

ELWOOD PUBLIC LIBRARY

124 North 16th Street
Elwood, Indiana 46036

January 11, 1984

Board of Trustees Meeting

Elwood Public Library

1. Approval of minutes from previous meeting.
2. Review December's statistics.

Old Business

1. Update on library demonstration project.
2. Reading of the part-time employee benefit rule.
3. Endowment bouchure.

New Business

1. Election of officers for 1984.
2. Raises for part-time workers, Rita and Craig. (when raises were given last Septmeber, no rate was set for these two employees.)
3. Proposal that we accept the gift of Mr. Ray, of the rooms that are currently on display in the library.
4. Correct resolution concerning transfer of funds.

The Elwood Public Library Board met Wednesday, January 11, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	absent
Edwin Pavese	present
Joeanna Winings	present
John Drumm, Director	present

Mr. Drumm gave the following monthly report:

Borrowers	4165
Incl. 8 NR	
Book Stock	41029
Circulation	4017
Information Questions	184
By phone 57	
Phonorecord Circ.	1421
Cassette Circ.	157
Poster Circ.	-
Fines & Fees	214.95
Copier	327.15
Non-Resident	170.00

The total interest received on total monies on deposit was \$2,242.20 for 1983.

Mrs. Herndon made a motion to approve the minutes from the December board meeting. The motion was seconded.

Mr. Drumm compared book circulation for '81, '82, and '83. The circulation has decreased slightly in '83. The director felt that the juvenile circulation decreased during Reading Club because a goal of so many books for each child to read was not set. Mrs. Austin reminded the board members that the school population of that age group has declined. She also pointed out that some libraries have discontinued summer reading programs and have designed a program for the spring time instead.

The director passed around a rough draft of the library service project to the 5 surrounding townships. The program would be funded by a LSCA grant. The project will be submitted by March and by the end of April we will know whether it has failed or not. If the funds are available the project will begin the first of September and last for 2 years. The proposal would take \$43-44,000 to run and this would include funds to hire a full time person, a page, and a micro-computer to operate the "books by mail" project.

Mr. Drumm stated that a part time employee must have been employed by the library for at least 1,040 hours a year for three years in order to receive part time benefits (half of full time benefits). The policy will be retroactive for those part time employees now working at the library.

Mr. Drumm read the endowment brochure to the board members. They approved of its contents so the director will finalize the brochure.

The election of officers for 1984 will be held this evening. Mrs. Copeland suggested that Mrs. Austin serve another year as president of the board. Mrs. Austin said she would accept the position if the other officers would also serve another year. Mrs. Winings made a motion for the slate of officers that served in '83 also serve in '84. Mr. Pavese seconded the motion.

Mr. Drumm stated that when raises were decided for 1984 no hourly rate was set for Craig Stiner and Rita McQuitty. Both people are part time and have been making \$3.40 for over a year and a half. Mrs. Herndon made a motion to increase their salary from \$3.40 to \$3.70 effective with the first January check. Mrs. Copeland seconded the motion.

Signatures were requested of the board members on a resolution concerning the transfer of \$1,000 from those appropriations whose funds will not be spent to the salary of librarian as was discussed at the December board meeting. Mrs. Herndon made a motion to accept the resolution. Mrs. Winings seconded the motion.

At the December board meeting the purchasing of a new typewriter for the front desk was discussed. Mr. Drumm gathered prices and found that the best deal was at Ramsay's in Tipton. The typewriter that the director is interested in is an Olivetti ET 111 for \$895.00 plus a 10% discount if we keep the Silver Reed. This typewriter can be hooked up to a computer and be used as a word processor. Mr. Conner suggested offering Ramsay's \$800 for the ET 111. Mrs. Winings made a motion to purchase the Olivetti Et111 and keep the Silver Reed. Mrs. Copeland seconded the motion.

The director received official approval of the 1984 budget. The total amount for the budget is \$141,113 as nothing was cut from the proposed budget.

Mr. Bob Ray came to the board meeting to officially present to the library the miniature houses that have been on display at the library for the last month. The generous offer would be accepted as a gift under certain circumstances: 1. while in the library the houses shall be maintained and on display; 2. will not be sold or loaned to any other organization; 3. the contents must not be taken out or added to; and 4. if the library ever finishes with the houses they must be returned to Mr. Ray's family or heirs. Mr. Ray also donated his great grandfather's Civil War books. These books are not to be loaned or sold. He gave to the library his grandmother's newspaper clippings that she had saved over the years. The library may use the clippings as they see fit. Mr. Ray also has several items that he would loan to the library for display. The gift will be marked by a plaque saying - Gift of Robert C. Ray in memory of his niece Nola. Mr. Ray has donated the appraisal of the houses and books to the library. The director and the board members warmly accepted the gifts for the library. The library's lawyer will draw up an agreement between Mr. Ray and the library concerning the gift. Mr. Drumm will present the agreement at the February board meeting.

Emma Copeland, Secretary

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Elwood Public Library.
Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Elwood Public Library, Madison County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 PERSONAL SERVICES		
#11 Librarian salary	\$1,000.00	\$1,000.00
TOTAL	<u>\$1,000.00</u>	<u>\$1,000.00</u>

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 PERSONAL SERVICES		
#12 Salary of Assistants	\$1,000.00	\$1,000.00
TOTAL	<u>\$1,000.00</u>	<u>\$1,000.00</u>

Presented to the Elwood Public Library Board read in full and adopted this eleventh day of January 1984, by the following aye and nay votes.

AYE

NAY

Emma Copeland
Betsy Herndon
Jacqueline M. Wiggins
Thomas E. Echner
Beverly J. Austin
Edwin J. Pavese

ATTEST: Emma Copeland

Emma Copeland, Secretary

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF
THE ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA,
DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE
ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD
WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY
BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT A MEETING HELD ON

DATED THIS ELEVENTH DAY OF JANUARY, 1984.

Emma Copeland
SECRETARY OF THE BOARD OF TRUSTEES
ELWOOD PUBLIC LIBRARY
ELWOOD, INDIANA

C E R T I F I C A T E

I, THE UNDERSIGNED COUNTY AUDITOR OF MADISON COUNTY, INDIANA,
HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS THAT
THE ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF PROCEEDINGS
FILED IN THIS OFFICE BY THE SECRETARY OF THE BOARD OF TRUSTEES OF
THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, WITH RESPECT
TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE APPROPRIATING BODY
OF SAID MUNICIPAL CORPORATION.

Dated this eleventh day of January 1984.

AUDITOR OF MADISON COUNTY

AGENDA

February 8, 1984

Board of Trustees Meeting
Elwood Public Library

1. Approval of minutes from previous meeting.
2. Review January's statistics.

OLD BUSINESS

1. Endowment Brochure.
2. Library Demonstration Project.
3. Acceptance of Mr. Ray's gift.

NEW BUSINESS

1. Bid for Electric heater for entrance.
2. Bids for Children's room door.
3. Copier policy.

..... Next board meeting is March 7, 1984.

The Elwood Public Library Board met Wednesday, February 8, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austinpresent
 Tom Connerabsent
 Emma Copelandpresent
 Betsy Herndonpresent
 Michael Kennedypresent
 Edwin Paveseabsent
 Joeanna Winingspresent
 John Drumm, Directorpresent

Mr. Kennedy made a motion to approve the minutes from the January board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4157
Incl. 6 NR	
Book Stock	41053
Circulation	5306
Information Questions	215
By phone	57
Phonorecord Circ.	206
Cassette Circ.	42
Poster Circ.	43
Fines & Fees	154.25
Copier	379.30
Non-Resident	230.00
VCR user's fee	167.00

The director stated that the part time personnel policy was effective as of January 1, 1984. Any part time person 18 years or older who has been employed by the library for 3,120 hours is entitled to half of the full time benefits. The policy will be retroactive for those part time employees now working at the library.

