

December 23, 1968
The Edwood Public Library Board held a called meeting in the librarian's office to discuss measures that might be taken to guard against another break in.

Members present were Florence Sharp, Emalee Powell, Mr. Hadley, Mr. Shickley, and Mr. Allen

Mr. Shickley had talked to Robert Carter about putting bars on the basement windows. This includes 11 windows. Mr. Carter estimated the work could be done from \$225 to \$250.00

It was thought it might discourage young people from breaking and entering for other reasons than stealing. Mr. Hadley suggested bars be put on the windows now and buying a used safe later.

The motion was made and seconded we accept Carter's bid to put bars on the basement windows on the west half of the building - the cost not to exceed \$250.00

Discussion was held on buying a used safe for keeping the ledger and other important papers along with petty cash.

Mrs. Sharp appointed Mr. Shickley and Mr. Hadley as a committee to watch for a good buy on a used safe.

Meeting adjourned.

F. Shickley

Jan. 8, 1969
The Edwood Public Library Board met in the library for the regular meeting. Members present were Walter Allen, Jeanne Wellnity, Florence Sharp and Pat Fitzpatrick. Mrs. Fitzpatrick read the minutes from the regular December meeting and the called meeting on Dec 23. They were approved as read.

Mrs. Hunt gave the librarians report and the financial report -

Bal. Nov. 30, 1968	3235.10
Tax draw	12,734.64
Fines & M. Res. fees	129.02
Expense in Dec.	4402.66
Bal. Dec 31, 1968	11,746.10

Jeanne Wellnity read a letter of resignation from Glenn Hadley, who is resigning due to being unable to attend meetings. Mrs. Wellnity made the motion we regretfully accept Mr. Hadley's resignation. Mrs. Sharp seconded. Motion carried.

The City has given us de-icing compound to use on steps and walks which is greatly appreciated.

Mrs. Buckstrom and Marlene Burns have been asking about the discarded children's books. They would like to use them in their classrooms. After discussion on the subject, it was decided to continue our present method of discarding obsolete books.

February 5, 1969

Discussion was held on the need for tuckpointing the building. Mr. Allen said he would ask Mr. Hinds about the cost when tuckpointing was done on the school building. It was agreed it was time to get estimates on the work.

Meeting adjourned

D. Shickley Sec'y

The Public Library Board met in the librarian's office for the regular meeting. Members present were Walter Allen, Jeanne Wellnitz, Weldon Shickley, Emalee Powell and Patricia Fitzpatrick. Mr. Shickley read the minutes of the previous meeting.

Discussion was held on the resignation of Mr. Hadley. Mr. Shickley and Mr. Allen have discussed it with Mr. Hadley and he has agreed to continue serving on the library board and attend as much as possible.

Mrs. Wellnitz made a motion we rescind the motion made in the January meeting accepting Mr. Hadley's resignation. Mrs. Fitzpatrick seconded the motion. Motion carried.

Mr. Allen gave a brief resume of the annual report. He announced the Agriculture Committee of the Kiwanis Club will dig out the stump so a tree can be planted. He also has the name and address of the company to write for an estimate on tuckpointing the building.

Mrs. Hunt gave the librarian's report.

Financial Report -

Bal. Dec 31	11,746.10
Income	578.99
Expenses	2,805.14
Bal. Jan 31	9,519.95

Mrs. Hunt said she would like, with the approval of the board to raise Susan Glenn to \$1.00 hourly when Marsha Monahan gets her raise to \$1.25 on April 1. No one disagreed.

A letter from State Library was read concerning a Trustees Seminar which would be held Sept 1969. Some suggestions for programs were discussed. Mrs. Hunt will send in the suggestions.

Discussion was held on additional shelving in the future.

Discussion was held on purchasing a City Directory at \$105.00 a copy. It was decided it was needed and used.

Mrs. Hunt said there are names to be added to the gift memorial plaque. Mr. Allen said to have it done and send him the bill for the Kiwanis Club.

There being no further business the meeting was adjourned.

W. Edwin Strickland, Secy.

March 5, 1969

The Elwood Public Library Board of Trustees met in the Librarian's office for the regular monthly meeting.

Members present were Walter Allen, Jeanne Wellnitz, Patricia Fitzpatrick, Conalee Powell and Glenn Hadley.

Mrs. Fitzpatrick read the minutes of the February meeting. They were approved as read.

The Librarian's report was given
Financial report -

Bal Jan 31, 1969	9519.95
Income	96.65
Expenses	2552.91
Bal Feb 28, 1969	7063.69

A bid on the truck painting has been received from Continental Water Proofing Co. of Lebanon, Ind. After discussion, it was decided to table it until the April meeting when more bids have been received.

