Roll call: (if this applies, names marked out were not present)

Ann Ludwig	Shirley Miller	Jim Weiseman
Mike Tabor	Pat Clamme	Lynn Glentzer
Michele Ogle, director		

Discussion: Personnel matters were discussed by the board.

At the conclusion of discussion, the executive meeting was adjourned.

Minutes approved: 6/17/15

Ann Ludwig
Lynn Glentzer
Shirley Miller
Pat Clamme
James Weiseman
Mike Tabor

Minutes of the July 8th special meeting of the Hartford City Public Library Board of Trustees; minutes submitted by recording secretary Pam Bolt.

Roll call:

The following members were present: Ann Ludwig, Mike Tabor, Pat Clamme, Lynn Glentzer, Shirley Miller and Jim Weiseman. Also present were director Michele Ogle and bookkeeper Pam Bolt.

New Business:

Ann called the meeting to order for the purpose of drafting responses to the complaints filed against the library board with the Indiana Public Assess Counselor regarding open door violations and final decisions at executive sessions.

The mistakes were acknowledged with regard to meeting notices and appropriate responses were discussed.


Also there was discussion that no final decision was made by the board at the March 25th executive meeting regarding the hiring of Michele Ogle as library director. Upon the advice of board attorney Jim Forcum, the board voted to retroactively hire Michele Ogle as library director, retroactive to the date of May 18th, 2015. Mike made the motion and Lynn seconded the motion. With all members voting in favor, the motion passed.

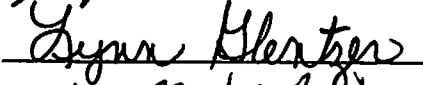
It was also noted that no final decisions were made at the June 17th executive meeting.

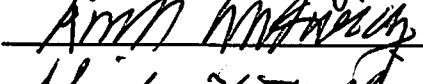
Michele will prepare the responses for submission by the 10th of July.


With no further business to discuss from the agenda, the meeting was adjourned.

Approved this 15th day of July 2015.



Lynn Glentzer


Ann Ludwig


Shirley K. Miller


Pat Clamme

Minutes of the July 15th, 2015 Hartford City Public Library Board of Trustees meeting; submitted by recording secretary Pam Bolt.

Roll call: Roll call showed the following members present: Ann Ludwig, Mike Tabor, Pat Clamme, Lynn Glentzer and Shirley Miller. Director Michele Ogle, News-Times editor Hannah Van Ree and bookkeeper Pam Bolt were also in attendance. Ann called the meeting to order.

Past minutes: Minutes from the June 17th & July 8th meetings were reviewed by the board. Pat made the motion to accept the June 17th minutes as presented. Shirley seconded the motion and with all voting in favor the motion passed. Lynn made the motion to approve the July 8th minutes as presented. Mike seconded the motion and with all members voting in favor the motion passed.

Financial reports: Pam reviewed the June financial reports with the board. She also stated that the 2016 budget workshop went smoothly. Both Michele & Pam attended the July 8th meeting with Department of Local Government Finance representative Cathy Stockhoff. Pam added that State Board of Accounts will soon be conducting the regular audit covering 2011-14.

Circulation report: Michele reviewed the circulation statistics with the board. A copy of the statistics will be attached to these minutes when filed as record. Michele noted that the children's department stats were up.

Director's report: (copy attached)

Items of discussion:

- With regard to programming, Ann stated that she was glad to see the library represented by staff members Andrea Landis & Jolene Musselman in the merchants' tent opening night of the 4-H Fair.
- With regard to the building, Tom has decided not to pull down any more plaster from the coat rack area, since no more damage is evident.
- With regard to policy revisions, there was discussion about Michele's request for two additional paid holidays for full time employees. The additions proposed by Michele are MLK Jr. Day and the day after Thanksgiving. After discussion, the issue was tabled until next month. Mike noted that it should be added in the handbook that the board approved closing early (2 p.m.) on the Wednesday before Thanksgiving. This was done last year and will continue on as a permanent change to the holiday schedule. At Michele's request, an "administrative" section for the handbook and a credit card policy resolution were discussed. These issues will be addressed at the next meeting.
- With regard to grants update, item ii (landscaping), Shirley suggested Mike Van Horn as a possible landscaper from this area.
- With regard to Amy's promotion (effective 7/20/15), Michele stated that staff will be operating shorthanded for a while. Stephanie Hess' position will be filled as circulation only instead of a tech position.

Unfinished business:

Michele stated that Judy Sadders has applied with the county commissioners to fill the **open board position**. She is the only applicant. The commissioners will appoint Judy at the next commissioners' meeting on July 20th.

Mike took over presiding the meeting as Ann needed to leave early.



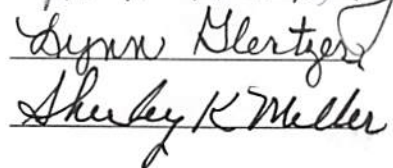
New Business:


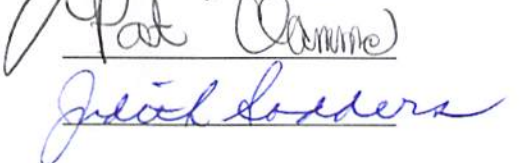
The **Evergreen Indiana Bylaws Amendment** was reviewed. Shirley made the motion to approve the amendment. Pat seconded the motion and with all voting in favor the motion passed. Michele stated that **Farm Bureau Insurance** agent Bernie Sones is looking in to liability insurance for the director and the board officers. Michele will keep the board informed. The board voted to reimburse Amy Smith's **certification fee of \$50** to be paid out of the Gift Fund. Shirley made the motion. Lynn seconded the motion and with all members voting in favor the motion passed. Michele sent cards around for the board to sign for Andrea Landis and Stephanie Hess in recognition of their **resignations**. Michele stated that the staff is having a carry-in on Friday July 17th for them. Michele shared with the board a copy of Judy Warner's note thanking the library board and staff for the **Blackford County Community Foundation donation**, made in Kenny's name. Mike requested that the board draw up a **resolution recognizing Andrea Landis' many years of service** to the library. Shirley made the motion. Lynn seconded the motion and with all voting in favor the motion passed. Mike requested that those members of the public using the **green area behind the library** make some kind of acknowledgment to the "use policy".