Mr. Drumm passed around the finalized copy of the endowment brochure. It was agreed that they would be handed out at the front desk of the library, at the offices of the local attorneys, and at the local banks.

The director reported his progress on the library service project. Four surrounding townships that do not receive library service will be able to do so if the LSCA grant is received. A 45% response rate after 1 year is considered successful. A draft copy will be sent to the state library for approval before the final copy is sent.

Mr. Drumm passed around the official copy of Mr. Ray's gifts to the library. The attorney also drew up an additional copy for Mr. Ray. The plaque has been engraved as a memorial to his niece.

The director said he had a bid from Bollinger's for an electric heater in the entranceway. The bid was for \$328.77. Mr. Kennedy suggested contacting Baxter's Plumbing in Tipton to see if they had an old radiator like the ones presently in the library. If an old radiator would cost more than baseboard electric heat we will go with Bollinger's.

Mr. Drumm contacted two companies to compare the cost of replacing the children's room door. A & S construction never gave this information. Arley Scott said that a new door would be \$767.60 but for \$60.00 more a door could be obtained to match the front door. Mrs. Winings made a motion to install the door that matches the front door. Mr. Kennedy seconded the motion.

Mrs. Austin read to the board members a complaint letter from Max Cook concerning the price of the library's copies. It was decided at this time to forget the complaint letter seeing the library's prices are comparable to other places in town.

A library resolution was presented to the board stating that \$30,000 is to be transferred from LIRF into the Library Operating Fund. (see attachment). This temporary loan must be repaid before the end of the year. Mrs. Winings moved the adoption of the resolution. It was seconded by Mrs. Copeland. The resolution was adopted by all the board members present.

Mr. Drumm informed the board members that he would like to hire a part time person to work those days that Rita McQuitty is not working. The director was going to interview Carolyn Keene and Ernestine Mays for the position.

The director passed around a brochure of a Bataphone. This hand held terminal can enter book orders into Baker & Taylor over the telephone by a toll free number. Mr. Drumm would like to try renting it for one year to see if it is successful. Mrs. Herndon moved to rent a Bataphone for \$325.00 a year. Mrs. Winings seconded the motion.

It was decided that there would be no charge for the local school systems when they use the video equipment and tapes.

Emma Copeland, Secretary

AGENDA

March 7, 1984

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review February's statistics.

NEW BUSINESS

1. Furnace.
2. Phone Company interested in letting Library use space in Phone Company building.
3. Library Application for State Funds.
4. State Work-Study program.
5. Annual conference.

..... Next board meeting is April 4, 1984.

The Elwood Public Library Board met Wednesday, March 7, 1984, in the library. The meeting was presided over by the vice-president, Tom Conner.

Attendance

Beverly Austin.....absent
Tom Connerpresent
Emma Copelandpresent
Betsy Herndonpresent
Michael Kennedypresent
Edwin Pavesepresent
Joeanna Winingspresent
John Drumm, Directorpresent

Mrs. Winings made a motion to approve the minutes from the February board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4204
Incl. 5 NR	
Book Stock	41207
Circulation	4827
Information Questions	179
By phone	59
Phonorecord Circ.	164
Cassette Circ.	40
Poster Circ.	29
Fines & Fees	92.32
Copier	444.65
Non-Resident	80.00
VCR user's fee	179.00

The director announced that House Enrolled Act 1313, effective upon passage by the Indiana General Assembly on February 29, 1984 included the provision that the library director may not be appointed as treasurer of the library.

Mr. Drumm gave each board member the finalized copy of the library's endowment brochure.

The director said that Baxter's Plumbing installed a steam radiator in the entranceway. The radiator was \$43.00 more, but this cost versus the cost of electricity for a baseboard heater will be less expensive in the long run. Baxter's looked at the furnace to give an estimate to see what the cost would be to connect the relief valves to the sewer. State inspectors in the past have told the library to add two relief valves on the furnace. These valves would empty on the floor if used. Baxter's would charge \$160.00 to connect the relief valves to the sewer. Mr. Drumm will contact Well's Boiler for their estimate since they originally installed the furnace.

Mr. Drumm contacted Indiana Bell concerning the disposition of their building. They said that at this time they would be able to rent the 1,000 sq. ft. L-shaped office space to the library. Within five years their technology will only need 1,000 sq. ft. at which time they will only occupy a small area of the Bell building or they will build a smaller building. The rent would be comparable and they will take into consideration that the library is a non-profit organization. The director will pursue this matter further.

The application for state aid was circulated around the table and was signed by six of the board members. The money received will be based on the library's 1984 budget.

Mr. Drumm told the board members that he received a notice that the library could hire a college student from the State's work-study program. The library would only have to pay 50% of the student's wages. The employee must be an undergraduate student and will work 40 hours or less a week. The students must have received a state grant award to be eligible. The director will find out more information about the program and will report back to the board members.

The director reported that both of the women discussed at the February board meeting were ^{not} interested in the part time position. He hired Joyce Sullivan who has worked at Leeson's for the last six years. Mr. Drumm also announced that Julie Summers will be leaving the library in April.

Mr. Drumm told the board members that he will be leaving the next day to attend the ILA conference in Indianapolis.

Mr. Kennedy moved and Mr. Pavese seconded that the meeting be adjourned. The motion was carried.

Emma Copeland, Secretary

RESOLUTION FOR ADDITIONAL APPROPRIATIONS

BE IT RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have an additional appropriation-transfer of funds to meet the extraordinary emergency now existing and it is deemed necessary to consider the following:

FROM:	Library Improvement Reserve Fund	\$995.00
TO:	3-Other SERVICES and Charges	
	36-Repairs and Maintenance	\$995.00

BE IT FURTHER RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that there is a sufficient amount of money in the funds above specified to make this appropriation, transfer and reallocation.

BE IT FURTHER RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that the above item is considered necessary and the Secretary of said Board of Trustees is authorized to send a copy of this resolution, together with the proofs of publication and the minutes of this meeting to the County Auditor for transmission to the State Board of Tax Commissioners of the State of Indiana.

The above resolution is hereby adopted this 5th day of October, 1983.

BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, ELWOOD, INDIANA

Beverly J. Austin

Betsy Stender

Emma Copeland

Jocanna M. Winige

Edwin Pavese

Michael Kennedy

C E R T I F I C A T E

I, THE UNDERSIGNED COUNTY AUDITOR OF MADISON COUNTY,
INDIANA, HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS
THAT THE ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF
PROCEEDINGS FILED IN THIS OFFICE BY THE SECRETARY OF THE LIBRARY
BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY,
INDIANA, WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY
THE APPROPRIATING BODY OF THE ELWOOD PUBLIC LIBRARY.

DATED THIS _____ DAY OF _____ 1983.

Auditor of Madison County


CERTIFICATE OF SECRETARY

RE: EXTRACT OF MINUTES OF ADDITONAL APPROPRIATIONS

I, Emma Copeland, hereby certify that I am the duly elected, qualified and acting Secretary of the Board of Trustees of the Elwood Public Library, Elwood, Indiana.

