

AGENDA

January 5, 1983

Board of Trustees Meeting

Elwood Public Library

1. Approval of minutes of previous meeting.
 2. Review December's statistics.
 3. Election of Officers for 1983.
 4. Board appointments, only one up for this year, Beverly Austin
May 5, 1983.
 5. Meet as Board of Finance to choose Bank.
 6. Proposal to invest all library funds in interest bearing
accounts between board meetings.
 7. Report on books by mail.
 8. All work projects complete.
 9. Job descriptions for Director and staff.
 10. Discuss the use of the meeting room by different groups in
the community.
 11. Adjournment of meeting.
- . . . Next regular scheduled meeting is February 2, 1983.

The Elwood Public Library ^{Board} met Wednesday, January 5, 1983, at 7:00 p.m. in the library. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mrs. ^{Austin} Kennedy made a motion to approve the minutes from the December board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,138
Incl. 13NR	
Book Stock	40,314
Circulation	4,565
Information Questions	100
by phone	57
Phonorecord Circ.	276
Cassette Circ.	20
Poster Circ.	3
Fines & Fees	161.65
Copier receipts	252.90
Non-Resident Fees	142.50

Mr. Drumm announced that the circulation has increased from 64,101 in 1981 to over 68,000 in 1982.

The election of officers for 1983 was to be held this evening, but was postponed to the February board meeting due to the absence of two board members. Mrs. Herndon felt that since she has been the president of the board for two years it was time for her to step down.

Mr. Drumm announced that the idea of donating a \$1.00 to the library when an individual checks out a video cassette has been very successful.

The director announced that all work projects had been completed by December. The additional appropriation was approved December 19, 1982. Mr. Drumm explained that he was able to turn the water temperature in the boiler back by thirty degrees because the library was just too warm.

Mrs. Austin's term will expire May 5, 1983 and she expressed desire to remain on the board. A letter will be sent to the school corporation asking for an additional term.

In each odd-numbered year, libraries are required to designate official depositories for library funds. The library board met this evening for the purpose of organizing as a board of finance. The library board of finance shall meet again in February for the purpose of designating public depositories for the ensuing two-year period. The library has received a notice from Security Bank and one from First National Bank.

Mr. Drumm proposed to invest all of the library's funds in a money market checking account. There must be a \$2,500 minimum balance in the account or the interest will drop to that of a regular savings account. At this time the money market accounts are earning around 8% interest and there is a new rate every two weeks. The money market accounts are federally insured and there will be a \$5.00 service charge per month. Mrs. Austin made a motion to invest all of the library's funds into a money market checking account provided that there is no penalty charge when removing all of the money at any time. Mrs. Copeland seconded this motion. All board members present were in favor of this motion.

The director reported on the books by mail program stating that he found out that the townships are limited by a 2% increase in their overall budget. Mr. Drumm said he cannot justify such a program without being able to bring in more revenue. However, he would like to talk to the trustees to see if they would be interested in appropriating \$1,000-2,000 of their budget for some sort of library service for their township. The board gave Mr. Drumm permission to approach the townships, but felt it would be useless. Mrs. Austin asked Mr. Drumm if he would find out if a library has to charge a non-resident fee. She felt that the library would be able to attract more patrons if we charged a smaller non-resident fee.

Mr. Drumm passed around to each board member a job description for him and each member of the staff including the high school pages.

The director brought up discussion concerning the use of the meeting room by different groups in the community. He told the board that the Mormons would like to use the meeting room, but since there is no written policy for the meeting room he was hesitant in giving them an answer without the board's viewpoint. The librarian will check with the lawyer whether we can discriminate against political, religious, or any other groups using the library's meeting room. He will report his findings at the February board meeting.

Mr. Drumm informed the board that he was interested in contacting an architect to see if the Indiana Bell building would be feasible for a library. Mrs. Austin said that she felt that Mr. Drumm should wait until Indiana Bell said "that's a possibility" or "maybe" before we proceed with an architect. Mrs. Austin was helpful in telling everyone the floorplan of the telephone building. Mr. Drumm will not contact an architect, but he will continue to keep the library fresh

in the minds of those at Indiana Bell.

The director informed the board that when the men were insulating the library they stepped on a bare wire and shorted out a wire. Bollinger Electric Co. fixed the damaged wire and told Mr. Drumm that the wiring did not follow any codes and that if the library wanted to modernize their wiring they would do it \$1,000 at a time. The board members announced that it would be a wise idea to get estimates on rewiring the library.

The director told the board that Dorothy Beasley wanted to know if the library would be interested in having CETA workers to help out at the library. After little discussion the board members decided that it would cause more work for the staff and declined Mrs. Beasley's offer.

Mr. Drumm proposed buying two bicycle racks for the front lawn. The racks are 5 foot at the cost of \$112.30 each. The racks would be purchased from the Playground Equipment Company in Anderson. The board members were agreeable to purchasing one rack and see if it is used and then purchase another at a later date.

The director asked Mrs. Austin or Mrs. Herndon who he would contact to reach the kids in the Friends of the Library. Mrs. Austin suggested contacting Mr. Merritt and informing him of what Mr. Drumm was planning to do. They suggested to Mr. Drumm to make announcements over the school's intercom.