The District meeting was announced for May 8 at Ball State University, Muncie.

Mr. Allen gave permission to order 200 plastic tote bags to be paid for by the Kiwanis Club.

Mr. Allen also said Mayor Gene Smith and Art Franklin are planning on the swim tickets for the Childrens Reading Club and a party at the end of the program.

Karen Hawkins is working at the library free so as to obtain required hours for Senior scouting. Her service is very well done and appreciated very much.

The pre-school story hour will be discontinued April 1.
There being no further business, the meeting was adjourned.

W. Shickley, Secy.

April 2, 1969

The Library Board met in the Librarian's office for its regular monthly meeting.

Members present were Walter Allen, Patricia Fitzpatrick, Emalee Powell, Jeanne Wellinty and Weldon Shickley.

The minutes of the March meeting were read and approved.

Mrs. Hunt gave the Librarian's report
Financial Report -

Bal. Feb 28, 1969	7063.67
Income	166.91
Expense	3618.03
Bal. March 31, 1969	3612.57

Mrs. Hunt told the board of a break-in on Monday night March 31 - \$23.20 was stolen from the adult charging desk and \$8.45 stolen from petty cash. The motion was made that \$10.00 be replaced from the pop machine money.

Mr. Shickley has written to 2 different alarm system services asking for information on their service.

Mrs. Hunt announced we will have 2 separate reading clubs. One to be held the first 5 weeks ending with the usual theater party and the second one in the form of a reading club giving swim tickets for so many books read.

Discussion was held on giving extra time for deaths of personnel family-in-laws. The rules now apply

to immediate family and not in laws.
The opinion was to stick by the
rules as they are.

The motion was made and seconded
to raise the mileage rate from 81
to 10¢ for travel expense. Motion
carried.

Overdue books have become quite
a problem. House calls have been
made after overdues were sent
with very little results. It was
decided to have copies of the law
pertaining to overdue books printed
and sent to patrons with books
not returned.

Discussion was held on replacing
Mrs. Drake. She will work part time
until someone is hired and trained. It
was agreed to place an advertisement
in the Elwood Call Leader. The offering
starting salary will be \$1.50 an hour -
applications to be in April 26.

Discussion was held on a recent
bid from Whiteland Caulking Co. of
New Whiteland on tuckpointing the
library building. It was tabled
until the May meeting.

Meeting adjourned

D. Stebbins
Secy

May 7, 1969

Regular meeting of the Board of Trustees of
the Elwood Public Library was
held 7:00 P.M. May 7th. Members
present were: Walter Allen, Eva Lee
Dawell, Florence Thompson, Patricia
Fitzpatrick, Weldon Fickley.

A letter of resignation was received
from Agnes Drake. Since she and
her family have moved to Muncie
she feels she can continue part
time until a replacement is
obtained and trained. The Board
is very sorry it is necessary for
Mrs. Drake to leave us.

The applications of several people
were read and the applicants
were all given due consideration.
After discussing the qualifications
of the applicants it was moved
to hire Dorothy Farnworth - 1900 No. 13th St. -
Elwood, Ind. as the new bookkeeper.

Librarian's report was given. An
increase of 500 was apparent in
our April circulation.

It was noted it was necessary
to ask for an advanced draw.

District meeting will be held
May 8th in Muncie, Ind.

A new record played was given to the Childrens Room by Koto Kankoda of Beta Sigma Phi. Estimates were received for the sand blasting and touch painting of the building. Mr. Allen asked Mrs. Hadley & Mrs. Trickleby go over the estimates thoroughly.

Dorothy Trickleby Secy.

Regular meeting of Board of Trustees of the Edward Public Library. The members present were: Walter Allen, Candace Powell, Florence Sharp, Patricia Fitzpatrick & Weldon Trickleby.

Librarian's report was read and approved. We had to ask for a 2nd advance draw amounting to \$9,000.00. Total advance draw \$7000

Staff attended State meeting. It was not one of the better meetings. (Munroe - Ball State).

Form letters for delinquent books was sent out with some success. It was brought out that the offender should be charged for the value of the book if a book is not returned by a borrower.

Report of Glenn Hadley & Candace Powell was read and approved. This report pertained to the salary of the staff for 1970 and would be part of our new budget.

Mrs. Hirt	8424
Mrs. Host	3848
Mrs. Finer	3640
Miss Farworth	3640
Mr. Hamilton	3536

D. Trickleby, Secy

REPORT OF BUDGET COMMITTEE FOR SALARIES

To the Trustees of the Elwood Public Library:

For the purpose of comparison we are setting out the 1968 and 1969 salaries, together with the proposed 1970 salary schedule, for each of the full time personnel.