Claims & checks: The board examined and approved claims in the amount of \$22,503.38. 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 Wednesday August 19th at 5 p.m. in the meeting room of the library. The public hearing for the 2016 budget will also take place at that meeting.

Approved this 19th day of August, 2015.

Minutes of the August 19, 2015 regular meeting of the Hartford City
Public Library Board of Trustees:

Roll Call: Members present were the following: Ann Ludwig, Mike Tabor, Lynn Glentzer, Shirley Miller, James Weiseman, Pat Clamme and Judy Soddors. Director Michele Ogle, News-Times Editor Darrel Radford and Recording Secretary Debbie Ehrhart were also in attendance.

President Ann Ludwig called the meeting to order.

Ann welcomed Judy Soddors to board as the newest member.

Public Hearing 2016 Budget: Ann opened the public hearing for the 2016 Hartford City Public Library budget for public comment. After the proper passage of time and no public comment, Ann closed the public hearing.

Minutes: Minutes from the July 15th meeting were reviewed by the board. Shirley made the motion to accept the minutes as presented with Mike seconding the motion and followed by all voting in favor the motion was passed.

Financial Report: Michele informed the board of a large balance left in the Summer Reading Fund. The balance will be used for supplies for the Children's Department. She hopes to have the account closed by the end of September.

Our Fiber Optic Internet costs are partially covered through state fund revenue. Quarterly payments from the townships have been received. Judy asked if Washington and Jackson township residents are excluded from obtaining a card to which Michele answered, "No." Board members noted the surge in Miscellaneous Revenue in April as compared to other months thus far this year which Michele attributed to collection of overdue fees. Michele presented the Appropriations Report. The financial report was approved with the motion made by Jim and seconded by Pat with all voting in favor and the motion was passed.

Circulation Report: Michele noted that Adult Circulation is going down, particularly, non-fiction as it continues to decline. Young Adult does not currently have a number of popular authors or titles, so its numbers are down. Both fiction and non-fiction appears to be up in the Children's Department. Magazine circulation continues to hold steady. Magazine renewals and new selections were recently completed. Overdrive is doing very well according to Michele. Resource sharing is growing with Cathy sometimes devoting more time than usual toward it. Ann commented on the Ancestry.com usage. Michele pointed out that although the number is few for users, the sessions last quite long.

Programs: Michele informed the board that story time attendance remains constant. If the afternoon session continues to decline, the staff will come up with an alternative activity. Meeting Room use is doing well. U. S. Senator Joe Donnelly's office used it as a site for a Veteran's History Project. The Adult Summer Reading was successful with 66 registered and a total of 308 prize entries. A thank you card was received from grand prize winner Karen Hall. The prize consisted of a library bag, thermos cup, and ink pen all imprinted with the library logo. The 1,000 Books Before Kindergarten program currently has 46 participants. The 3 grand prize winners of the children's Summer Reading Program were posted to Facebook. Shirley questioned whether or not we ask for permission from individuals in pictures before posting them on Facebook and Michele said the permission slips were included in the registration process.

Repairs: The roof repair came in under the \$4,200.00 quote at \$4,170.25. Mike and Michele were impressed with Greg Cameron's work. He even added some repairs at no charge. Greg recommended another downspout on the back gutter. Michele will get a quote for it in the future. Greg reported that the main roof is in good condition.

Michele has looked into replacing the windows. It may not be cost effective to replace all of them, but to instead focus on the ones that open. Mike pounded the spikes back into the wooden and cement borders. Charles Mays suggested replacing the children's roof. Fixing the front doors is up in the air, for now. The Blackford County Community Foundation grant process begins next month and may be an avenue for funds for repairs.

Technology: Michele met with, Fred Cuthbert, our Fiber Optic representative, who recommended an increase in our bandwidth from 10 mb to 15 mb. The fee would increase to \$388.00 per month. We are now shutting down the WiFi at closing time due to destruction and mischief on the front steps after closing. Michele installed software on the public usage computers so downloads by patrons will be erased daily. With the audit completed by the State Board of Accounts, it was announced that Pam Bolt will not be here after August 27th. The State Board of Accounts recommended we use an Accounting Software.

The State Library is available to help provide information to board members. Michele thought it would be helpful to Judy. Shirley, Ann, Pat and Lynn, also, expressed interest in this. They will come to our library for the session. Michele will call to see if they can conduct the session at night which would last 2-3 hours.

Library Website: The library will lose its administrator's rights to its current website. Michele recommended replacing the current website through the Indiana State Library Connect IN program, which is free. We will lose our Hartfordcitylibrary.com web address, to most likely be replaced with a Hartfordcity.lib.in.gov address. Michele assured the board it will be a new and improved website. She presented a form for Ann's signature. After no discussion, Mike made the motion for this change and Lynn seconded it with all voting in favor. Michele will insert a note on our current home page of the upcoming new address when the time arrives.