Emma Copeland, Secretary

AGENDA

February 2, 1983

Board of Trustees Meeting Elwood Public Library

1. Approval of minutes of previous meeting.

2. Review January's statistics.

OLD BUSINESS

1. Election of Officers.

2. Meeting Room policy.

3. No legal requirements for individual non-resident fees.

4. Possibility of co-op loan with Tipton for VCR tapes.

NEW BUSINESS

1. Possibility of setting up a schedule of user's fees.
-like \$25.00 a year for 65 and older non-residents, etc.

2. Estimates for electrical work to be done.

3. Library will receive a LSCA grant in June for \$2,980 for our reciprocal borrowing to other libraries.

4. Request signatures on a resolution requesting a temporary loan from LIRF.

5. Meet as board of finance to choose banks.

. . . next regular board meeting is March 2, 1983.

The Elwood Public Library Board met Wednesday, February 2, 1983 at 7:00 p.m. in the library. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austinpresent
 Tom Connerpresent
 Emma Copeland.....present
 Betsy Herndon.....present
 Michael Kennedy.....present
 Edwin Pavese.....present
 Joeanna Winings.....present
 John Drumm, Directorpresent

After making a correction as to whom approved the December's board minutes. Mr. Kennedy made a motion to approve the minutes from the January board meeting.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,123
Incl. 13 NR	
Book Stock	40,343
Circulation	6,242
Information Questions	138
By phone	49
Phonorecord Circ.	355
Cassette Circ.	23
Poster Circ.	16
Fines & Fees	133.97
Copier	392.70
Non-Resident	140.00

The election of officers for 1983 will be held this evening. At the January board meeting Mrs. Herndon declined the offer of the office of president for a third year. Mrs. Austin announced that she would be glad to accept the nomination for president. Mr. Kennedy moved to elect the following officers - Beverly Austin, president; Tom Conner, vice-president; Emma Copleand, secretary; and Betsy Herndon, treasurer. Mr. Pavese closed the nominations and seconded the motion. The new slate of officers will begin their duties at the March board meeting. The board congratulated Mrs. Herndon on her term as president.

Mr. Drumm informed the board that he spoke with Mike Farrer concerning the library's meeting room policy. Mr. Farrer stated that the library cannot excluded any group unless all groups of the same nature are excluded. Mr. Drumm said with the board's approval he could delay his response to groups wanting to use the meeting room until the following board meeting. The board agreed with this idea.

The director announced that he also found out from Mike Farrer that there are no legal requirements for individual non-resident fees, but it would not be fair to the taxpayers to not charge a non-resident fee. Mr. Drumm stated that he and the staff felt that it would be a good idea to set up a schedule of non-resident rates for different categories of people such as \$20.00 for an individual and his or her spouse who is 65 years or older. If they have children living at home that are 18 years or older they must buy their own non-resident card. Those non-resident children attending Story Hour can pay \$10.00 for the first child and \$5.00 for each child thereafter. A High School student who lives outside the city limits may pay \$20.00 for a library card. This new schedule of fees will be amended to the \$40.00 non-resident family card. Mr. Kennedy made a motion to accept the schedule of rates. Mr. Pavese seconded the motion.

Mr. Drumm checked into the possibility of co-op loan with Tipton for VCR tapes. There will be a gentlemen's agreement between the two libraries in case of loss, damage, etc. to the video tapes the library possessing the tape at that time will make restitution to the owner of the video tapes. The board was very agreeable to the loan program feeling that it would benefit both libraries. Mrs. Winings will provide helpful assistance in the loan program by being willing to transport the VCR tapes between the two libraries. Mr. Drumm and Mrs. Austin discussed the possibility of a summer loan program with the High School.

The director passed a colorful annual report flyer to each of the board members which discussed some of the things that had happened at the library in 1982.

Bollinger Electric Company spent two days at the library estimating the elimination of old original knob and tube type of wiring. This type of wiring is not safe in the library because of its age and brittleness has caused the insulation to break exposing bare wires. Also, some of the circuits have been cut due to remodeling, leaving open wire ends that could be powered. Either of these reasons can produce a fatality or fire. It should also be considered that this wiring practice is no longer in accordance with the National Electric Code. Bollinger's said that this job will do away with all of the older wiring and place all of the electrical wiring into conduit. The estimated cost of all labor and materials is \$2,900. The funds would be available through Library Improvement Reserve Fund. Mrs. Winings said she knew of another electrician that could give the library an estimate. Any decisions will be tabled until more bids are received.

The Director reported that a letter was received from the State Library stating that the library's reimbursement for reciprocal borrowing in the amount of \$2,980 will be arriving in May. The funds may be used on anything and must be spent by September 1983.

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. Mr. Kennedy moved the adoption of the resolution. It was seconded by Mrs. Austin. The resolution was adopted by all the board members present.

Mrs. Copeland announced she would be absent at the March board meeting due to a vacation in Florida.

"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 second day of February, 1983.

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

BY:

Michael Kennedy

Beverly J. Austin

Emma Copeland

Jeanne M. Rupp

Betty Stenison

Edwin Pavese

JE Sanner

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 SECOND DAY OF FEBRUARY, 1983.



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 SECOND DAY OF FEBRUARY, 1983.