1968 Salary Schedule

	<u>Yearly</u>	<u>Monthly</u>	<u>Seni Monthly</u>	<u>Weekly</u>	<u>Hourly</u>	<u>% of increase</u>
Mrs. Hunt	7740.00	645.00	322.50	148.84	3.72	
Mrs. Drake	4308.00	359.00	179.50	82.84	2.07	
Mrs. Stout	3276.00	273.00	136.50	61.07	1.575	
Mrs. Stiner	2600.00	216.66	108.33	50.00	1.25	
Mr. Hamilton	3120.00	260.00	130.00	60.00	1.50	

1969 Salary Schedule

Mrs. Hunt	8127.00	677.25	338.62	156.29	3.907	5 %
Mrs. Drake	4523.40	376.95	188.48	87.00	2.175	5 %
Mrs. Stout	3640.00	303.33	151.67	70.00	1.75	11.11%
Mrs. Stiner	3328.00	277.33	138.67	64.00	1.60	
Mr. Hamilton	3432.00	286.00	143.00	66.00	1.65	10 %

Proposed 1970 Salary Schedule

Mrs. Hunt	8424.00	702.00	351.00	162.00	4.05	3.66%
Mrs. Stout	3848.00	320.68	160.33	74.00	1.85	5.71%
Mrs. Stiner	3640.00	303.33	151.66	70.00	1.75	9.37%
Miss Farnworth	3640.00	303.33	151.66	70.00	1.75	9.37%
Mr. Hamilton	3536.00	294.66	147.33	68.00	1.70	3.03%

The proposed salary schedule for the full time employees is only an increase of \$37.60 over the adopted schedule for the current year, which amounts to an increase of .018¢ per hour. The reason for this is that Miss Farnworth will be receiving nearly \$900.00 less next year than Mrs. Drake was to receive this year.

The Library's share of the Public Employees' Retirement Fund is now 7.55% of the salaries of the employees who are in the fund while for 1970 the rate will be 13.02%. Considering three full time employees in the fund this year and their salaries totaling \$15,095.00, the Library's share is \$1139.67. With the proposed increases, the three individuals who will be covered in 1970 with salaries totaling \$15,916.00, the Library's share to be contributed will be \$2,072.26, or an increase of \$932.59.

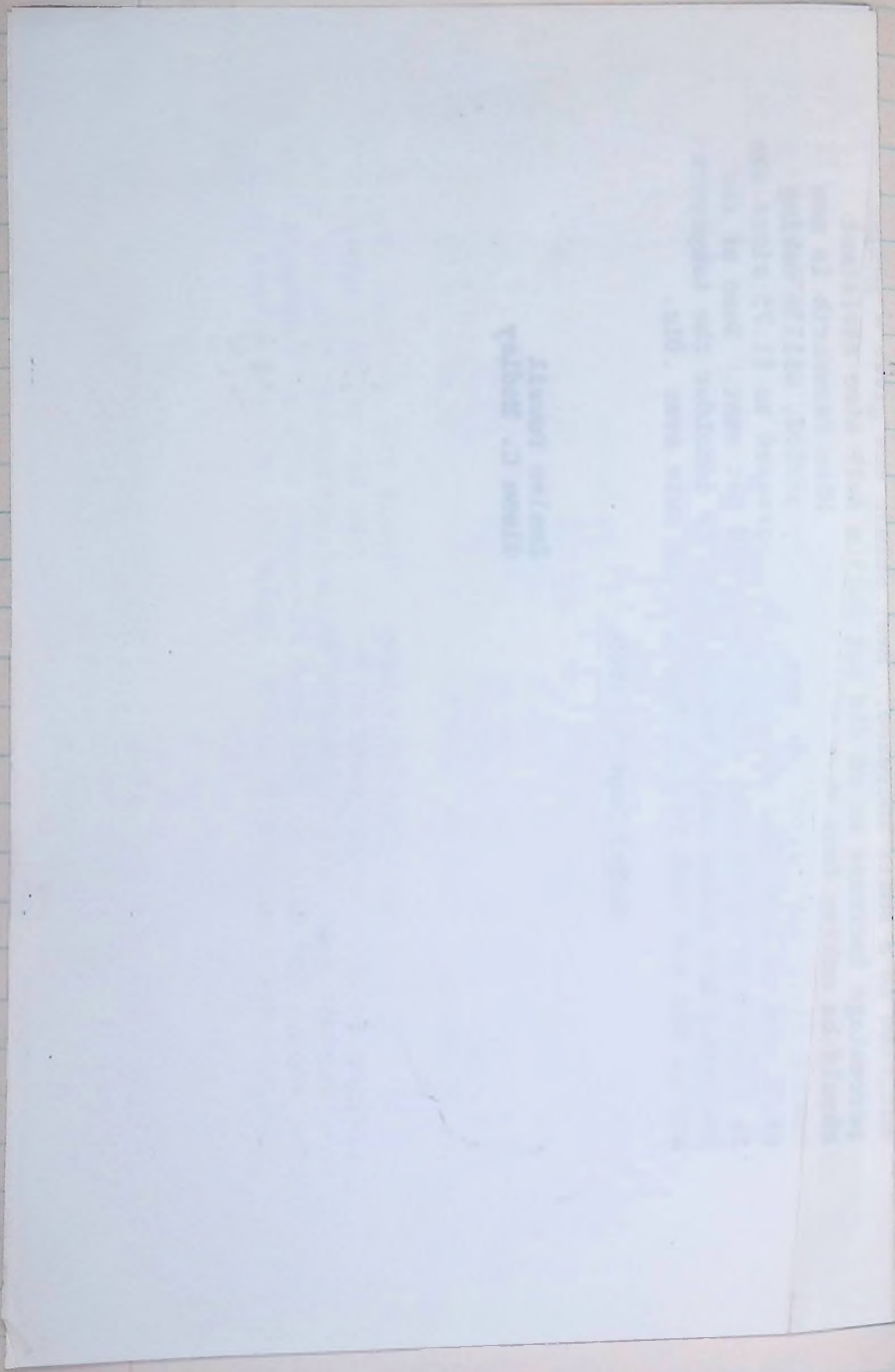
With our present assessed valuation, the salary increases, the increased retirement fund, and the additional Social Security on the salary increases, there will be a little less than a .01¢ increase in our tax rate, however, the assessed valuation in Elwood should increase as all of our individual real property assessments have increased a minimum of 10%.