Library Additions/Changes: (Holiday Policy) Mike suggested closing at noon the day before Thanksgiving and reopening at noon the day after. In

the past, we closed at two the day before and reopened at the regular time on the day after. Shirley felt we should be open on Friday for our patrons' sake. Shirley said she could see closing the day after Christmas. Ann said we should be open on Martin Luther King Day since schools will be closed for conferences (per Lynn) and we can serve, especially, children on that day. Ann did not feel that Black Friday was considered a holiday. The board discussed closing at 12:00 the day before Thanksgiving, The Board decided not to change the current paid holidays. However, they did decide to change the wording of the policy regarding holidays that fall on Sat. or Sun. They decided on Mike's language with adjustments. Michele will bring the new language to next meeting for approval.

(Introduction to Policies) When Michele brings up a point to the Board President and Vice President as presented by Mike, and they cannot agree, the issue goes before the board. Ann added that Michele would take anything up for interpretation before herself and Mike. Michele will rewrite policy according to discussion and bring to the next meeting for approval.

(Credit Card Policy)

Credit Cards:

Type of Card	Authorized User
Bank Card	Michele
Dollar General	Jolene, Cathy, Amy
Staples	Michele
Wal-Mart	Amy

New policy stipulates that every authorized user will sign an agreement indicating that they have read the policy and keep a log to be turned in monthly to director, in addition to receipts to be turned in to bookkeeper. Shirley asked if there should be more than one user for each card. Ann asked if it was wise to have that many credit cards. Michele answered there

has never abuse with the cards. Cathy seldom uses the Dollar General card but could in Jolene's absence. Michele is comfortable with the current set-up with the current employees; however, if there are changes in personnel there may be changes in policy, as well, so that stipulation was noted. The Bookkeeper balances the receipts with the card statement. After no more discussion, Mike moved to approve the policy and Lynn seconded with all voting in favor.

Accounting Software Discussion: The State Board of Accounts auditor was surprised to see we use the giant paper ledgers. She recommended we go to accounting software. It runs \$4,000 - \$6,500 for accounting features and \$1,000 in maintenance fees. Payroll would add more to it. Shirley asked if Michele could call around for reviews from other libraries on the different programs. Mike suggested Michele come back with recommendations at the next meeting. It was suggested that an all electronic system would serve the library well.

AFLAC: Brenda Rench met with Michele concerning AFLAC insurance. Deductions would be on a pre-tax basis in response to Pat's question. Pat and Shirley both agreed it was good coverage. Ann told Michele to look into it. The board postponed an insurance decision until next month.

Pat and Lynn were provided with bond forms to be signed for their duties as Treasurer and Deputy Treasurer with Pat's requiring notarization.

New Employees: Michele had one applicant for the Bookkeeper position. Pat made a motion to offer the job to Gayla Maddox which Jim seconded with all voting in favor. Pam will spend several days training Gayla next week. Pam will stay up until Aug. 27th. The board reviewed the applications from Brittany Bailey as Children's Assistant and Bailey Ellison for Circulation Desk. Upon Michelle's recommendation, Mike moved to offer employment to both of them with Pat seconding the motion and all voting in favor.

A card was passed around to sign to give to Pam. Michele reported that the staff obtained a stepping stone as a gift to her from them. Ann

suggested taking her to dinner or a gift card from the board. Judy suggested cake, cookies and punch at the library.

Darrel Radford, editor of the News-Times inquired about a FAX that was received at the newspaper office concerning an Open Door Policy violation. Michele responded that nothing was done intentionally concerning the matter and the board will confer with the Indiana State Library regarding further training. Mike added that there was not a director in place at the time. Darrel introduced himself as the new editor and offered his assistance in the future.

Claims totaling \$33,502.39 were passed out and reviewed by board members. Lynn made the motion to accept the claims and Jim seconded the motion with all voting in favor.

Debbie will from now on attend and take the minutes of the board meetings. ~~Michele requested she be paid \$30.00 per meeting for a yearly total of \$360.00. There was no discussion. Retracted.~~

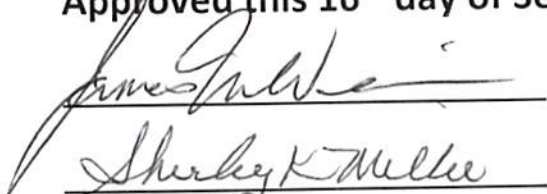
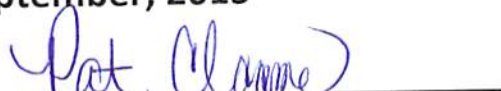
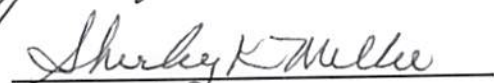

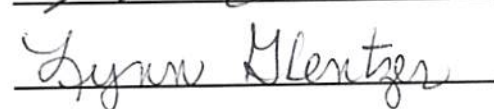
The meeting was then adjourned.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Approved this 16th day of September, 2015

	
	_____
	_____
	_____

Minutes of the September 16, 2015 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Jim Wieseman, Shirley Miller, Michael Tabor, Lynn Glentzer and Pat Clamme. Director Michele Ogle and Recording Secretary Debbie Ehrhart were also in attendance.

Vice-President Michael Tabor called the regular meeting to order in the absence of President Ann Ludwig.

Budget Adoption: After the members present signed the resolution for the 2016 budget, Lynn moved to adopt the Budget Resolution with Pat seconding the motion and with no discussion the motion passed.

Minutes: Minutes from the August 19th meeting were reviewed by the board. Jim made the motion to accept the minutes as presented. Lynn seconded the motion and with all voting in favor the motion was passed.

Financial Report: Michele reported that Evergreen Pass Thru Fund is set up so that the fines we collect on behalf of other libraries will go to them and the fines other libraries collect on our behalf will be sent to us. Michael asked what happens when we accumulate a significant amount in the fund and Michele said she would look into it.