AUDITOR

AGENDA

March 2, 1983

Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Electrical bids.

NEW BUSINESS

1. Proposal by the Friends of the Elwood Public Library that all monies put into the Library's gift fund be under their control to the extent that they be allowed to stipulate how and when the money would be spent.
2. Trading of VCR tapes with Tipton to begin in March.
3. Materials for Chamber.
4. Proposal to add three personal days per year for the Director and staff, in addition to the one day a month sick day. The three personal days would not be cumulative.
5. Proposal that the number of cumulative sick days be raised from 90 to 120 days per year.

... next regular board meeting is April 6, 1983.

The Elwood Public Library Board met Wednesday, March 2, 1983, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

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

Mr. Kennedy 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	4,117
Incl. 0 NR	
Book Stock	40,416
Circulation	5,668
Information Questions	145
By phone 53	
Phonorecord Circ.	225
Cassette Circ.	17
Poster Circ.	8
Fines & Fees	108.35
Copier	387.15
Non-Resident	70.00

There was a 13% increase in the Adult circulation and a 24% increase in the Juvenile circulation for February 1983.

Mrs. Winings presented to the board an electrical bid from Ed Long. She felt very confident in his work listing many places that he had recently completed work on. At the February board meeting an electrical bid from Bollinger Electric Company was opened. The estimated cost of all labor and materials for eliminating the old original knob and tube type of wiring was \$2,900. Ed Long's electrical bid was for \$2,650. The board members agreed to table the discussion concerning the electrical bids until the April meeting when more board members will be present. Mr. Long will be contacted to see if he can hold his bid until the April 6th board meeting.

The Friends of the Library proposed that the money they received will be put into the library's gift fund. They want their gift money to be under their control to the extent that they be allowed to stipulate how and when the money should be spent. The board members were agreeable to this proposal.

Mr. Drumm announced to the board that the trading of VCR tapes has begun between the Elwood library and the Tipton library.

Mr. Drumm announced that he was named the head of the legislative committee of the Elwood Chamber of Commerce. He informed them that he has recently ordered \$600 in materials for the library to be used in conjunction with the Chamber of Commerce. The information will be available for use by the public.

Mr. Drumm asked the board members to consider adding three personal days per year in addition to the one day a month sick day for the staff and the director. The three days would not be cumulative. Although the board members present were in favor of the proposal the consideration will be discussed further at the next board meeting. The proposal that the number of cumulative sick days be raised from 90 to 120 days per year will also be further discussed in April.

The director passed around a list of events for National Library Week that had been compiled by the director and the staff. The board members suggested some ideas to add to the list. The suggestion was also made to plan programs before and after National Library Week instead of trying to do too much in one week. Mr. Drumm announced by the next board meeting our list will be finalized.

The next piece of business Mr. Drumm wished to discuss was that of shortening the library's hours by 2 hours a week stating that the Elwood library was open more hours a week than other libraries of comparable size. By closing the library at 5 o'clock both Friday and Saturday the library could save \$1,034 in electricity and those wages paid to the hourly employees. Mr. Drumm sited Tipton's hours as being from 10-8 Monday thru Thursday and 10-5:30 Friday and Saturday. Noblesville library is open Monday thru Thursday from 9:30-8 with Friday and Saturday's hours being from 9:30-5:30. The library's hours are from 9-8:30 Monday thru Thursday and 9-6 on Friday and Saturday. The board chose to table this piece of business until the April board meeting for further discussion.

Mr. Drumm relayed to the board that in his recent talks with Dorothy Beasley she said that there was a good chance that the township would pay \$5,000 a year (revenue sharing) for the library to serve the unserved population of the township. Five thousand dollars would not be enough if every person in the township would take advantage of the library service, but that serving everyone would be doubtful. Hopefully, people from Frankton would be able to receive library service. According to the laws the library is blocked anyway it tries to go. If the township would pay the library \$5,000 it would be more than we had. Mr. Kennedy said that there

is no harm in trying as long as revenue sharing funds are being used. Pursue it and see how their board reacts. Mr. Drumm said he must start some sort of lobbying action in June since that is when the budget making process begins.

The director said the he was looking at the possibility of hiring Rita McQuitty, part-time, in place of the two graduating seniors. He feels it would benefit the library by training an adult to handle some of the desk work and thus freeing the other staff members for other work that needs to be done in the library.

Mrs. Winings moved to adjourn the meeting and Mr. Kennedy seconded the motion.

Joanna Winings
Pres

AGENDA

April 6, 1983
Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Electrical bids.
2. Proposal to add three personal days per year for the Director and staff, in addition to the one day a month sick day. The three personal days would not be cumulative.
3. What is the Board's definition of a personal day.
4. Proposal that the number of cumulative sick days be raised from 90 to 120 days per year.
5. Proposal to cut two hours, one on Friday, one on Saturday making the hours 9 to 5 both days. Potential savings of \$1,000 per year.

NEW BUSINESS

1. Free camera from Polaroid.
2. Indiana State Library meeting-May 5-7, 1983.
3. New oil painting-gift to the library.
4. Framing of library memorabilia.
5. 1983 distribution of state funds.
6. Discuss plans for National Library Week.

... next regular board meeting is May 4, 1983.