Although our Librarian handles student help and part-time employees and determines their rates based upon experience and capabilities, we feel that Frances Robertson who is now receiving \$1.60 an hour should be increased to \$1.75 per hour for her services.

As an explanation concerning the proposed salary schedule for 1970, may we state that we thought Mr. Hamilton was entitled to a small increase. Mrs. Stiner was given a larger percentage increase as we did not feel a full time assistant should be making less than the janitor. Miss Farnworth is now making \$1.50 and, after her probationary period, will be making \$1.60 and we feel that she should be increased to \$1.75 since she is capable of doing work that others did not want. Some of the increases are quite small but we tried to consider the taxpayers and we did not wish to increase the tax rate over .01¢.

Dated June 4, 1969.

Emilee Pouell
Glenn C. Hadley



Regular meeting of the Library Board was held Wednesday Evening July 2nd 1969 at 7:00 P.M. - Those members present were; Emilee Powell, Jean Wellcuty, Florence Sharp, Walden Shickley, Patricia Fitzpatrick presiding.

Librarian's report was read and approved.

Meeting was held and a ^{resolution} ~~proposal~~ read transferring \$3,000.⁰⁰ from Library Improvement Fund to Repairs. It was moved by Mrs. Sharp and seconded by Mrs. Wellcuty that it was necessary the additional appropriation as advertisement in the Edward Call Leader to meet the extraordinary emergency now existing. Motion approved.

Mrs. Sharp moved that Agnes Baska be given 2 weeks vacation pay this year. Seconded by Mrs. Powell, motion passed.

Mrs. Sharp moved that we transfer \$2,000 from the regular fund to the Library Improvement Fund. Mrs. Wellcuty seconded - Motion passed.

Attached Gift Book collection was received by R. C. A. Corp. 75 Records.

July 2nd 1969

A discussion on overdue books was held. A new policy will be developed in the near future.

The librarian read a letter asking us to join the plaintiffs in the U.S. District Court of Ill. (Eastern Div.) against publishers & wholesalers of "Library Editions" of children's books alleging defendants conspired to price fixing of these particular books at an artificial higher level from 1959 to 1967. It was decided that this Board would join this class action. Mrs. Hunt is to compile a list of books we purchased during this period.

Bids for truck-painting and sand blasting was received and also opened and read. The bids were as follows:

1. General Masonry Contractors - Marietta, Ohio.
\$ 3,080.⁰⁰
2. Atlas Industries, Inc. - Wabash, Ind.
\$ 2,460.⁰⁰
3. Guardian Maintenance Corp. - Kenton, Ohio
\$ 6,235.⁰⁰
4. Mid-Continental Waterproofing Co. - Ft. Scott, Kansas
\$ 3,230.⁰⁰
5. Robert A. Carter - E. Wood, Ind.
\$ 3,256.⁰⁰

July 2nd 1969

Mrs. Hadley wanted that the contract be given to "Atlas Industries, Inc.", the low bidder of \$2,460.⁰⁰. Mrs. Sharp seconded the motion. Motion passed.