I further certify that attached hereto is an extract of the minutes concerning the resolution for additional appropriations which is necessary to meet the extraordinary emergency now existing and there is also attached hereto the original resolution concerning the additional appropriations, together with the proof of publication thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of October, 1983.



SECRETARY OF THE BOARD OF TRUSTEES OF
THE ELWOOD PUBLIC LIBRARY, ELWOOD, IN

MINUTES OF A REGULAR MEETING OF THE BOARD
OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY
BOARD, ELWOOD, INDIANA

The Board of Trustees of the Elwood Public Library,
Elwood, Madison County, Indiana, met in a regular session in the
library at 7 o'clock p.m. on the fifth day of October, 1983, there
being present Beverly Austin, Emma Copeland, Betsy Herndon,
Michael Kennedy, Edwin Pavese, and Joanna Winging.
 . Members absent were Tom Connor
 .

The meeting was called to order by Beverly Austin,
president, who presided.

Director John Drumm stated that there was to be considered at
this meeting the matter of transferring money from Library Improve-
ment Reserve Fund into 3-Other Services and Charges (Repairs and
Maintenance).

There being no taxpayers present to present their views,
a motion was made by Michael Kennedy and seconded by
Edwin Pavese that it was necessary to have the
transfer of funds to meet necessary purchases and the above
motion was prepared in the form of a resolution and is as
follows:

STATE OF INDIANA
STATE BOARD OF TAX COMMISSIONERS
201 State Office Building
Indianapolis 46204

In the matter of Additional Appropriations) No. 83482878
for: Madison County)
Elwood Public Library)

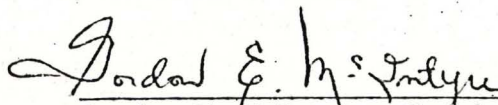
A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 10-17-83, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

<u>Fund Name</u>	<u>Requested</u>	<u>Approved</u>	<u>Denied</u>	<u>Reduction</u>
Library Improvement Reserve	\$995	\$995		

* According to the library budget manual page 75: "Library Improvement Reserve Fund disbursements should be made directly from the Library Improvement Reserve Fund. LIRF appropriations should not be transferred to the Library Operating Fund before expenditure.

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 10-5-83

STATE BOARD OF TAX COMMISSIONERS

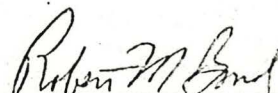

Gordon E. McIntyre, Commissioner

STATE OF INDIANA
OFFICE OF THE
STATE BOARD OF TAX COMMISSIONERS

I, Robert M. Bond, Secretary of the State Board of Tax Commissioners, do hereby certify that the above is a full, true and complete copy of the order of this Board made this date in the above entitled matter.

WITNESS MY HAND and seal of the Board on this the 20th day
of October, 19 83 .

bms


Robert M. Bond, Executive Secretary

received

10/22/83

RESOLUTION FOR LIBRARY APPROPRIATION

BE IT RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have a transfer of funds to meet necessary expenses and it is deemed necessary to consider the following:

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000

TO: LIBRARY OPERATING FUND \$30,000

BE IT FURTHER RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that there is a sufficient amount of money in the funds above specified to make this transfer and reallocation.

The above resolution is hereby adopted this eighth day of February, 1984.

BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, ELWOOD, INDIANA

BY:

Michael Kennedy

Beverly J. Austin

Emma Copeland

Betsy Gordon

Joanna M. Henning

_____ "

which resolution duly passed and unanimously carried and signed by all board members present.

This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

Emma Copeland, Secretary
Emma Copeland, Secretary

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTTES OF THE
ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA, DO HEREBY CERTIFY
TO THE AUDITOR OF MADISON COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF
THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY
THE LIBRARY BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT THE MEETING HELD
ON

DATED THIS EIGHTH DAY OF FEBRUARY , 1984.

Emma Copeland, Secretary
SECRETARY OF THE BOARD OF TRUSTEES
ELWOOD PUBLIC LIBRARY
ELWOOD, INDIANA

C E R T I F I C A T E

I, THE UNDERSIGNED AUDITOR OF MADISON COUNTY, INDIANA, HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS THAT THE ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF PROCEEDINGS FILED IN THIS OFFICE BY THE SECRETARY OF THE BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE APPROPRIATING BODY OF SAID CORPORATION.

DATED THIS EIGHTH DAY OF FEBRUARY , 1984.

AUDITOR



Solomon/Jones

Dealers in Fine Antiques

3310 E. 86th • Indianapolis, Indiana 46240 • (317) 844-5553

Mr. Robert C. Ray
243 New Lancaster Rd.
Elwood, In.


Dec. 30, 1983

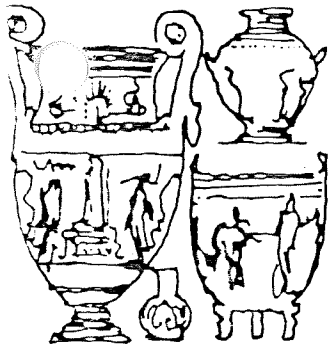
APPRAISAL

The following are the current fair market values for the items listed:

Set of books (16 vols) "Official Records of the War of the Rebellion"
Pub. under the direction of John D. Long, Secretary of the Navy, and
by Prof. Edward K Rawson, July 31, 1894, printed by the Washington
Gov. office, 1897. These books have maps & illustrations by J.
Muller. \$ 500.00 set

In my opinion this is a true and accurate appraisal.


Phillip B. Solomon, Asso.,
American Soc. of Appraisers
Member, Mid. Am. Antique Appraisers Asso.



Solomon/Jones

Dealers in Fine Antiques

3310 E. 86th • Indianapolis, Indiana 46240 • (317) 844-5553

December 30, 1983

Mr. Robert Ray
243 New Lancaster Rd.
Elwood, Indiana

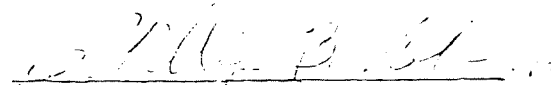
APPRAISAL

The following are the current fair market values for the items listed.

4 Miniature rooms, approx. 30" w. x 12" x 18", circa 1850's, Venetian room,
Trench lining room, English Antique shop, Russian music room,
Contains antique and reproduction objects
Customer made backgrounds by Mr. Ray

lot/ ; 5,000.00

In my opinion this is a true and accurate appraisal



Phillip E. Solomon, Assoc.,
American Society of Appraisers
Member, Mid-American Antique Appraisers Assoc.

AGENDA

April 4, 1984

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review March's statistics.

OLD BUSINESS

1. Books-by-mail application.
2. Follow up on telephone building.

NEW BUSINESS

1. PERF - should be able to pay them all that we owe next year.
2. Annual Report for 1983
3. National Library Week programs.

.....next board meeting is May 2, 1984.