Michele wants to keep the format of the financial report consistent with the way Pam did it. She noted that there wasn't a big drop in miscellaneous revenue. Michael asked about State Technology Grant Fund money. Michele responded that we are paying the monthly internet fee from it, effective July 1, 2015.

Appropriations: Michele announced that there is not enough money to offer insurance for officers of the Board of Trustees. She suggested we wait until the new year to transfer funds between appropriations to fund the new insurance since we did not increase the insurance appropriation. Deb Johnson of R. E. Sutton and Associates is our health insurance representative and Bernie Sones of Farm Bureau Insurance is our property

insurance representative. Michele will be notified, in the near future, of any change in price for coverage for next year for Health Insurance. Jim asked if we seek bids from other agents. Michele said she knew of one time in the past that two bids were sought regarding Health Insurance. Jim suggested bidding be opened, at the least, every other year for all insurance.

The board accepted the Financial Report.

Circulation: Adult fiction and non-fiction circulation was down a bit while video circulation had a sizable decline. The decrease was attributed to the many subscribers of Netflix, Amazon Prime and other venues for home viewing available. Michele plans to have some Young Adult series ordered, by request from patrons, to possibly boost circulation in that collection. Overdrive circulation is going extremely well, as is resource sharing. Michele brought it to the board's attention that we might have to add another delivery day to our courier service at an additional \$600.00 per year to meet the demand. Computer usage is down. Many people are using our Wifi on their phones here at the library rather than sit down at one of our desktops. Michele informed the board that we can purchase equipment to monitor how many hits there are on our Wifi if we so desire. Common Threads remains a popular activity in the meeting room and story time remains steady.

Director's Report: An additional 23 participants have signed up for the 1,000 Books Before Kindergarten program. Michele is considering applying for money from Women of Worth to purchase more books for the complimentary bags handed out at sign-up.

Building Updates: It is constantly damp around the coat rack in the hall by the meeting room. A third leak was reported above the atrium. It's not terribly bad currently; however, it could get worse during the winter months. We have emptied the bookshelves from the Adult Collection by the atrium but not in the Children's Department. Mike said when we get a bid on the roof in the back of the building, we could get a price on putting flashing up over the top of the atrium, as well. Michele said, historically, the

atrium has been a problem since its construction. She's still waiting to hear from Greg Cameron for a quote on the roof. Michele has requested that Tom remove the dead shrubs near the pine tree. The fall grant cycle process has not yet started for Blackford County Community Foundation.

The library was awarded \$2,700 for the 2016 Summer Reading Program from BCCF. The theme will be Health and Wellness which will be implemented throughout the library.

Technology: Michele is monitoring computer usage to see if we need to increase our bandwidth. Michele has installed a privacy program on the public computers so anything downloaded will be deleted when started up the next day. Michele said we should find software for the OPAC computers so patrons cannot use the internet on them since their purpose is for solely searching the Evergreen catalog. Unplugging the Wifi continues to be part of the closing procedure. E-Rate funding is available for updating our Wifi services; Michele will begin applying for this funding immediately.

Telephones: AT&T charged us a \$100.00 service fee when our Caller I.D. feature disappeared. The service technician didn't seem concerned with our problem and passed it off on the Fiber Optic firm who said their actions would not have caused the problem. It would also be nice to have voicemail for the director. ENA, which focuses on schools and libraries, also offers voice services. If they could match AT&T in fees they may be a viable alternative to AT&T. Michele will start getting quotes for ENA's services.

Door Counters: Michele brought up a door counting device to record how many people use the building even if they don't check out materials. She's looking at quotes.

Our new website has been set up, including email. The website will be live by the end of the year so we can start the new year with a new website.

Director's News: Michele met with an Indiana Bicentennial representative. Blackford is one of four counties with no recognition events

registered and in place. If no one else comes forward, chances are it will fall on the library. Michele stated that we will try to work together with the Historical Society.

There will be a training meeting for the Trustees at 4:00 p.m. on October 1st. Jim and Pat informed everyone they will be unable to attend. Ann had previously stated that she would be unable to attend.

Gayla Maddox has decided that she prefers retirement, but has been acting as a consultant to Michele while the director learns the bookkeeping. When asked if we have any applications on hand for the Bookkeeper position, on hand, Michele stated that Gayla was the only one who responded to the original advertisement. The next step will be to place an ad in the local newspaper. The other two new employees are putting in great job performances. The State Library informed Michele that paying Debbie, the recording secretary, for her duties is prohibited, therefore, her attendance at the meetings will be part of her regular work schedule.

Friends: There probably won't be a book sale sponsored by the Friends of the Library since Ruth Jennerjahn has been out of state.

Mike commended Michele on fulfilling her duties as director.

Holidays: The motion to accept the revision to paid holidays in the Employee Handbook was made by Shirley and seconded by Pat with all voting in favor.

Introductory Statement: Mike requested that we remove the first "final." Jim made the motion to accept the policy with this revision. Shirley added a second and all voted in favor.

Community Green Space: In the Authorization to Use Library Property and Indemnification form, "lawful manner" was added, as well as language indicating the receipt of the "Community Green Space Usage Policy" by the user. The Community Green Space Usage Policy will be initialed and

attached to the Authorization Policy form. Lynn moved to accept and with a second from Jim, it was passed with all voting in favor.

Fixed Assets and Purchasing Policy: Michele reported that we need a Fixed Assets Purchasing Policy and that she will work on one for the next meeting. Michael has also requested a purchasing policy for large purchases, which Michele will also work on for the next meeting. Purchase of accounting software will be postponed until a new bookkeeper is hired.