There being no further business the meeting was adjourned -

W. Strickley, Secy.

MINUTES OF AUGUST 1969 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, August 6th at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Emalee Powell, Florence Sharp, Jeanne Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mrs. Sharp read the Minutes of the July meeting and, there being no changes, they were approved as read.

LIBRARIAN'S REPORT

A total of 7176 books were circulated during July. This was an increase of 1299 books over 1968.

A total of 161 Information questions were answered during July - 56 of these by telephone.

The \$4,000. Certificate of Deposit was redeemed and the money deposited in the LIRF Account to take care of the cleaning of the exterior of the building.

Operating Account:	Balance at beginning of July	\$20,050.11
	Receipts during July	120.12
	Expenditures during July	3,051.36
	Balance as of 7/31/69	\$17,118.87

Mrs. Hunt briefly told the Board of the compilation of the list of children's books which the library had been charged for at "net" prices for the period 1959-1967. This list was compiled in connection with legal proceedings being instituted against several book distributors.

The request for appropriation of funds for pointing library building was made at the County Auditor's office in Anderson. Mr. Hadley, Mrs. Hunt and Miss Farnworth went to Anderson for this presentation. A question was raised regarding the 10% limit of the total budget before LIRF funds could be used. However, the request for appropriation was approved on Tuesday, August 5th and the contractor notified that work was now ready to be started. Mrs. Hunt called attention to the fact that, pending completion of this work, other services had been postponed, such as pigeon control contract and window cleaning contract.

A note which had been received by Mr. Allen from Agnes Drake was read to the Board. In this note Agnes thanked the Board for her vacation allowance and for the years she had enjoyed working at the Library.

The proposed 1970 budget was submitted to the Board for discussion and approval. The proposed tax levy which we are requesting is .362 which represents an increase of .052 over our 1969 Budget. The major items affecting the increase were: a \$2600 increase in Repairs to cover the plastering and painting in the library interior during 1970; an increase in the Library's share of the Public Employees' Retirement Fund from 7.55% to 13.02% for 1970, and small salary increases. An item of \$4,000. was included in the budget for the LIRF account as the beginning of a fund to air condition the library. Mrs. Sharp made a motion to accept the budget at the 36.2 levy as submitted. Mrs. Wellnitz seconded the motion. All present were in favor and the Motion passed approving the 1970 Budget.

August Board Minutes - continued

Mrs. Hunt gave a report on a meeting with a representative of the Bell & Howell Co. regarding microfilming the Wilkie material available at the Library. The cost would be approximately 5¢ a page, \$100. per volume or a total cost of \$1,000. A royalty of \$1.50 per roll could be collected by the Library for copies sold and there was indication that the Administrator from Cornell University seemed interested in the project. It was also suggested that at least 2-volumes of the material be sent for microfilming at one time. A discussion followed on the source of funds for this project. It was suggested that possibly 3 or 4 volumes might be paid for through Account 73, the book fund in the budget. Other suggestions were to solicit sororoties, local merchants, local Republican party leaders, etc. A means of publicizing this might be through our weekly LIBRARY LINES in the Elwood Call-Leader. The Bell & Howell representative suggested that at the beginning of each roll, a blurb be inserted of how material came to be collected, contents of roll and an acknowledgment of the donor of the roll. Those present indicated that the project might be followed through - in time.

Mrs. Hunt explained to the Board that she had taken some time off, due to illness of a close friend, but would make the time up in the future.

A brief discussion ensued regarding collections for over-due books on a sliding scale basis. Mrs. Hunt reported that the legal letter we have been mailing out has resulted in the return of about 8 or 10 books. After a meeting with the Library staff regarding collections, she will make a further report to the Board.

There being no further business, Mr. Allen adjourned the meeting at approximately 8:00 p.m.

Respectfully submitted,

Secretary

W. J. [Signature]

Typed: 8/18/69

MINUTES OF SEPTEMBER 1969 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, September 3rd at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Emalee Powell, Jeanne Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mrs. Wellnitz read the Minutes of the August meeting and, there being no changes, they were approved as read.

LIBRARIAN'S REPORT:

A total of 4895 books were circulated during August. This was a decrease of 923 books under 1968.

A total of 224 Information questions were answered during August - 75 of these by telephone.

Operating Account:	Balance at beginning of August	\$17,118.87
	Receipts during August	137.15
	Expenditures during August	5,630.08
	Balance as of 8/31/69	\$11,625.94

There is a balance of \$3,540.00 in the LIRF Account and \$405.62 in the Savings Account. There is an additional \$2,000.00 which can be transferred from Operating Fund Account #56 to the LIRF Account. Including the \$4,000.00 for the 1970 LIRF Budget, this would give a balance in excess of \$9,000.00 for air-conditioning the library building.