The Elwood Public Library Board met Wednesday, April 4, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austinpresent
 Tom Connerabsent
 Emma Copelandpresent
 Betsy Herndonabsent
 Michael Kennedypresent
 Edwin Pavesepresent
 Joeanna Winingsabsent
 John Drumm, Directorpresent

Mr. Kennedy made a motion to approve the minutes from the March board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4230
Incl. 2 NR	
Book Stock	41341
Circulation	5409
Information Questions	260
By Phone 53	
Phonorecord Circ.	259
Cassette Circ.	22
Poster Circ.	15
Fines & Fees	192.72
Copier	387.40
Non-Resident	30.00
VCR user's fee	215.00

Mr. Drumm announced to the board members that he has finished and delivered the books-by-mail project. The director gave a complete run down of the project. \$45,673 is needed to finance the project for the first year. The main purpose of the books-by-mail project is to give service to an area without library service and this would give 14,151 people library privileges. There were 20 grant applications submitted with only 3 that applied for extension of library service, but nothing will be known until July. The library will distribute to each household a newsletter every six weeks, special bibliographies, and a rating form. Two part-time adults and a page will be used to run the project. Part of the project's budget will be used to purchase a micro computer system which will be a great aid in the efficiency of the project. Mr. Bucove of the Anderson Library submitted a letter of support where they would have borrowing privileges for those townships involved.

The director told the board members that a gentleman from the real estate office representing Indiana Bell took him on a tour of the telephone building. They felt that the electronic switch guard will begin in 1985 and the first floor will be entirely vacant in 1986. Initially a 1,000 sq. ft. area will be available to rent. The real estate agent has contacted the Chamber of Commerce to find out what local office space is rented for. The library and Indiana Bell will keep in touch.

Mr. Drumm reported that he called PERF to see what the library's deficit is. Presently the library owes the retirement fund \$8,940 which is down from the deficit of \$30,000 owed last year. The library will pay \$4,775 in a lump sum this year and next year there will be a small amount left to pay. The library has done a remarkable job in reducing this deficit.

National Library Week is the week of April 9-14th. Monday evening the director will give a talk on how to use the library. Senior Citizen's Day will be held Tuesday afternoon. Wednesday the local chapter of M.A.D.D. will present an informative talk on their objectives. The last event of the week will be Saturday when the children's library will hold a book swap for the kids.

Mr. Drumm passed around the Bataphone which is a hand held terminal used to order books directly over the telephone on a toll free number.

Emma Copeland, Secretary

AGENDA

May 2, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review April's statistics.

OLD BUSINESS

1. Inform on the rental rate of the office space of the telephone building.
2. Annual report for 1983.

NEW BUSINESS

1. Report on recent library audit.
2. Explore cost of new copying service.
3. Library budget meeting in May.
4. Letter to City Council for new board member.
5. Introduce new library page.

.....next board meeting is June 6, 1984.

The Elwood Public Library Board met Wednesday, May 2, 1984, in the library. The meeting was presided over by the vice-president, Tom Conner until the president, Beverly Austin arrived.

Attendance

Beverly Austin present
 Tom Conner present
 Emma Copeland present
 Betsy Herndon present
 Michael Kennedy present
 Edwin Pavese present
 Joeanna Winings present
 John Drumm, Director present

Mr. Pavese made a motion to approve the minutes from the April board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrower	4246
Incl. 2 NR	
Book Stock	41461
Circulation	4948
Information Questions	169
By phone	63
Phonorecord Circ.	196
Cassette Circ.	44
Poster Circ.	4
Fines & Fees	92.65
Copier	336.70
Non-Resident	30.00
VCR user's fee	90.00

The director reported that the new door for the children's room is due to be installed at the end of May.

Mr. Drumm received a letter from Indiana Bell in reference to the library's leasing of their office space. Mike Farrer, the library's lawyer, told Mr. Drumm to ask for the lease at which time he will look it over and then proceed with negotiations. The rent for 1,066 sq. ft. area is \$245 a month for a five year period. The rent is guaranteed for this period and Indiana Bell will pay utilities. Mrs. Winings made a motion to give Indiana Bell the intention that we are interested in the lease. Mrs. Copeland seconded the motion.

The director gave the board members a booklet which contains all of the pertinent facts from the 1983 annual report. The booklets will be available for all library patrons.

It was reported that the library recently underwent an audit by the State Board of Tax Commissioners. All financial records were found to be in perfect order.

Mr. Drumm explained to the board members that our xerox machine's maintenance agreement will be increasing 10% each year because the machine is no longer under warranty. The director spoke with a Xerox representative to discuss the purchase of a new machine. He was given information on three copiers in the MARATHON series. Copier 1035 is designed with a capacity to run 10,000 copies versus our current copier's capacity of 2,000 copies. The cost of the machine is \$4,195 with a \$400 government discount and a \$319 trade in. This machine can make copies in six different sizes. Service contracts will begin at \$150 a year. The next size machine is the 2830 which has an 8,000 copying capacity and with all discounts would be \$2376. The smallest machine that was offered is the 1020 which has a 6,000 copying capacity and sells for \$1476. All of these machines are superior to our present copier. The board members will consider the information that was presented and it will be discussed at a later board meeting.

The library's budget meeting will be May 15th in New Castle. Mr. Conner expressed interest in attending the meeting along with Mr. Drumm.

The director presented a letter to Mr. Pavese, president of the City Council, concerning the council's appointment of a board member to replace Mr. Kennedy. Mr. Drumm submitted the following names for the council members consideration: Mike Farrer, Harry Beeman, and Ranny Simmons. The term will be from May 1984 to May 1988.

Mr. Drumm announced that Scott Leisure has been hired to replace Julie Summers as a library page.

Emma Copeland, Secretary

AGENDA

June 6, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review May's statistics.

OLD BUSINESS

1. Report on library's PERF account-Mr. Cherry from PERF will be present to explain.
2. Lease for Bell building.
3. Cost of new copier.
4. Library budget meeting.

NEW BUSINESS

1. Cost of new carpet runner for entranceway and back stairs.
2. Planning next year's budget. (Appoint a budget committee.)

...next regular board meeting is July 5, 1984.

The Elwood Public Library Board met Wednesday, June 6, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin present
 Tom Conner present
 Emma Copeland present
 Betsy Herndon absent
 Edwin Pavese present
 Joeanna Winings present
 John Drumm, Director present

Mr. Pavese made a motion to approve the minutes from the May board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers4238
 Incl. 7 NR
 Book Stock40641
 Circulation4575
 Information Questions174
 By phone 53
 Phonorecord Circ.136
 Cassette Circ.18
 Poster Circ.1
 Fines & Fees176.75
 Copier265.25
 Non-Resident100.00
 VCR User's Fee70.00
 Lamination3.00

Mr. Drumm opened the discussion of the library's retirement fund by introducing Mike Cherry, a representative from PERF. Also present for the discussion was Jim Wilson who came in place of the library's attorney, Mike Farner, who had previous plans for the evening. A letter was recently sent from PERF stating if the library would pay a lump sum of \$8,803.15 before June 1984 this would currently clear any deficit in the library's account and bring the percentage of money owed each quarter down from 15% to 9.5% of the library's salaries. The library currently has \$4,775 budgeted to PERF to apply towards the deficit. Mr. Cherry felt that this lump sum payment plus the 15% of salaries each quarter should take the library out of the deficit until the next retiree. He suggested that we budget a certain amount to pay PERF which would enable the library to get ahead through pre-funding. The pre-funding would help to build up the account so that the library doesn't fall into the same predicament with the next two potential retirees, Margaret Stiner and Frances Robertson.

The Elwood Public Library Board met Wednesday, June 20, 1984, in the library in order to discuss the 1985 budget. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin present
Tom Conner present
Emma Copeland present
Michael Farrer present
Betsy Herndon present
Edwin Pavese present
Joeanna Winings present
John Drumm, Director present

Mr. Drumm presented to the board members a paper concerning the budget appropriations for 1985. Listed were those budget items that will increase in the total known amount of \$6,655. The director also gave some appropriations that will be able to be reduced in 1985 due to two staff members shifting from full time to part time.