The Elwood Public Library Board met Wednesday, April 6, 1983, in the library. The meeting was presided over by the vice-president, Tom Conner.

Attendance

Beverly Austinabsent
Tom Connerpresent
Emma Copelandpresent
Betsy Herndonpresent
Michael Kennedypresent
Edwin Pavesepresent
Joeanna Winingspresent
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	4,190
Incl. 9 NR	
Book Stock	40,491
Circulation	6,465
Information Questions	140
By phone 69	
Phonorecord Circ.	340
Cassette Circ.	41
Poster Circ.	4
Fines & Fees	108.90
Copier	435.60
Non-Resident	85.00

Each board member was given a package of promotional items for National Library Week that the staff has assembled. Mr. Drumm said that members of the Friends will introduce the guest speakers during National Library Week. The director extended an invitation to all board members to attend the planned festivities.

Mr. Drumm informed the board members that the library has an agreement with Polaroid called "Check it out." They have given us one Sunburst camera to loan based on our circulation. If anything happens to the camera they will replace it. The only stipulation with the program is that each time a patron checks out the camera a Polaroid questionnaire must be filled out. The patron must provide their own film.

The director announced the donation of a painting, "Spring Time", by Leota (Loop) Williams, whose work was well known in Elwood and Brown County. Robert Woellwerts donated the painting in memory of his parents.

Mr. Drumm highlighted what happened at the April 4th Friend's meeting. Mr. Shettle suggested writing a letter to the Lily endowment to see if the library would be able to receive money in order to establish a Wendell Willkie collection. Mr. Drumm proceeded to contact the Lily Library at Bloomington to see what material they owned on Wendell Willkie. They have 10-12 boxes of Willkie's speeches, letters, manuscripts, etc. and they would be willing to give our library the duplicate papers. Mr. Drumm

felt that this information might prove to be an important asset in the letter to the Lily endowment. Mr. Drumm will visit the Lily Library soon to pick up the Willkie manuscripts. The Board agreed to sending a letter to the Lily endowment.

The director announced his desire to frame some of the important library memorabilia that has been stored away for many many years. He felt that they would not only provide an interesting display, but that it would also serve to preserve the important material.

The application for the State Aid was circulated around the table and was signed by six of the board members. The application will be mailed the following day.

Mr. Drumm stated that he will be attending the ILA meeting held May 5-7 in South Bend. Mr. Drumm has a good friend who lives in South Bend and will be staying with him during the conference.

During National Library Week the library will have a sign for the front lawn which will announce the different events for each day. The sign was rented from Alexandria for \$30.00 which includes delivery and pick-up.

The discussion concerning the electrical bids was continued from the March board meeting. The bid from Bollinger's was \$2,900 and the bid from Ed Long was for \$2,650. Both men are capable of the electrical work that needs to be done. Mrs. Winings made a motion to accept Ed Long's proposal. Mr. Kennedy felt that there was not enough difference in the bids to go out of town (Ed Long-Tipton, Bollinger's-Elwood). He also felt that Bollinger's spent a long time in examining the library in order to make their bids and if an emergency arose Bollinger's could be called right away. Mr. Conner agreed that it would be best to do business in town. Mr. Kennedy made a motion to award the contract to Bollinger's and to have only a part of the work done at this time. Mrs. Herndon seconded the motion.

Mr. Drumm asked for the board to consider adding three personal days per year for the Director and the staff, in addition to the one day a month sick day. The three personal days would not be cumulative. Mr. Pavese made a motion to add three personal days a year. Mr. Kennedy seconded the motion. A personal day must be used by a staff member to attend to any type of personal business.

The director informed the board of the proposal to increase the number of cumulative sick days from 90 to 120 days. It would take 10 years of perfect attendance to accumulate 120 sick days. Mr. Conner suggested that it might be cheaper for the library to check into an income maintenance insurance plan. Mr. Drumm said he would check with the different insurance agencies in Elwood and report his findings at the May board meeting.

Emma Copeland, Secretary

AGENDA

May 4, 1983

Board of Trustees Meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Review April's statistics.
3. Proposal by Bollinger Electric to do all work on the library and then wait 6 to 8 months for payment.
4. Proposal to purchase new vacuum cleaner.
5. Proposal to rebuild blinds.
6. Proposals for income maintenance program for library staff.
7. Library legislation in latest legislative session.

. . . next regular board meeting is June 8, 1983.

The Elwood Public Library Board met Wednesday, May 4, 1983, 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 present
Edwin Pavese present
Joeanna Winings present
John Drumm, Director present

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

Mr. Drumm gave the monthly report as follows:

Borrowers	4,179
Incl. 9 NR	
Book Stock	40,588
Circulation	5,801
Information Questions	121
By phone 54	
Phonorecord Circ.	334
Cassette Circ.	34
Poster Circ.	5
Fines & Fees	129.67
Copier	416.70
Non-Resident	70.00

Eastern Indiana ALSA will be sponsoring their annual budget clinic for public libraries at Richmond May 11th. Mr. Pavese will be attending the clinic with Mr. Drumm.