Mr. Allen brought up the problem of the condition of the trees in the front of the building and the possibility that it was caused by the spray when the building was waterproofed. A discussion followed on the proper care and watering of the trees. It was suggested that Bob Rogers be contacted to advise us what is causing the apparent dying of the trees. If it is determined that the trees were damaged by the waterproofing spray, a letter should be written to Atlas Industries advising them of the damage to the trees and requesting restitution.

Mrs. Hunt announced that the window washers had resumed their contract work and our windows had been washed this week.

The County Tax Board hearing for the 1970 Budget will be held on Tuesday, September 9th at 2:45 p.m. Mr. Allen indicated that he will be available to attend this hearing.

Mrs. Hunt advised the Board of the need for a commercial type vacuum sweeper for the library. This would make the purchase of a duplicator impossible for the 1969 Budget year, but it was decided that the greater need was for the sweeper. Mrs. Hunt was instructed to obtain prices from Bob Klumpp, Galbreath and Leasons and proceed with the purchase of the best available buy.

Walter Allen
Secretary

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Sept. 1969 Minutes (Continued)

The Indiana Library Trustee Association and the Indiana State Library Association will sponsor a seminar for library trustees at Student Union, Ball State University on Tuesday, September 16th at 3:30 p.m. The seminar will revolve around the subject "Trustees - What's it all about?" Mr. Allen indicated that he will be available to attend this seminar. Both Mrs. Wellnitz and Mrs. Fitzpatrick requested that Mrs. Hunt check with them next week to verify whether or not they will be able to attend. The only expense involved for the Library will be travel expenses.

A short discussion ensued involving Miss Mills who will not be given the privilege of signing out "teachers collections" from the Juvenile Room. This decision was reached by the Board because of the method used by Miss Mills in returning two previous "teachers collections" to the library. The Board was in complete agreement that this would in no way affect Miss Mills using her own library card for personal use.

Mrs. Hunt advised the Board that she will deliver the required two copies of the 1970 Budget to the State Tax Office in Anderson on Thursday, September 4th.

There being no further business Mr. Allen adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Weldon Shickley
Secretary

Typed: 9/6/69

Weldon Shickley
Secretary

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MINUTES OF AUGUST 1969 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, August 6th at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Emalee Powell, Florence Sharp, Jeanne Wellnitz and Esther Hunt, Librarian.

The meeting was opened by Mr. Allen. Mrs. Sharp read the Minutes of the July meeting and, there being no changes, they were approved as read.

LIBRARIAN'S REPORT

A total of 7176 books were circulated during July. This was an increase of 1299 books over 1968.

A total of 161 Information questions were answered during July - 56 of these by telephone.

The \$4,000. Certificate of Deposit was redeemed and the money deposited in the LIRF Account to take care of the cleaning of the exterior of the building.

Operating Account:	Balance at beginning of July	\$20,050.11
	Receipts during July	120.12
	Expenditures during July	3,051.36
	Balance as of 7/31/69	\$17,118.87

Mrs. Hunt briefly told the Board of the compilation of the list of children's books which the library had been charged for at "net" prices for the period 1959-1967. This list was compiled in connection with legal proceedings being instituted against several book distributors.

The request for appropriation of funds for pointing library building was made at the County Auditor's office in Anderson. Mr. Hadley, Mrs. Hunt and Miss Farnworth went to Anderson for this presentation. A question was raised regarding the 10% limit of the total budget before LIRF funds could be used. However, the request for appropriation was approved on Tuesday, August 5th and the contractor notified that work was now ready to be started. Mrs. Hunt called attention to the fact that, pending completion of this work, other services had been postponed, such as pigeon control contract and window cleaning contract.

A note which had been received by Mr. Allen from Agnes Drake was read to the Board. In this note Agnes thanked the Board for her vacation allowance and for the years she had enjoyed working at the Library.

The proposed 1970 budget was submitted to the Board for discussion and approval. The proposed tax levy which we are requesting is .362 which represents an increase of .052 over our 1969 Budget. The major items affecting the increase were: a \$2600 increase in Repairs to cover the plastering and painting in the library interior during 1970; an increase in the Library's share of the Public Employees' Retirement Fund from 7.55% to 13.02% for 1970, and small salary increases. An item of \$4,000. was included in the budget for the LIRF account as the beginning of a fund to air condition the library. Mrs. Sharp made a motion to accept the budget at the 36.2 levy as submitted. Mrs. Wellnitz seconded the motion. All present were in favor and the Motion passed approving the 1970 Budget.