The director also listed three items that may be considered for the 1985 budget. A new roof on the flat area of the library's roof. A new Xerox machine to replace the current machine. If the board accepts Indiana Bell's lease then \$3,000 must be appropriated in the 1985 budget. Mr. Drumm will know by the end of July if the books-by-mail proposal has been turned down.

Before the board members discussed salaries for 1985 Mr. Drumm explained that every position in PERF is covered except for the janitor. The director suggested putting a part of his salary aside for janitorial work. This would help the library for we would not have to pay the 15% of that salary. Mr. Farrer announced that although it might not please PERF to handle Mr. Drumm's salary in such a manner it certainly isn't illegal.

Tom Conner moved that the staff, excluding the director be given a 7% wage increase with Lynn Ischay receiving an additional \$250.00 for her bookkeeping duties. Joeanna Winings seconded. The motion carried.

Tom Conner moved that the director receive \$2,100.00 as assistant janitor together with his present salary remaining at \$16,900. Joeanna Winings seconded. The motion carried.

Mr. Farrer explained the lease from Indiana Bell to the board members. The lease said the library must use the space for record storage (may use for other things on consent). The office space (1,066 sq.ft.) can be leased for \$250 a month. Mike Farrer pointed out some options in the lease that the board members might want to consider changing. The Indiana Bell lease will be discussed further at the regular board meeting, July 5th.

Mr. Conner moved and Mrs. Winings seconded that the meeting be adjourned. The motion was carried.

Emma Copeland, Secretary

The director informed the board members that Indiana Bell has not returned the lease yet and there is no new information to relate.

The discussion about the purchasing of a new copier has been postponed until a later date.

The Library Board as a budget committee will meet June 20th at 7 p.m. to discuss salaries and other figures in preparation for the 1985 budget.

Mr. Drumm explained the need for a new carpet runner for the front steps and for the back steps leading to the children's room. The cost of the special NOMAD runner is \$1,143. After much discussion it was decided that this cost seems high and perhaps Mr. Drumm could find a better value for the runners.

The director reported that with the summer hours there has been an increased number of kids that are loitering or have been left at the library for the staff to serve as babysitters. Mr. Drumm was seeking permission to ask a child to leave if he has spent several hours in the library and does not seem to have a purpose. The board agreed that the library need not serve in the babysitting capacity.

Emma Copeland, Secretary

AGENDA

July 15, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review June's statistics.

OLD BUSINESS

1. Indiana Bell lease-continue discussion.
2. Cost of new carpet runner for entranceway and back stairs.
3. Set date for budget meeting in July.

NEW BUSINESS

1. Vacation policy
2. Grievance policy.
3. Termination policy.
4. Report on the puppet show that will perform at the library.

. . . next regular board meeting is August 8, 1984.

The Elwood Public Library Board met Thursday, July 5, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin present
 Tom Conner present
 Emma Copeland present
 Mike Farrer present
 Betsy Herndon present
 Edwin Pavese present
 Joeanna Winings present
 John Drumm, Director present

Mr. Conner made a motion to approve the minutes from the June board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4253
Incl. 16 NR	
Book Stock	40746
Circulation	6363
Information Ques.	104
By phone 46	
Phonorecord Circ.	206
Cassette Circ.	13
Poster Circ.	5
Fines & Fees	185.40
Copier	254.60
Non-Resident	160.00
VCR User's Fee	66.00
Interest	156.32

Mr. Drumm announced that he has written, with the help of Mike Farrer, a counterproposal to Indiana Bell asking for an initial two year lease with the option of renewing ten times. The director has received a letter from Indiana Bell stating they will lease the 1,066 sq. ft. office space for a five year period with possible renewal every two years for the next twenty years. The rent is only fixed for the first five years. The library has the right of first refusal if extra space is offered. Mr. Drumm told the board members it would be difficult financially to begin the lease before January 1, 1985, since we do not have this amount in the 1984 budget. There was a question concerning a raise in rent which can be counterattacked if it differs from the \$245 quoted in the first lease.

The director informed the board members that he will not be receiving any budget figures from the County before July 16th. He will not be able to continue until these figures are mailed out. August 1st was the date set for the next regular board meeting and also to finish discussing the 1985 budget. Information concerning the acceptance of the Books-by-mail project should be received the last week of July 1984.

Mr. Drumm announced that discussion concerning the purchase of a carpet runner for the entranceway and the back staircase should be postponed until we know what our financial status is going to be. The director did find out that Indiana Flooring in Anderson offers the same flooring for \$743.70 which is less than Duo Supply's price of \$1,143.

The director read from the minute book the board's decision concerning the vacation policy which was discussed at the September board meeting 1983 and approved at the October board meeting. The October minutes read as follows, "After much discussion Mr. Kennedy made a motion to award four weeks of vacation to full time employees who have worked at the library for twenty years." Since this motion has gone into effect Mrs. Stiner has brought up the question of vacation accrual. She has come in front of the board to see if a full time person takes a leave of absence then returns to work part time which later leads into full time, how is this time to be counted. Mrs. Stiner feels it is important for the board to decide since this effects the benefits an employee receives. She said her main concern was that of seniority. Mr. Farrer tabled the discussion until Mr. Drumm could gather seniority policies that are in effect at the surrounding libraries. The rest of the board agreed to table the discussion.

Mr. Drumm's next item of business was to present a written grievance and termination policy for the board to consider. Both policies have always been followed, but neither have been in written form for the employees.

Mr. Drumm announced that a traveling puppet show sponsored by South East Indiana ALSA will be entertaining at the library July 27th for the public. The library paid a \$100 fee for the entertainment and they are also responsible for their evening meal and lodging of the troupe.

Mr. Conner made a motion to adjourn the meeting. Mrs. Copeland seconded the motion.

Emma Copeland, Secretary

AGENDA

AUGUST 1, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review July's statistics.

OLD BUSINESS

1. Seniority Policy.
2. Other proposed changes to the personnel policy.
3. Bell building contract.

NEW BUSINESS

1. Budget 1985.
2. Roof repair.
3. Books by mail.

. . . next regular board meeting is September 5, 1984.

The Elwood Public Library Board met Wednesday, August 1, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin present
 Tom Conner present
 Emma Copeland present
 Michael Farrer present
 Betsy Herndon present
 Edwin Pavese present
 Joeanna Winings present
 John Drumm, Director present

Mr. Conner made a motion to approve the minutes from the July board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4263
Incl. 4 NR	
Book Stock	40632
Circulation	5242
Information Questions	201
By phone 53	
Phonorecord Circ.	138
Cassette Circ.	26
Poster Circ.	20
Fines & Fees	143.24
Copier	266.20
Non-Resident	40.00
VCR User's Fee	79.00
Interest	263.58

There was a very good showing at the traveling puppet show with over 100 people in attendance.

The director opened the Board meeting with the discussion from the July board meeting concerning seniority policy. Mr. Drumm stated that he has failed to get the information requested from PERF after three attempts. He suggested Mike Farrer write a letter to PERF. Mr. Drumm did find out the the Anderson Library counts longevity, rank, and the ability to do the most jobs towards seniority. The Ft. Wayne Library counts work time on a prorated basis on the hours you work and education. Overall, he found that most libraries have not addressed this matter. Indianapolis is the only library where after a five year absence you rehire as a new employee. Mrs. Austin suggested each board member consider how to approach this matter before the next board meeting. Margaret Stiner, who was representing herself, reiterated her concerns as who is the senior member because of a lay off and benefit rights (vacation).