At the April 6th board meeting the motion was made and passed in awarding the electrical bid to Bollinger's (\$2,900) and to have only part of the work done at this time. Bollinger's proposed doing all of the work this year. They would ask for \$350 at the beginning of the job and \$650 upon completion. The library could then pay the balance (\$1,900) in December. They said if the job was done piece meal they could not guarantee the price on the material. It would be a nice arrangement for both parties and would be interest free. Mr. Kennedy made a motion to accept the arrangement made by Bollinger's where the balance will not have to be paid until December 1983. Mr. Pavese seconded the motion.

Mr. Drumm asked the board to consider purchasing an industrial vacuum cleaner for Craig. Several companies brought a stainless steel canister type in for demonstration, but they did not compare in efficiency to a vacuum cleaner made by Rainbow and sold by Rex-Air in Anderson. This vacuum cleaner has a water filled tank where the air passes through the water depositing the dirt in the tank. Mr. Drumm said they tested it on the meeting room carpet and found it unbelievable the amount of dirt it pulled from the carpet. The price of this vacuum cleaner is \$459 with a one year guarantee. It can be paid for out of

the LSCA grant fund money that the library received this year. Mr. Conner said he would like to know the name of the salesperson and if he owns the Rex-Air in Anderson. Mr. Pavese moved to purchase the vacuum cleaner after Mr. Drumm checks with the name of the salesperson and the service agreement. Mrs. Herndon seconded the motion.

Mr. Drumm informed the board members that George Green walked in and offered to rebuild the blinds. He would charge \$923.20 to clean, repair, and paint the blinds. The board felt that the money would be poorly spent and they unanimously declined the offer.

The director presented the proposals he received from two insurance companies (Burnette-Dellinger, Prudential) concerning the income maintenance program that was discussed at the April board meeting. In April the director proposed increasing the number of sick days from 90 to 120 days. It would take 10 years of perfect attendance to accumulate 120 days. Mr. Conner suggested that it might be cheaper for the library to check into an income maintenance program. Burnette-Dellinger proposed the plan to take place after 15 days and \$10,000 life insurance for a premium of \$923.28. Prudential drew up a proposal that would take place after 30 days with no life insurance for \$344.52 a year in addition to employee contribution. When the plan does take effect it would only cover 70% of the gross salary. There was much discussion about the advantages and disadvantages of the plan and it was decided to table the discussion until information was received from the third insurance company.

Mr. Drumm announced the 1983 legislative summary to the board members. Funding for public library distribution will not increase or decrease. HB 1244 was approved in the House and in the Senate and provides that the appeal becomes a permanent part of the library's levy and makes this provision retroactive for those libraries who appealed last year. Briefly, HB 1746 eliminates the claim vouchers for public libraries. HB 1082 has been signed into law and contained the ILA/ILTA amendment to "except" from the scope of legislation, "library records which can be used to identify any library patron."

The director informed the board that the library could be available for a grant if it would be used in improving the accessibility of the library for the handicapped. The grant would pay for 50% and the library 50% of the improvement cost. However, the grant is unfeasible at this time because if a simple improvement is made the library must update the building code to accommodate handicapped individuals.

Mr. Drumm showed the board members the Willkie materials that the Lilly Library donated to the library. There were several buttons and memorabilia that would be framed and displayed for the public. Also included were many photographs of Wendell Willkie. The hope is to make the old staff room in this library into a Willkie room.

Mr. Drumm informed the board members that the library was in need of an advanced tax draw of \$20,000 to help alleviate the cash flow problems caused by the lack of an operating balance. Mrs. Winings made a motion to request an advanced tax draw from the Madison County Treasurer. Mr. Conner seconded the motion.

Emma Copeland, Secretary

AGENDA

JUNE 8, 1983

Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Insurance proposals

NEW BUSINESS

1. PERF payment \$5400.00 for next three years.
2. Maternity Leave
3. Purchase of a microfilm reader printer.
4. Planning next year's budget. (Appoint a budget committee.)

... next regular board meeting is July 6, 1983.

The Elwood Public Library Board met Wednesday, June 8, 1983, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austinpresent
 Tom Connerpresent
 Emma Copelandpresent
 Betsy Herndonabsent
 Michael Kennedypresent
 Edwin Pavesepresent
 Joanna Winingspresent
 John Drumm, Directorpresent

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

Mr. Drumm gave the monthly report as follows:

Borrowers	4,129
Incl. 2 NR	
Book Stock	40,581
Circulation	4,633
Information Questions	130
By phone	50
Phonorecord Circ.	274
Cassette Circ.	52
Poster Circ.	6
Fines & Fees	115.65
Copier	329.70
Non-Resident	60.00

The library has exhausted all its assets that have been necessary for PERF and has run into a deficit. This deficit is the result of pension costs incurred in paying former employees of the library their lifetime retirement benefits. While no retirees are in danger at the present time of losing their benefits, it is the policy of the PERF Board of Trustees to charge any employer that has a deficit an annual interest charge of 7½%. At the present time the deficit is \$16,219.06. This deficit must be taken care of over a three year period with an annual installment of \$5,400. At the end of this year if the budget allows we could prepay some of the deficit, but otherwise it must be allowed for in the 1984 budget.

Mr. Drumm informed the board that what the library budgets for in unemployment insurance will increase from 3.9 to 5% in 1984. In addition to that payment, the library must pay a 20% surcharge each quarter on that payment.