Contracts for Services: Tom currently adds six hours per month to his time sheet for grounds keeping and the use of his own materials such as machinery, tools and gasoline. Lynn pointed out that it does not qualify as comp time as it's handled now. Pat said he should clock in and out when performing this work and submit a reimbursement form for materials. He regularly works 25 hours per week, and as it is, he gets an extra 1 ½ hour per week pay whether he works the 1 ½ hour in this capacity or not. He's paid for 50 hours on one check and 56 hours on the other check per month. Pat reiterated that his hours worked over should be denoted on his time sheets and reimburse him for use of his own materials. Shirley wants to follow the labor laws and doesn't consider it comp time. Michele will have a conversation with Tom. Shirley said it appears he's being paid already for work time and the extra hours are for equipment usage. Mike asked about a contract. Shirley questioned whether or not there can be a contract with an employee for work outside of one's regular duties. Michele will talk with both Tom and the State Library to figure out how to legally compensate Tom for use of his own equipment.

Claims: Claims in the amount of \$29,441.24 were approved with a motion made by Lynn and a second from Jim. All voted, "Aye."

Pat reported that Bonham Insurance handled the bonding with a different provider for her and Lynn. It was processed online and Pat was informed that she did not have to sign it or have it notarized.

Mike mentioned the bike rack needs replacing and the library could probably get by with a smaller one.

The meeting was then adjourned.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

James Weiser
Shirley K Miller
Pat O'Brien
Ann Indray

M. Elor
Janeth Lovers
Lynn Gierzen

Minutes of the October 21, 2015 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Jim Wieseman, Shirley Miller, Lynn Glentzer, Judy Soddors, Michael Tabor, Ann Ludwig and Pat Clamme. Director Michele Ogle and Recording Secretary Debbie Ehrhart were also in attendance.

President Ann Ludwig called the meeting to order.

Minutes: Minutes from the meeting of September 16, 2015 were reviewed. Ann asked for a motion to approve the minutes after which Michael requested an amendment to the minutes: in the Budget Adoption Section he requested that "After the members present signed the resolution for the 2016 budget, Lynn moved to adopt the Budget Resolution with Pat seconding the motion and with no discussion the motion passed," be replaced with "Lynn moved to adopt the Budget Resolution with Pat seconding the motion and with no discussion the motion passed. The members present then signed the resolution for the 2016 budget." Michael then moved to accept the minutes with the revision and Jim seconded the motion and with all voting in favor the motion passed.

Financial Report: Michele informed the board that the remaining \$44.76 from Summer Reading Grant has been spent and the account has been closed. She also pointed out that we are operating the library well within our means and budget.

There will be a membership fee assessed from Evergreen starting next year.

Checks were presented to Cathy, Jolene and Andrea from our health insurance company representing a refund from UHC for 2014 premiums.

Circulation: September was a great month for Adult fiction circulation. Children's was up, as well as Overdrive, which was up by 100.

Programs: Pre-school classes were visitors to our Children's Department. Amy took the initiative to put together goody bags to hand out to the children which included information pertaining to our 1,000 Books Before Kindergarten program, Imagination Station membership, and library membership. 10 more children have enrolled in 1,000 books program. There was a pumpkin decorating activity along with a contest for prizes. The Children's Department will now hand out Silver Lining vouchers with a requirement of parents reading five books to their children to earn a voucher.

Director's Report

Building Updates: Michele shared that there are no major changes to report. John McCaffery donated his labor to paint the railing along the front steps. A wasp nest was removed from the attic. Michele has been working on purchasing a new bike rack. She hasn't heard back from the company she contacted, so, if she needs to she'll try another one. There will be slots for five bikes. Jolene requested a railing from the back of the building to the handicapped parking spaces. Judy suggested contacting Pat McAtee about making one. Shirley said the schools or city would be another contact. Michele asked Jeff Thomas from the Street Department if he wants the cement parking blocks but she hasn't heard from him about it. Michele has yet to hear from Gregg Cameron for his estimate on a new roof over the Children's Department. The BCCF 2016 grant process hasn't started yet. Michele purchased an information resource which will aid her in applying for grants.

Internet: Michele renewed our internet service at the current 10 MB level. For the 2017-2018 e-rate year we should budget more money to increase it to 15 MB. Our monthly bill will increase from \$318.00 to \$375.00. The state rebate should also be more. We are still disconnecting the Wifi at night. Shirley asked if we can just lock the Wifi but Michele said since we

give out the password and users keep it stored on their device that wouldn't prevent the problem.

Telephones: The cost of a new phone system would be less than \$5,000. Michele added that we wouldn't have as many lines. It would cost \$2,390.00 upfront with a monthly fee of \$304.00. We need two dedicated lines to stay with AT&T – one for the elevator and one for security. Michele cancelled our FAX line since it was mostly scams that came through on it. She enrolled the library in E-FAX for \$10.00 per month. Our internet filter has been updated. There will be training on Oct. 30th for it. We pay \$600.00 per year for the filter. Michele also updated the software on our microfilm reader. Michele's primary goal, currently, is to get the library's website up and running.

News: Cathy attended an Evergreen Roundtable at the Peabody Public Library in Columbia City. It was brought up that there will be an Evergreen membership fee next year which will probably be a little over \$1,000.00. She was informed of quantity purchase opportunities through the State for items such as paper.

Michele attended a meeting regarding historical buildings at Garrett Public Library. She shared with the board that the foundation stones on the outside of the building should hold up for another century. The historic architect at the workshop told her about a mildly controversial lime wash. Michele has the contact information for Indiana Landmarks & Preservation as well as the DNR Division of Historic Preservation & Archaeology. She will research how to preserve the building and see if there is any money available to help.