Discussion of a grievance and termination policy will be tabled until the matter of a seniority policy is decided.

Mr. Farrer explained to the board that the Indiana Bell contract has been changed. He highlighted the changes by stating the initial term would be for five years beginning October 1, 1984 and then nine additional terms of two years each. The annual rental shall be adjusted by the cost of living, but shall never decrease below the initial rental fee of \$250 a month. Mr. Farrer and Mr. Drumm both felt that the lease was fair and neutral. After discussing the new proposals added to the lease Mr. Drumm informed the board members that the books-by-mail grant did not go through. Therefore, the library will not need the extra space. The board members felt that the rental fee would be a high price to pay for just storage space. Mrs. Winings made a motion to advise Indiana Bell that we are not going to accept the lease. Mrs. Herndon seconded the motion.

Mr. Drumm further explained that he had had good hopes that the project would succeed. The committee informed him that "it was a good idea, but would not work". Mr. Drumm stated that although we would have been the first in Indiana it has been very successful in other states. He will try to pursue the idea next year.

The director suggested putting on a new roof over the flat roof of the library. The existing roof was put on in 1966 and will usually last a life of 20 years. Mr. Drumm felt that since so much money has been spent of plastering and painting the interior the roof should be repaired before it has a chance to leak. Mr. Drumm contacted two roof companies. Craig Roofing which gave an estimate of \$3,800 to build a new roof over the old or \$4,200 to tear off the old roof and then lay the new roof. Trinidad, the other roofing company was asking \$5,925 to complete the job and \$6,950 if the library wanted a special rubber membrane on the roof. Tom Conner made a motion to accept Craig Roofing's proposal for \$4,200 which would entail removing the old roof before reroofing. Mr. Pavese seconded the motion.

Mr. Drumm presented a copy of the 1985 budget. The money set aside for the books-by-mail project will be placed into books. Mrs. Herndon made a motion to accept the budget for public notice. Mr. Conner seconded the motion. The budget will be advertised twice before being presented at the public hearing August 29th.

The director expressed an interest in attending a workshop for medium-size libraries August 23rd and 24th. A topic being discussed which was of special interest to the director was "Legal aspects of personnel management and personnel policies."

Mr. Conner made a motion to adjourn the meeting. Mrs. Copeland seconded the motion.

Emma Copeland, Secretary

A special meeting of the board. Open meeting to review the proposed 1985 budget. No outsiders were present.

Attendance

Beverly Austin	present
Tom Conner	absent
Michael Farrer	present
Betsy Herndon	present
Emma Copeland	present
Edwin Pavese	present
Joeanna Winings.	absent
John Drumm, Director	present

After twenty minutes with no public present Mrs. Austin made a motion to adjourn the meeting. Mrs. Copeland seconded the motion.

Emma Copeland, Secretary

AGENDA

SEPTEMBER 5, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review September's statistics.

OLD BUSINESS

1. Signing of the budget for 1985.
2. Seniority policy - no word from PERF.
3. Signing the papers for the repair of the roof.

NEW BUSINESS

1. Friends of the Library and the endowment fund.
2. Library has applied to be part of the Kid-Pix Program to help find missing children.
3. Records examination policy for consideration.

. . . next regular board meeting is October 3, 1984.

The Elwood Public Library Board met Wednesday, September 5, 1984, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin present
Tom Conner present
Emma Copeland. present
Michael Farrer present
Betsy Herndon. present
Edwin Pavese present
Joeanna Winings. present
John Drumm, Director . . . present

Mr. Conner moved and Joeanna Winings seconded that the minutes of the August 1st meeting be approved as written. The motion carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4187
Incl. 5 NR	
Book Stock	40718
Circulation	4723
Information Questions	120
By phone 35	
Phonorecord Circ.	179
Cassette Circ.	6
Poster Circ.	5
Fines & fees	207.72
Copier	446.80
Non-Resident	40.00
VCR User's Fee	136.00
Interest	246.83

The budget for 1985 was signed by the board members. The board members also signed an appeal that will be sent to the State Board of Tax Commissioners that asks for 3.9% of the library's 1985 salaries for workmen's compensation.

Information from Public Employees' Retirement Fund which was needed to help establish our seniority policy did not arrive until September 5th. It was decided to go into an executive session at the next meeting to discuss the matter.

A library resolution was presented to the board stating that \$30,000 is to be transferred from LIRF into the Library Operating Fund. (see attachment). This temporary loan must be repaid before the end of the year. Mrs. Winings moved the adoption of the resolution. It was seconded by Mrs. Herndon. The resolution was adopted by all the board members present.

Joeanna Winings moved and Edwin Pavese seconded that the resolution read by Mr. Drumm for the appropriation of \$4,200 for the roof be accepted. The motion carried.

Mr. Drumm announced that our library has been accepted to be a part of Poloroid's Kid Pix Program to help find missing children through ID pictures.

The director will discuss the endowment fund with Friends of the Library. He had consulted a CPA and learned that the tax-exempt status of the library will carry over to the Friends of the Library (that group would act as a special committee of the library in regard to endowment).

It was suggested that the two paragraphs in "Records Examination" (to be a part of our current policy up-date) be combined, because it was felt the second paragraph was too broad.

A motion for adjournment made by Tom Conner carried.

Emma Copeland, Secretary

TRANSCRIPT OF PROCEEDINGS

OF

ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA

CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

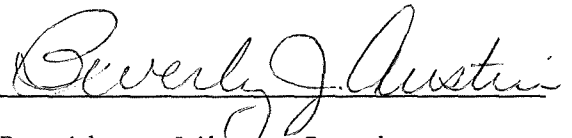
NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the City of Elwood, Madison County, Indiana, that the the proper legal officers of the Elwood Public Library at their regular meeting place at 7 o'clock P.M. on the fifth day of September, 1984, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY IMPROVEMENT RESERVE FUND \$4,200

These appropriations are made from the unappropriated Library Improvement Reserve Fund balance.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Madison County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.



President, Library Board

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of Elwood Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Elwood Public Library, Madison County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$4,200

Presented to the Elwood Public Library Board, read in full and adopted this fifth day of September, 1984, by the following aye and nay vote.

AYE

NAY

Emma Copeland

Beverly J. Austin

Edwin J. Pavese

Jessica M. Waring

Murphy Jones

Bobby Hendon

Thomas E. Connor

ATTEST:

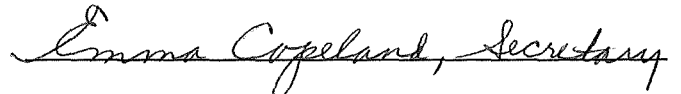
Emma Copeland

Secretary, Library Board

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF MADISON COUNTY, INDIANA, AT A MEETING HELD ON SEPTEMBER 5, 1984.

DATED THIS 5th DAY OF SEPTEMBER, 1984.


EMMA COPELAND, SECRETARY

C E R T I F I C A T E

I, THE UNDERSIGNED COUNTY AUDITOR OF MADISON COUNTY, INDIANA,
HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS THAT THE
ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF PROCEEDINGS FILED IN
THIS OFFICE BY THE SECRETARY OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY,
INDIANA, WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE APPROPRIATING
BODY OF THE ELWOOD PUBLIC LIBRARY.

DATED THIS DAY OF , 1984.