The director stated that since the first items of business discussed were going to cost the library so much money it would be almost impossible to plan on purchasing the staff insurance that has been discussed at previous meetings. Also, Mr. Drumm said he will not consider buying a microfilm reader printer with the LSCA fund. The board members were in agreement as to this decision.

Mr. Drumm informed the board that he felt the library should have a maternity leave policy. He has checked with the surrounding libraries as to their policies and will formulate a policy for the library and present it at the next board meeting. Lynn Ischay is due to have a baby in December. She has accumulated 45 sick days and would like to be able to use them as a maternity leave. After the baby is born she will be working only as a part time bookkeeper with Rita McQuitty taking over her other duties. The board members agreed that Lynn Ischay will be able to use her accumulated sick leave before returning to the library as a part time employee.

As many members of the board as possible will meet June 22nd to discuss the beginnings of the 1984 budget instead of a select committee. The meeting will be held at 6:00 p.m.

Mr. Drumm announced that we have had some trouble with people entering the Indiana Room on their own. Since this room contains many valuable books, etc. Mr. Drumm suggested keeping the Indiana Room locked and to have people sign in and out with their materials. The board unanimously agreed that this would be the best way to handle the situation.

The director informed the board that a page will be leaving this summer to attend college. Another page should be hired in July to begin training. Mrs. Austin brought up the point that she has been volunteering her time in the children's room Monday and Tuesday from 10 a.m. to 1 p.m. She feels that since the children's librarian and occasionally a page are working in the children's room in the morning that it is important for the children's room to be open the same hours as the adult department. The hiring of a third page would make this suggestion feasible. The board members suggested taking a feasibility study of how many children come into the library and at what hours.

Mr. Conner made a motion to accept and approve the treasurer bonds for Mrs. Herndon and Lynn Ischay. The motion was seconded with the officer's signing the bonds.

Emma Copeland, Secretary

AGENDA

July 6, 1983

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes of previous meeting.
2. Review June's statistics.
3. Budget preparation.
4. Benefits for part-time employees.
5. Maternity leave policy.
6. Proposal to buy equipment before grant is lost in September.
 1. Laminator
 2. AV Equipment

. . . next regular board meeting is August 3, 1983.

Special meeting of the library board. Open meeting to review the proposed budget.

Attendance

Beverly Austinpresent
Tom Connerpresent
Emma Copelandpresent
Michael Kennedyabsent
Edwin Pavesepresent
Joeanna Winningspresent
John Drumm, Directorpresent

Mr. Drumm gave each board member a worksheet showing that past budgets have increased at the rate of 12% a year. To get the true cash flow for the year, we take 87% times the budget estimate.

A list of increases for 1984 was attached to the worksheet. This list gave a total of \$13,630 which included the \$5,400 that the library must pay to PERF to cover their deficit.

He suggested reducing LIRF from \$2,400 to 0; repairs from \$1700 to \$700; buildings from \$500 to 0; and furniture from \$1500 to \$1000. These reductions would leave the library with \$9,868 to spend on salaries, etc.

Mrs. Austin suggested leaving \$2,000 in LIRF and \$100 in buildings. The rest of the board unanimously agreed to this suggestion. Therefore, only \$7,768 was left to use on salaries, books, etc. After studying the different salary increases by percentage the board awarded the staff a 6% increase. This will amount to \$3,296 which leaves \$4,472 that may be added to books, periodicals, and audio-visual.

Mr. Conner moved to adjourn the meeting. The motion was seconded.

Emma Copeland, Secretary

The Elwood Public Library ^{Board} met Wednesday, July 6, 1983, in the library. The meeting was presided over by the vice-president, Tom Conner.

Attendance

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

The director passed out a copy of the 1984 budget to each board member. He informed them that he should have all the final figures for the budget Tuesday after he talks with the state representative. Mr. Drumm said he would like to meet with the board when the budget is finalized although the library is on time with the budget making process.

Mr. Drumm announced that what the library has to contribute to PERF has decreased due to recent contributions they have received from the library and the fact that no one has retired recently. The director said he contacted Ann Moreau of the Indiana Library Association about the possibility of passing a bill that would enable libraries to appeal for the money that is owed to PERF. Perhaps we will be able to seek reimbursement next year.

Mr. Drumm gave the following monthly report as follows:

Borrowers	4,127
Incl. NR 20	
Book Stock	40,739
Circulation	6,696
Information Questions	175
By phone 46	
Phonorecord Circ.	337
Cassette Circ.	81
Poster Circ.	4
Fines & Fees	112.55
Copier	244.40
Non-Resident	360.00

The circulation for the adult department decreased by 8% and the children's room circulation was down by 31%. Mr. Drumm said he is unable to explain the drop in the children's room circulation since the enrollment of children in the reading club has increased and all of the programs have been well attended. The director felt that allowing the children to set their own goal this year instead of Mitzi setting a goal for them as in previous years might be part of the problem. Nothing can be confirmed until the Reading Club finishes in August.

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

Mr. Drumm passed out two policies for the board members to consider. The policies will be further discussed and voted on at the August board meeting. The maternity leave policy will begin March 1, 1984 and will be reevaluated from time to time as laws change. The individual will be granted a 45 day maternity leave and will be able to use their accumulated sick leave, vacation, or personal time towards the maternity leave. Also to be discussed at the August board meeting are benefits for part-time employees. Mr. Drumm suggested giving an individual who is 18 years or older and works less than 36 hours a week half of the benefits received by the full time employees. A part time individual must work at least 3 years before they are eligible for any benefits.