A book sale spearheaded by Michele was held Oct. 15-17. Nearly \$200 was raised and will be divided between material funds and the summer reading fund.

Cathy represented the library at the Triad gathering on October 21st. The library may do some coordinating with the Senior Citizens Center in the future.

Pam's old office is being given to the Friends of the Library for their use. It may be difficult to remove the desk from the room. It's undecided whether we will block off the other doorway in the office.

Unfinished Business

Policy Revisions: A revision to the Vacation Policy was presented to board members. The proposal was that leftover days of vacation should be carried over from the previous year; however, the total vacation days per year cannot exceed 25 days. The alternative would be to establish sick days for employees. Shirley asked about an unreasonable accumulation of vacation days with the rollover. Michele assured her the total could be no more than 25 days per year. The concern of employees is that one never knows when an illness might strike or a doctor's appointment become necessary and vacation days must be used to cover them. As it is, employees hold off scheduling vacation time until December. Michael brought up the idea of a Sick Leave Bank where an employee would contribute one personal day each year to offset a catastrophic illness. Michele mentioned a donation program from her previous library that was used in that kind of situation. Shirley expressed concern over how small the library staff is, and Mike stated that December is always a problem. Pat asked if the library could go to Paid Days Off. Michele also proposed a small change to vacation time earned by Regular Part-Time employees. Michele also proposed a small change to vacation time earned by Regular Part-Time employees. The reason for backing up the eligibility time for vacation to one year is to retain new employees in that classification. Policy review was tabled until next meeting, at which time Michele will present a Sick Leave and Paid Time Off policy for comparison.

Capital Assets & Inventory Policy: Michele said that the threshold set for fixed assets is \$1,000.00. Of special importance was the disposal section. The card catalog behind Jolene's desk was bequeathed to her for her many years of service by a previous library board. It is hers for the taking as soon as she can arrange the delivery to her house. Ann asked if a lot of time will be consumed toward recording the library's inventory. Michele responded that it will take some time but is necessary because it is included in our audit which occurs every four years. The motion was made by Michael and seconded by Lynn to approve the Capital Assets and Inventory Policy with all voting in favor.

Resolution to Pay Bills with Prior Approval: Michael made the motion with a second from Judy to pass the Resolution to Pay Bills with Prior Approval. There was no discussion and all voted in favor.

Purchasing Policy: Wording was changed in Item 3 from Jackson County Public Library to Hartford City Public Library. \$50,000 Threshold was changed to \$5,000. The motion was made by Jim and seconded by Lynn to approve Purchasing Policy with revisions; all voted in favor. Wording was changed from review to reviewed.

Public Records Policy: At trustee training on October 1st, it was suggested that all libraries have a Public Records Policy. The requester will fill out a form. There's been at least one request per month since July, so we need to set forth a submittal process for requestors to follow and the library to respond. Shirley made the motion to accept and Pat seconded with all voting in favor.

Operating Fund – Major Category: This would be a one- time transfer. Motion was made by Pat with a second from Michael to pass this resolution with all other members voting in favor.

Health Insurance Renewal: The eligible staff members were presented with three options and they decided they were fine with renewing the current policy. Pat made the motion to renew the plan with Shirley seconding it and all voted in favor.

Resolution to Adopt Accounting Software for Forms: Michele participated in a demonstration with Banyon Accounting Software on October 14th. She pointed out that it was the most economical and impressive of the accounting software programs and she was impressed by the demo. We have the funds for it. The annual fees would come from the Repair and Maintenance fund. We would have the ability to print checks and claim forms rather than type or write out by hand as we currently do. Since all we'll do is data entry, it will likely cut the amount of work by one-quarter. Michael moved to approve Banyon for accounting software with a second from Shirley with all voting in favor. Michael asked how soon we could have it and Michele said, hopefully, by the end of the year.

Title Change of Job Opening: Ann questioned the reaction of taxpayers if we publish the title of the job opening as Administrative Assistant. Judy felt it was broad in nature and rather than appear as assisting the director, exclusively, the person would be hired to assist the entire staff. Michele asked if "clerk" was acceptable and Ann offered "Bookkeeper/Clerk as an alternative. Pat asked if the employee would have to have knowledge of State Board of Accounts requirements and Michele said, "No that is marked as preferred knowledge but not required." That was the issue Gayla had with the position because it was more than she was expecting. Michele will balance the books at the end of each month and payroll would be a shared duty so Michele would have a back-up if needed. If we discontinue ADP the employee would also do payroll. They could pretty much set their own schedule. Hours could start out at 25 and shrink as time goes on. At the least, it would be a 20 hour, 4 day a week position.

Contract for Services: A contract for employee Tom Willmann's use of his own equipment was presented but rejected. Michele will present a corrected contract at the next meeting for approval.

Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2016 through June 30, 2017

Michael made the motion and Jim seconded to join the Indiana State Library Consortium for Public Library Internet. All voted in favor.

Resolution Authorizing Electronic Funds Transfer Judy moved to approve the resolution to authorize Electronic Funds Transfer and Lynn seconded. All voted in favor.

Resolution to Pay Bills with Prior Approval: Michael moved to approve the resolution to pay bills with prior approval and Judy seconded. All voted in favor.

Door Counter: Michele asked for approval to purchase two door counters to record the number of people entering the building and to show the peak periods. It would show that the building is a community center as much as a resource center. It is recorded with a USB which Michael wondered if

someone could remove the USB. The suggestion was tabled. Pat questioned its importance.

Salary Committee: Ann, Michael and Judy will serve on the Salary Committee. Michael asked for the current pay rate for each employee.

Claims and Checks: Claims totaling \$24,122.63 were passed out and reviewed and verified by board members. Michael made the motion to accept the claims seconded by Lynn with all voting in favor.