AUDITOR OF MADISON COUNTY

STATE OF INDIANA
 STATE BOARD OF TAX COMMISSIONERS
 201 State Office Building
 Indianapolis 46204

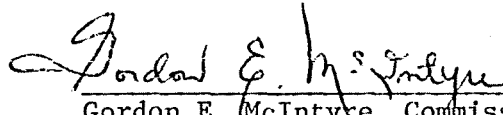
In the matter of Additional Appropriations)
 for: Madison County) No. 84482576
 Elwood Public Library)

A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 9-18-84, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

Fund Name	Requested	Approved	Denied	Reduction
Library Improvement Reserve Fund Building Repair (Roof)	\$4,200	\$4,200		

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 9-5-84

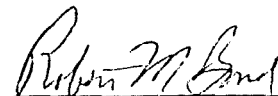
STATE BOARD OF TAX COMMISSIONERS


 Gordon E. McIntyre, Commissioner

STATE OF INDIANA
 OFFICE OF THE
 STATE BOARD OF TAX COMMISSIONERS

I, Robert M. Bond, Secretary of the State Board of Tax Commissioners, do hereby certify that the above is a full, true and complete copy of the order of this Board made this date in the above entitled matter.

WITNESS MY HAND and seal of the Board on this the 27th day
 of September, 19 84.


 Robert M. Bond, Executive Secretary

"RESOLUTION FOR LIBRARY APPROPRIATION

BE IT RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have transfer of funds to meet necessary expenses and it is deemed necessary to consider the following:

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000

TO: LIBRARY OPERATING FUND \$30,000

BE IT FURTHER RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that there is a sufficient amount of money in the funds above specified to make this transfer and reallocation.

The above resolution is hereby adopted this fifth day of September, 1984.

BOARD OF TRUSTEES OF THE ELWOOD
PUBLIC LIBRARY, ELWOOD, INDIANA

BY:

Beverly J. Austin

Emma Copeland

Edwin J. Pavese

Jessie M. Tunney

Michael James

Bobby Hamilton

Thomas E. Conner "

which resolution duly passed and unanimously carried and signed by all board members present.

This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

Emma Copeland, Secretary

Emma Copeland, Secretary

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT THE MEETING HELD ON

DATED THIS FIFTH DAY OF SEPTEMBER, 1984.

Emma Copeland, Secretary

SECRETARY OF THE BOARD OF TRUSTEES
ELWOOD PUBLIC LIBRARY
ELWOOD, INDIANA

C E R T I F I C A T E

I, THE UNDERSIGNED COUNTY AUDITOR OF MADISON COUNTY, INDIANA, HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS THAT THE ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF PROCEEDINGS FILED IN THIS OFFICE BY THE SECRETARY OF THE BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE APPROPRIATING BODY OF SAID MUNICIPAL CORPORATION.

DATED THIS FIFTH DAY OF SEPTEMBER, 1984.

AUDITOR

This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

AGENDA

OCTOBER 3, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

There will be an Executive Session of the Board of the Elwood Public Library which will begin at 7:00 p.m. in the library. The regular meeting will follow.

1. Approval of minutes from the previous meeting.
2. Review September's statistics.

OLD BUSINESS

1. Proposed changes to the Personnel Policy.
2. Approval of additional appropriation for Roof.

NEW BUSINESS

1. Insurance renewal.
2. Halloween Party.

. . . Next regular meeting is November 7, 1984.

The Elwood Public Library Board met Wednesday, October 3, 1984 in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland	present
Michael Farrer	present
Betsy Herndon	present
Edwin Pavese	present
Joeanna Winings	absent
John Drumm, Director	present

Mr. Conner made a motion to approve the minutes from the September board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4263
Incl. 11 NR	
Book Stock	40788
Circulation	4263
Information Questions	160
By Phone	40
Phonorecord Circ.	98
Cassette Circ.	16
Poster Circ.	14
Fines & Fees	123.45
Copier	174.00
Non-Resident	120.00
VCR User's Fee	90.00
Interest	215.36

An Executive Session was held prior to the regular board meeting to decide upon a seniority policy. Much discussion has been held at previous meetings regarding this issue. Mr. Pavese made a motion to add the following policies to the personnel policy regarding: 1. a termination of work policy, 2. examination of records, and 3. a grievance policy. Mr. Conner seconded the motion. The motion carried. Mr. Conner informed Margaret and Craig Stiner that after much discussion the board decided that they would not form a seniority policy because they don't feel like it is necessary. The information arrived from PERF which listed the worktime, as of June 30th, for Margaret Stiner was 16 years 3 months and for Frances Robertson 21 years 5 months. Mrs. Stiner declared that the records could not possibly be accurate. Mr. Conner replied by stating that the board felt the information was accurate and that there was no way of disproving this information.

Mr. Drumm announced that the additional appropriation of \$4,200 for repair of the roof was approved. Work will begin on the roof sometime within this month.

The director stated that he received the library's insurance policy and felt that it needed some updating. It had been 12 years since an assessment and the library's contents and building is insured for \$780,000. Mr. Conner felt that the main concern was increasing the insurance on the building. Mr. Drumm gave the insurance company a count of each type of book and an averaged price list. The director said he will have the library physically appraised not just on paper.

The library will be hosting a Halloween Party October 30th from 6:30-8:30. The children's room will be showing a film and a holding a pumpkin contest. The adult section will be holding an open house and serving doughnuts and apple cider to the public.

Emma Copeland, Secretary

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Elwood Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Elwood Public Library, Madison County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

ADDITIONAL APPROPRIATION

(To)	2. SUPPLIES	
	22 Operating Supplies	\$ 190.00
	24 Other Supplies	1100.00
	3. OTHER SERVICES & CHARGES	
	33 Printing & Advertising	50.00
	34 Insurance	2300.00
	36 Repairs & Maintenance	800.00
	37 Rents	400.00
	4. CAPITAL OUTLAYS	
	42 Furniture and Equipment	600.00
	43 Books	3500.00
	44 Periodicals & News.	330.00
	45 Audio-visual materials	1200.00
	Total	<u>\$10,470.00</u>

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

(From)	1. PERSONAL SERVICES	
	12 Salary of Assistants	\$5270.00
	15 Employee Benefits	5200.00
	Total	<u>\$10,470.00</u>

corrected form sent to auditor

1-4-85

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Elwood Public Library: Now, Therefore:

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ADDITIONAL APPROPRIATION

(To)	2. SUPPLIES		
	22 Operating Supplies	\$	190.00
	24 Other Supplies		1100.00
	3. OTHER SERVICES & CHARGES		
	33 Printing & Advertising		50.00
	34 Insurance		2300.00
	36 Repairs & Maintenance		800.00
	37 Rents		400.00
	4. CAPITAL OUTLAYS		
	42 Furniture and Equipment		600.00
	43 Books		3500.00
	44 Periodicals & News.		260.00
	45 Audio-visual mat.		1200.00
	Total		<u>\$10,400.00</u>

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

(From)	1. PERSONAL SERVICES		
	12 Salary of Assistants	\$	5200
	15 Employee Benefits		5200
	Total		<u>\$10,400.00</u>

LIBRARY APPROPRIATION RESOLUTION

Presented to the Elwood Public Library Board read in full and adopted this fifth day of December, 1984 by the following aye and nay vote

AYE

NAY

Beverly J. Austin

Betsy Stein

Jacana M. Waring

Thomas L. Conner

Michael E. Jones

Edwin F. Pavese

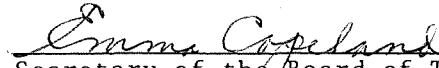
Emma Copeland

ATTEST: Emma Copeland
SECRETARY OF THE LIBRARY BOARD

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF
THE ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA, DO
HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE ATTACHED
IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO
ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF ELWOOD,
MADISON COUNTY, INDIANA, AT THE MEETING HELD ON

DATED THIS FIFTH DAY OF DECEMBER, 1984


Secretary of the Board of Trustees
Elwood Public Library
Elwood, IN

C E R T I F I C A T E

I, THE UNDERSIGNED COUNTY AUDITOR OF MADISON COUNTY, INDIANA,
HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS THAT
THE ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF PROCEEDINGS
FILED IN THIS OFFICE BY THE SECRETARY OF THE BOARD OF TRUSTEES OF
THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, WITH RESPECT
TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE APPROPRIATING BODY OF
SAID MUNICIPAL CORPORATION.