The director informed the board that the LSCA grant must be spent before September. There is \$2,521 available to spend after purchasing the industrial vacuum cleaner. Mr. Drumm would like to buy a laminating press which would help to bring the library more revenue and also be an additional service to offer the public. If the library charges 50¢ an item the machine will pay for itself and the supplies. The price of the press is \$759 with approximately \$200 being spent for supplies. The director also suggested that an opaque and an overhead projector be purchased. There was some hesitation about buying the projectors. Mrs. Herndon said they are available at the Junior High and are seldom used. She felt the library would be able to borrow their equipment when the staff needed to use it. Mr. Drumm would like to buy another typewriter for the staff to use since the library owns only one fairly decent typewriter. The director said the machine he had in mind could be purchased from Quill for \$599.88. It is electronic, can erase an entire line, has a print wheel and operates with very few moving parts therefore very few service calls. Mr. Conner made a motion for the library to purchase the laminating press and supplies and an electronic Olivetti typewriter from the LSCA grant money. If any money remains from the grant it can be used to purchase any other needed furniture, equipment, etc. for the library. Mrs. Herndon seconded the motion.

Emma Copeland, Secretary

AGENDA

AUGUST 3, 1983

Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Maternity Leave Policy.
2. Benefits for part-time employees.

NEW BUSINESS

1. 1984 Budget.

REMINDER

August 31, 1983. Public hearing held by the library board. (15 min.)

September 7, 1983. Next regular board meeting.

The Elwood Public Library board met Wednesday, August 3, 1983, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austinpresent
Tom Connerpresent
Emma Copeland.....present
Betsy Herndonpresent
Michael Kennedypresent
Edwin Paveseabsent
Joeanna Winingspresent
John Drumm, Directorpresent

Mr. Kennedy 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	4,139
Incl. 6 NR	
Book Stock	40,838
Circulation	6,058
Information Questions	160
By phone 53	
Phonorecord Circ.	282
Cassette Circ.	58
Poster Circ.	10
Fines & Fees	130.30
Copier	251.25
Non-Resident	90.00

The circulation for the juvenile department has increased by 10%. Mitzi had planned several programs for the children during July and each program was well attended. The bike-a-thon raised \$179.50 for the children's room.

Signatures of the board were needed on Form 3 of the 1984 budget. The budget estimate, to be advertised August 20th, is \$141,113 and the net tax rate is \$.43. Signatures were also needed on an appeal that will be sent to the State Board of Tax Commissioners asking for recovery of 3.9% of salaries paid for workmen's compensation and the 20% solvency surcharge which is added to each quarterly contribution. The public hearing will be held August 31 at 4 p.m.

The district meeting will be held at Ft. Wayne September 14th. The library will be closed so that the staff members can attend the conference. Any board member wishing to attend the meeting is invited.

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. Mr. Kennedy moved the adoption of the resolution. It was seconded by Mr. Conner. The resolution was adopted by all of the board members present.

Mr. Drumm reiterated the two policies he had wanted the board members to consider at the July board meeting. The maternity leave policy will begin March 1, 1984 and will be reevaluated each year. The individual will be granted a 45 day maternity leave and will be able to use their accumulated sick leave, vacation, or personal time towards the maternity leave. Mr. Kennedy moved to accept the proposed maternity leave. Mr. Conner seconded the motion. The benefits for part time employees would give an individual who is 18 years or older and works less than 36 hours a week half of the benefits received by the full time employees. A part time individual must work at least 3 years before they are eligible for any benefits. The only suggestion was to change 18 years to 21 years or older so the library won't have to offer benefits to the pages who may fall into this category. Mr. Kennedy moved to accept the policy written for part time employee benefits. Mr. Conner seconded the motion.

Mr. Conner moved to adjourn the meeting. The motion was seconded.

MATERNITY LEAVE

To take effect March 1, 1984:

The Board of Trustees of the Elwood Public Library adopts the following policy with reference to Maternity Leave:

This policy shall be reevaluated each year or more frequently depending upon changes in the law.

Maternity leave shall be treated the same as any other illness. Such leave shall not effect the tenure of the employee in question. Maternity leave shall be for 45 days. The employee shall make every effort to be back at work and on the job on the first working day immediately subsequent to the end of the 45 day period. The individual shall be allowed to count their sick leave days, and/or vacation days, and/or personal leave days toward their maternity leave. If the individual does not have 45 days accumulated, then the balance of the time off shall be given as unpaid sick days.

Adopted August 3, 1983.

BENEFITS FOR PART-TIME EMPLOYEES

Part time employees with at least three years of work experience may accrue benefits that will be one half that which a full time employee may accumulate. A part time employee is 21 years or older and works less than 36 hours a week.

Adopted August 3, 1983.

"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 third day of August, 1983.

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

BY:

Jeanne M. Hering
Betty Hendon *Beverly J. Austin*
Michael Kennedy *Emma Copeland*
Thomas E. Colner

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 THIRD DAY OF AUGUST, 1983.