The meeting was then adjourned. The next meeting will be Wednesday, November 18, 2015 in the meeting room of the library.

Respectfully submitted,

Debbie Ehrhart
Recording Secretary

Jacch Soaders

Shirley K Miller

M. Talbot

Lynn Glentzer

Ann Harding

James Weiss

Minutes of the November 18, 2015 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Jim Weiseman, Ann Ludwig, Lynn Glentzer, Michael Tabor, Shirley Miller and Judy Sadders. Director Michele Ogle and Recording Secretary Debbie Ehrhart were also in attendance.

Minutes: The minutes from the meeting of October 21st were reviewed. It was noted that Jim Weiseman's name was spelled incorrectly. The motion to accept the minutes as corrected was made by Jim and Michael seconded with all voting in favor.

Financial Report: Michele reported to the board members that two townships have paid their assessments with Washington Township the one we have yet to receive.

The proceeds from book sales must be split according to the State Board of Accounts: funds from withdrawn library books return to the operating fund, while the rest will be put into the old summer reading fund. \$199.00 was taken in during last month's sale.

Our miscellaneous revenue coming in is average.

The three grants for 2015 have been closed. Michele has placed a freeze on spending until our next disbursement.

There are two training sessions remaining for Michele to learn the new accounting software.

While reviewing our SBOA audit for 2010-2014, Mike brought up paying in advance for repairs since there is sometimes a payment requested for materials. We will have to work out a policy.

Circulation Report: Circulation is holding steady.

Programs Report: The story time for children continues to draw a fantastic attendance. There was a pumpkin party with pumpkins decorated as characters from books with prizes awarded for Halloween.

Brittany went to Blackford High School to read to a Special Needs class. Pre-school classes continue visiting the library. There were numerous teens using the meeting room as headquarters on Band Tag Day.

Director's Report

Department Updates and Programs: The 1,000 Books Before Kindergarten enrollment increased by 5 for a total of 83 children. Amy has been reaching out to local pre-school students to acquaint them with the library.

Building: There are no new leaks. Michael asked Michele to call Chuck Hochadel to schedule a clean-up of leaves from the gutters.

Michele said the new bike rack has arrived and Earl Clark will install it. The drinking fountain on the main floor is out of service. DeWeese, from Warren, will come by Thursday, Nov. 19th to take a look at it.

Technology: Michele ordered and set up a new Wifi Access Point. A password is no longer required to use the Wifi. She will purchase another one to serve the Children's Department. She was pleased with the cost and the management software: it caps the amount a patron may download as well as having a built in timer so that it shuts off after hours.

Michele has started on the new website and it should be in place by Jan. 1st. It will be simple and straightforward. She is unable to access the old website to change anything on it.

Director's News/Requests: Michele attended a workshop on Public Library Bookkeeping & Annual Reports. For our annual statistics, we will pick a week in December to do a count of patrons entering the library along with reference questions to determine a yearly total.

The Technology Plan will be included in the Long-Range plan in 2017.

The annual Internet Policy will be reviewed at the next meeting.

The library must have an Internal Control Policy set up for money handling procedures. We have until June 30th to accomplish it.

New chairs for the public computers were purchased. They are easy to clean and will prevent bedbug infestation. The upholstered chairs around the reading tables will be cleaned.

Friends Update: We were unable to organize another book sale with the Friends of the Library before the end of the year. Instead, library staff will have a book/surplus equipment sale.

Unfinished Business

Michele obtained comparisons from other libraries for the Vacation/PTO/ Sick Leave Policy and presented it to the board for discussion. Members were in agreement to grant sick leave, as a benefit, however, it was undecided how many days and at what employment intervals. Of the three options brought forward, Option 3 appeared the simplest and most appealing to the board. Michele will tweak Option 3 to fit the board's requests and present at the next meeting.

Judy moved to approve the contract for Tom Willmann's use of his own equipment; Lynn seconded and all voted in favor. Michael made the motion to amend Tom's contract for use of his equipment to be \$65.00 per month rather than \$60.00 for a total of \$780.00 per year. Judy seconded the motion and all voted in favor.

New Business

Michele is reviewing the new Uniform Internal Control Standards for Indiana Political Subdivisions Policy binder which has examples of procedures that we have to have in place by June 30, 2016. The subject was tabled.

The Salary Committee would like to spend more time investigating before the next meeting, therefore, the matter was tabled.

Claims and Checks: Claims totaling \$34, 944.81 were passed out, reviewed and verified by board members. Michael made the motion to accept the claims and it was seconded by Jim with all voting in favor.

The meeting was then adjourned. The next meeting will be Wednesday, December 16th and will be a Christmas Dinner meeting with the location to be determined.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Shirley E Miller

Pat (Lanme)

Ann Haring

Pat (Lanme)

M. Elor

Janith Sanders

ORIGINAL

Minutes of the December 16, 2015 regular meeting of the Hartford City Public Library Board of Trustees:

Roll Call: Members present were the following: Jim Weiseman, Shirley Miller, Michael Tabor, Judy Soddors, Ann Ludwig, Pat Clamme and Lynn Glentzer along with Library Director Michele Ogle and Recording Secretary Debbie Ehrhart.

President Ann Ludwig called the meeting to order.

Minutes : After review, Jim made the motion to accept the minutes from the November 18th meeting with a second from Michael. All voted in favor.

Financial Report: Michele stated that the Operating Fund is currently a little low but final disbursements will come in at the end of the year.

The State Technology fund runs out in two months. After that, we must rely on own funds.

The appropriation report is off by \$5.00 but Michele still hopes to find that small discrepancy. She had to shift funds to cover the janitor's wages and the Ancestry.com fee. The library received a small refund from Comcast due to the closing of that account in July.