DATED THIS FIFTH DAY OF DECEMBER 1984

AUDITOR OF MADISON COUNTY

AGENDA

NOVEMBER 7, 1984
BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review October's statistics.

OLD BUSINESS

1. Roof finished.
2. Insurance renewal.

NEW BUSINESS

1. Snow blower.
2. Proposal to establish a deferred compensation plan.
3. Additional repairs to consider for the library.
4. Library closed November 12th for Veteran's Day and November 22nd for Thanksgiving.
5. December 22nd added to other holidays.

. . . Next regular meeting is December 5, 1984.

The Elwood Public Library Board met Wednesday, November 7, 1984 in the library. The meeting was presided over by the director, John Drumm.

Attendance

Beverly Austin	absent
Tom Conner	absent
Emma Copeland	present
Mike Farrer	present
Betsy Herndon	present
Edwin Pavese	present
Joeanna Winings	present
John Drumm, Director	present

Mrs. Winings made a motion to approve the minutes from the October board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4188
Incl. 2 NR	
Book Stock	40884
Circulation	4951
Information Ques.	175
By phone 36	
Phonorecord Circ.	129
Cassette Circ.	37
Poster Circ.	9
Fines & Fees	73.85
Copier	196.00
Non-Resident	120.00
VCR user's fee	113.00
Interest	117.10

The director explained that attendance in the evening is down as is the adult circulation by 33%.

Thirty five attended the Halloween Party which was not seen as a favorable turnout. Next year the staff will try again but will hold the party earlier in the month and on a Friday or Saturday night to avoid conflict with other Halloween events. The director was able to report that Mitzi Thomas is now holding three story hours instead of two because of the increased demand.

The library received permission to spend \$4,200 from LIRF to repair the flat portion of the library's roof. Craig Roofing reported to Mr. Drumm that the flat roof was repaired just in time and that the shingle part of the roof is beginning to crack and break up and should be repaired in the Spring. Mr. Drumm contacted Arley Scott to give one estimate. Craig Roofing does not do shingle roofing.

The director announced that the final hearing of the budget is November 27th in Anderson.

The insurance renewal will cost \$700 more because of the changes that have been made in the library's current policy. The library is currently covered for the new amount although we are not yet paying the increased premium.

Mr. Drumm presented some information on a snowblower he was interested in purchasing for the library. It is a 5 horsepower, self-propelled snowblower. The library's present snowblower is 3 horsepower and not adequate in heavy snows as proven in last winter's snows. The cost of the snowblower is \$500. At this time the director just wanted the board members to think about it until the final budget is approved to see what kind of money the library will have in 1985.

Another item the director wanted the board to consider was a deferred compensation plan for the employees. It is a voluntary program in which the employees are self contributing. The library contributes no money to the plan.

It has been discovered that the wood and the underlayment surrounding the toilet in the upstairs bathroom has rotted. Mr. Scott fixed the flooring. According to Baxter's plumbing to replace the toilet would be \$30 and to attach a new toilet \$80. Mr. Drumm announced that not only the toilet, but the sink and vanity are in disrepair. Baxter's would replace the toilet, vanity and sink for \$494.19. Mr. Farrer made a motion to continue with the repairs. Mrs. Herndon seconded the motion.

Mr. Drumm announced that the library will be closed November 12th due to Veteran's Day and the 22nd for Thanksgiving. He would also like to add December 20th to the Christmas holidays which is the Saturday before Christmas.

For a point of information Mr. Drumm wanted to know if an Orestes resident has to pay the entire non-resident fee. The same question came up in 1981 concerning the Shettle family. The town of Orestes pays a partial fee to Alexandria for library privileges. Alexandria and Elwood have signed a reciprocal agreement which entitles each library's patrons to borrow materials from the other library. The question that arises is whether to charge the people of Orestes a full or partial non-resident fee. The discussion was tabled until a later date.

Mr. Drumm passed around a sample of the library's new letterhead.

Mr. Pavese made a motion to adjourn the meeting. Mr. Farrer seconded the motion.

AGENDA

DECEMBER 5, 1984

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review November's statistics.

OLD BUSINESS

1. Township Borrowers.
2. Snowblower.
3. Insurance Renewal.
4. Proposal to establish a deferred compensation plan.
5. Bathroom repairs finished.

NEW BUISNESS

1. Library budget - final approval.
2. Additional repairs to the roof for next year (estimate).
3. Request signatures of board members on resolution concerning transfer of funds.

.....Next board meeting is January 2, 1985.

MERRY CHRISTMAS AND HAPPY NEW YEAR!

The Elwood Public Library Board met Wednesday, December 5, 1984 in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Ausitn present
 Tom Conner present
 Emma Copeland present
 Mike Farrer present
 Betsy Herndon present
 Edwin Pavese present
 Joeanna Winings present
 John Drumm, Director present

Joeanna Winings moved to approve the November minutes. The motion was seconded and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4164
Incl. 2 NR	
Book Stock	41003
Circulation	4404
Information Ques.	161
By Phone 29	
Phonorecord Circ.	130
Cassette Circ.	41
Poster Circ.	26
Fines & Fees	131.25
Copier	223.95
Non-Resident	250.00
VCR User's Fee	156.00
Interest	49.88

Tom Conner moved that the residents of Monroe Township be awarded the same privileges as the residents of the Alexandria Library District now have. The motion was seconded and carried.

Arley Scott has not been here to give an estimate on the roofing repair; so the decision in the purchase of a snowblower has again be deferred.

Mr. Drumm and Mr. Conner have been working on the insurance up-date. The insurance of the building itself has been raised from \$481,156 to \$669,000 and books have increased from \$200,000 to \$726,278. The miscellaneous items in the library are insured for \$35,731. It was suggested that some "shopping around" be done before the expiration time of the insurance policy.

Mr. Drumm reintroduced the idea of a deferred compensation plan for the employees, which seemed superior to PERF. It is voluntary on the part of the employees. Betsy Herndon moved and it was seconded that the board approve the deferred compensation plan for employees. The motion carried.

The library received approval of the final library budget.

Joeanna Winings moved and it was seconded to transfer funds for paying bills. The motion carried.

A parent's program has been inaugurated. The first will be December 11, 1984 by Judi Singer of the Madison County Co-operative Extension Service. The program will be entitled "Coping with Holiday Stress" and will take place during each of the three storyhours.

Mrs. Austin announced the May, 1985, ILA/ILTA Annual Conference in Evansville May 8-11. Indiana Library Day will be Thursday, January 17 at the Hyatt-Regency in Indianapolis.

Meeting was declared adjourned.