August Board Minutes - continued

Mrs. Hunt gave a report on a meeting with a representative of the Bell & Howell Co. regarding microfilming the Wilkie material available at the Library. The cost would be approximately 5¢ a page, \$100. per volume or a total cost of \$1,000. A royalty of \$1.50 per roll could be collected by the Library for copies sold and there was indication that the Administrator from Cornell University seemed interested in the project. It was also suggested that at least 2-volumes of the material be sent for micro-filming at one time. A discussion followed on the source of funds for this project. It was suggested that possibly 3 or 4 volumes might be paid for through Account 73, the book fund in the budget. Other suggestions were to solicit sororities, local merchants, local Republican party leaders, etc. A means of publicizing this might be through our weekly LIBRARY LINES in the Elwood Call-Leader. The Bell & Howell representative suggested that at the beginning of each roll, a blurb be inserted of how material came to be collected, contents of roll and an acknowledgment of the donor of the roll. Those present indicated that the project might be followed through - in time.

Mrs. Hunt explained to the Board that she had taken some time off, due to illness of a close friend, but would make the time up in the future.

A brief discussion ensued regarding collections for over-due books on a sliding scale basis. Mrs. Hunt reported that the legal letter we have been mailing out has resulted in the return of about 8 or 10 books. After a meeting with the Library staff regarding collections, she will make a further report to the Board.

There being no further business, Mr. Allen adjourned the meeting at approximately 8:00 p.m.

Respectfully submitted,

Secretary

D. Strickland

Typed: 8/18/69

MINUTES OF OCTOBER 1969 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, October 1st at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Florence Sharp and Weldon Shickley.

The meeting was opened by Mr. Allen. Mr. Shickley read the Minutes of the September meeting and, there being no changes, they were approved as read.

REPORT:

In Mrs. Hunt's absence, the statistical and financial report was given by Miss Farnworth.

A total of 4013 books were circulated during September. This was a decrease of 159 under 1968.

A total of 261 Information questions were answered during September - 116 of these by telephone.

70 new books were cataloged and 271 juvenile books were removed from the shelves.

Operating Account:	Balance at beginning of Sept.	\$11,625.94
	Receipts during Sept.	127.01
	Expenditures during Sept.	3,456.90
	Balance as of Sept. 30, 1969	\$8,296.05

There is a balance of \$3,540 in the LIRF Account and \$411.70 in the Savings Account.

Mr. Allen gave a report on the Trustee seminar held in Muncie on September 16th. He reported that it was a very worthwhile session and thoroughly enjoyed by those who attended.

It was announced that Mrs. Hunt will attend the entire ILA-OLA Annual Conference in Cincinnati and Mrs. Stout will attend conferences on Friday and Saturday, October 17th and 18th.

A discussion was held on the advisability of starting survey work for the air-conditioning to be installed in the Library. The question was raised as to whether or not we would require the services of an architect. It was suggested that Chet Reynolds, local agent for the Carrier Co. be contacted for the initial steps in this survey work.

Mrs. Sharp made a motion which was seconded by Mrs. Fitzpatrick that the library purchase 200 crocus bulbs from the Kiwanis Club - to be planted along the walkway to the Children's entrance. The motion passed. A discussion followed concerning color of bulbs. It was agreed that Mr. Allen would make the selection and see about planting.

Mr. Allen discussed the 2 trees which are to be planted by the Kiwanis Club. It was noted that the damaged trees in front of the Library seem to be coming along and that proper watering had helped to revive them.

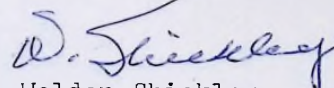


It was reported that the furnace is working. Mr. Shickley then gave a report on conversation with Marion Reynolds. Mr. Reynolds had suggested that we have a man from Muncie Central Indiana Gas Co. come in to adjust the burner. Mr. Reynolds will then check the thermostats. Mr. Shickley was instructed by the Board to follow through on this.

Mrs. Powell was unable to attend the Board meeting because of an accident in which she injured her right hand. Due to this the Board passed a resolution permitting Mrs. Sharp to sign the October checks in place of Mrs. Powell. Mrs. Sharp then signed the October checks.

There being no further business Mr. Allen adjourned the meeting at 7:45 p.m.

Respectfully submitted,



Weldon Shickley
Secretary

Typed: 10/7/69



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MINUTES OF NOVEMBER 1969 MEETING - BOARD OF TRUSTEES

A short meeting of the Library Board of Trustees was held on Wednesday, November 5, 1969.

Members present were: Walter Allen, Emalee Powell, Weldon Shickley and Florence Sharp.

Minutes of the October meeting were dispensed with. The Board approved the bills and signed the claims and checks.