We have received Washington Township's 3rd quarter payment. Licking Township Trustee Chris Holtzleiter has requested the 2016 contract for that township be delivered to her as soon as possible.

Circulation Report: Numbers are doing great. Michele is weeding the Science Fiction section to make room for more area in the Young Adult section which will be a 2016 project. We are loaning out more books to other Evergreen libraries than we are borrowing from them.

Programs Report: The morning story time for children remains popular with a strong attendance. There are usually just a few at the afternoon program. The Head Start class from the Armory visits the library. Brittney is doing very well. She read to a specials needs class from the school system and is starting a junior book club at the library.

Director's Report: There were twenty children in attendance for the gingerbread house construction activity today.

We will conduct a winter adult reading program. Pedometers will be given out during the summer reading program to coincide with the "wellness" theme.

Michele is working on the second Wifi access point. Michele presented the new website which hits every state requirement.

~~Michele presented the library's new website, which hits every state requirement and demonstrated its features.~~ Delete

She designed the new logo consisting of an open book and our library's name. She's ordered magnetic calendars for our patrons.

She explained the Wowbrary service which sends e-mails to anyone registered informing them of our new materials available at a discount through the State Library. Perhaps the Friends will contribute toward this feature.

Friends Report: The Muncie Mission will pick up the leftover books and chairs from the recent book sale. Proceeds from the recent book sale were applied to accounts as appropriate. The Friends will sponsor the annual magazine sale in January.

Unfinished Business

Wording in the proposed Paid Time Off Policy was changed from 6 hours of PTO to 5 hours of PTO in the third sentence on the second page. Current full employees would have three accounts – a PTO account (active and reserve) and a Personal Day account. They would have until January 2019 to use up the days left in the Personal Day account; any days left in the Personal Time account would then be transferred to the Reserve PTO account. Michael asked if an employee left the library, would they be paid for any personal days left in their account and Michele said she wasn't sure because it is not detailed in the current manual.

Michael asked if everyone would begin with a clean slate. Michele answered yes. The active account would be based on time worked the previous year. There are no restrictions on accessing days, however, any time off must first be approved by the director. There are only a few employees with personal days accumulated by virtue of the fact they have been here for many years.

Employees with 6 months of service or less will have their PTO prorated and rounded off to the nearest day. The language will be included in the new employee

section. The policy was accepted with modifications. Michael moved to adopt the new PTO policy. Judy seconded the motion.

Salary Committee: The Salary Committee met two times. They compiled a salary schedule, as required by the State Board of Accounts, based upon job classification and years on the job. New employees will not be eligible for a raise until completing six months of employment.

There will be no more across the board raises. Before, the percentage of raise was 3%, whereas now, if a raise is appropriated, it's a step in their in classification for years on the job plus a 2% raise calculated from that new rate. The board can freeze salaries if necessary, or give only the step increase in tight years. Money will be saved next year with the change in personnel. Next year's wages will be \$7,500.00 less than this year. Experience will enter the picture of salary, raises and hourly pay. Several employees were on the same tier, so Michele distinguished them by the duties they perform on the job. One employee was improperly classified and thus is receiving an hourly wage bump on top of their step and raise. Classification codes A1, B1 and E1 were given a step plus 2% if they have worked at the library for more than one year. Michael assured the board that the schedule could be tweaked. Pat moved to adopt the Salary Schedule and Lynn seconded it. All voted in favor.

were approved \$7,500.00 more than last year.

Debbie was awarded a \$350.00 bonus for job performance in 2015 to be paid in January 2016. Michele was given a raise of \$1,000.00 for 2016.

New Business

Resolution to Transfer Funds Within the Library Category Operating Fund Major Category

\$233.00 needs to be transferred from Repair and Maintenance to Professional Service in the Other Service and Charges Fund and \$275.91 needs to be transferred from Library Assistants to Janitor in the Personnel Fund for Tom's last paycheck. The motion to transfer funds for this appropriation was made by Michael and seconded by Judy. All voted in favor

Internet Policy Review: Michele's main ^{objective} ~~objection~~ was trying to eliminate the parental permission form. Since the CIPA filter is installed, it should prevent viewing of most prohibited websites. Michele pointed out #5 on the new policy which sets standards for computer users and #6 which allows the staff to remove anyone not following the rules. The motion to adopt the revised Internet Policy was made by Mike and Pat seconded it. All voted in favor.

Ann brought up the need to elect new officers. She nominated Michael for President. Michael then nominated Ann for Vice President. Judy nominated Pat as Treasurer. Shirley will continue to serve as secretary. Shirley moved to accept the slate of officers for the coming year and Judy seconded the motion. All voted in favor.

Shirley asked how the search for a bookkeeper was coming along. Michele explained that she now has the knowledge to use the new accounting software to train a new bookkeeper and wants have an ^(Internal) ~~Internal~~ Controls Policy in place before she hires anyone. The search will begin once that is accomplished.

It was brought to the board's attention that contracts must be signed by the township trustees, Jim Forcum and Russ Jones for the coming year. Michele added that townships will be charged \$60.00 per household, the same rate as 2015, for anyone living outside the city limits. A motion was made by Pat and seconded by Judy to accept contracts from the townships.

Claims and Checks: Claims totaling \$21,756.27 were passed out, reviewed and verified by board members. Michael made to motion to accept the claims with a second from Pat. All voted in favor.

The next meeting will be January 20, 2016 at 5:00 p.m.

Respectfully submitted,

Debbie Ehrhart

Recording Secretary

Lynn Klenzger

Pat Oamano

M. Alor

James G. Miller

Frank Harding

Shirley K. Miller