Due to the illness of Mr. Allen, President of the Board, no further business was transacted and the meeting adjourned.

Respectfully submitted,

W. Shickley

Weldon Shickley
Secretary

Typed: 11/6/69

Keep
- 3:00 PM

MINUTES OF DECEMBER 1969 MEETING - BOARD OF TRUSTEES

The regular monthly meeting of the Library Board of Trustees was held on Wednesday, December 3rd at 7:00 p.m. in the Library.

Those present were: Walter Allen, Weldon Shickley, Patricia Fitzpatrick, Florence Sharp, Jeanne Wellnitz and Esther Hunt, Librarian.

The meeting was called to order by Mr. Allen. The November Minutes were read by Mr. Shickley and, there being no changes, they were approved as read.

REPORT:

There was an increase of 521 books circulated during November 1969 over November 1968...83 new books were cataloged and placed on the library shelves...The total book circulation for November was 4939 books. There are now 2 story hours for children at the library - one on Tuesday morning and another on Saturday morning. Total attendance at these story hours for November was 109 children.

Mrs. Hunt advised the Board that the ^{County Auditors Office} ~~State Tax Office~~ had been called for an advance draw of \$5,000. to meet our December expenses.

Balance as of 10/31/69	5,257.23
Received during November	183.02
Disbursed during November	3,315.12
Balance as of 11/30/69	2,125.13

A Resolution was unanimously passed by the Board members to transfer \$2,000. from Account #56 to the Library Improvement Reserve Fund. This is to be held toward air-conditioning the Library in 1970.

Mrs. Hunt advised that Mr. Allen, Mr. Shickley, herself and Miss Farnworth had attended the State Tax Commission meeting in Anderson for final approval of our 1970 Budget. Line 11 of the Budget - Operating Balance - was cut from \$8,000. to \$7,393. This means a cut of approximately \$700 in our Budget for 1970.

Mr. Shickley spoke of the dangers of operating on a deficit basis because of advance draws. All agreed that this should be taken into consideration when preparing the 1971 Budget figures.

Mrs. Hunt advised the Board that the Willkie material had been sent to a Mr. Francis Clark at Notre Dame to be micro-filmed. The total cost will be approximately \$150. as against \$1,000. quoted by the Bell & Howell representative.

She also advised the Board that the Library had purchased an 1875 Atlas of Indiana from Mr. Clark for \$65.00 and is currently purchasing, from other sources, reprints of other county histories.

The Board agreed that the Library would be closed all day Christmas Eve and remain open New Years Eve from 9 to 5 - for the Holiday Season.

Continued

Mrs. Hunt advised the Board that we had obtained our new Vacuum Sweeper and it is proving very satisfactory. She also advised of the purchase of a record album rack to take care of our record supply.

Mrs. Hunt touched briefly on the ILA-OLA Annual Conference in Cincinnati. She observed that the workshop was very good and beneficial but the meetings were not of any particular import.

A discussion was held regarding the fee charged for lost library cards. In most instances these cards are reported lost by students who do not seem to make an effort to search for them at home. This results in the issuing of duplicate cards (when the original turns up at home) and the suggestion had been made by the Library Staff to set the fee for lost cards at \$1.00. After discussion, a motion was made by Mr. Shickley and seconded by Mrs. Sharp that our fee for lost library cards should be raised to \$1.00. The motion was unanimously approved by the Board and the new fee is to go into effect immediately.

Mrs. Fitzpatrick gave the recommendations of the Nominating Committee, comprised of Mrs. Fitzpatrick and Mrs. Wellnitz. Their recommendations for officers of the Board for the year 1970 were:

Walter Allen	-	President
Glenn Hadley	-	Vice President
Welden Shickley	-	Secretary
Emalee Powell	-	Treasurer

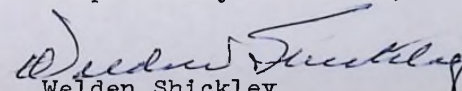
A motion was made by Mrs. Sharp and seconded by Mrs. Wellnitz to approve the recommendations of the Nominating Committee. The motion was unanimously passed by the Board.

Exception was taken to the Library policy regarding its insurance program by Mrs. Wellnitz. A discussion followed and Mrs. Wellnitz requested the address of the State Board of Accounts. Mrs. Hunt supplied this information to her.

There was some further discussion about the best method to follow in the initial steps toward air-conditioning the library in 1970. A suggestion was made that contact be made with the architect who did the library work for the front steps. No definite course of action was decided upon in this general discussion.

There being no further business the meeting was adjourned, by Mr. Allen, at approximately 8:00 p.m.

Respectfully submitted,


Welden Shickley
Secretary

Typed: 12/22/69