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 THIRD DAY OF AUGUST, 1983.

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.

The Elwood Public Library Board met Wednesday, August 17, 1983, at 6:00 p.m. for a special meeting here in the library.

Attendance

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

Mr. Drumm invited Mike Farrer, the library's attorney, to further explain to the board members the implication of the Attorney General's Advisory Opinion on House Bill 1638. The advisory opinion states that the current library board should be abolished and a new board appointed September 1st.

A letter from the ILA office suggested consulting immediately with your board attorney regarding the legal status of the library board as of September 1st.

Mr. Farrer suggested passing a resolution that the board will serve in its present capacity until a new board is duly constituted. He said the interim board could continue business as usual because at this point who would object. When the new board is appointed it should ratify those acts from the temporary board so that they will not be held legally liable.

The number of terms a library board member has served under IC 20-14-2-4 repealed effective September 1, 1983, should not be carried over or considered in determining whether he is eligible for appointment as a library board member under IC 20-14-2-4.1.

Mr. Farrer commented that further investigation will have to take place to determine how the new appointments will be made before the new board is established.

Mr. Kennedy made the motion that the present library board will serve in its present capacity until the new board is duly constituted. Mrs. Copeland seconded the motion.

Mr. Kennedy moved to adjourn the meeting. The motion was seconded.

Emma Copeland, Secretary

Special meeting of the board. Open meeting to review the proposed budget. No outsiders were present.

Attendance

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

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

Emma Copeland, Secretary

AGENDA

SEPTEMBER 7, 1983

Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Budget - Approval.
2. Staff & Director attending the Indianapolis Area Library Programs.

NEW BUSINESS

1. Proposal that the Children's Librarian be allowed to go to part time employment starting October 1, 1983.
2. Proposal that the maximum number of weeks of vacation a full time employee receives be raised to 4 after 15 years of service.
3. Book sale profit \$110.00.

..... Next board meeting October 5, 1983.

The Elwood Public Library Board met Wednesday, September 7, 1983, 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 present
 Edwin Pavese present
 Joeanna Winings present
 John Drumm, Director present

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

Mr. Drumm gave the monthly report as follows:

Borrowers	4,121
Incl. 4 NR	
Book Stock	40,742
Circulation	5,606
Information Questions	96
By phone 31	
Phonorecord Circ.	294
Cassette Circ.	62
Poster Circ.	18
Fines & Fees	183.75
Copier	235.60
Non-Resident	135.00

The director was happy to report that the adult circulation was up by 48% and the circulation for the children's room was up by 14%.

Mr. Kennedy moved and Mr. Pavese seconded that the 1984 budget be accepted. The motion was carried. 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 1984 salaries for workmen's compensation and the 20% surcharge which is added to each quarterly contribution.

After receiving more information from ILA concerning the district meeting the library staff decided they would rather attend the meeting in Indianapolis although it is in a different district due to its closeness. Mrs. Copeland would like to attend the meeting with the staff and Mrs. Austin also is a possibility.

Mr. Drumm offered a proposal to the board that the children's librarian be allowed to go to part time employment starting October 1, 1983. She will be paid on an hourly rate. With two people starting part time the savings for the library will be substantial for 1984. Mitzi will be here when the children's room is open. Mr. Kennedy made a motion for Mitzi Thomas, children's librarian, to begin part time employment October 1, 1983. Mrs. Copeland seconded the motion.

The director presented another proposal asking that the maximum number of weeks of vacation a full time employee receives be raised to 4 weeks after 15 years of service. The board decided to table the discussion until the director could find out the policies of the surrounding libraries. Mrs. Herndon did bring to the board member's attention that it was time to reevaluate Mr. Drumm's vacation. The board members had discussed upon Mr. Drumm's hiring that after 1 year of satisfactory service his vacation time would be increased from 2 to 3 weeks. Mrs. Winings made a motion to increase Mr. Drumm's vacation from 2 to 3 weeks. The motion was seconded by Mr. Kennedy.

The book sale was held at the Elwood Glass Festival and brought to the library \$110.00. The actual profit was \$75.55 after we paid for the space rental and supplies.

Mr. Drumm received a proposal from SONITROL an alarm system. It is specially designed to listen for unusual noises in the library after it has closed. It would cost \$2,100 to install the alarm system and \$60 each month for maintenance and a monitoring fee. The board members decided to table the discussion and perhaps try to discuss other alarm systems that would be less expensive.

The director announced to the board members that a notice to taxpayers will be in the Elwood Call-Leader and Anderson Bulletin September 24th concerning an additional appropriation. The library board will meet October 5th at their regular meeting to consider transferring \$995 from the Library Improvement Reserve Fund into appropriation 36 - Repairs and Maintenance. The transfer would be used to pay Bollinger's upon completion of the electrical work being done in the library. The total cost to the library was \$3,010 which the majority will be paid from #36-Repairs and Maintenance.

Emma Copeland, Secretary

AGENDA

OCTOBER 5, 1983

Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Proposal that maximum employee vacation be raised to 4 weeks for employees with 15 years of service.
2. Burglar alarm.

NEW BUSINESS

1. Endowment plan for the library.
2. Problem with soft bricks. Proposal to have local engineering firm look at the structure of the library.
3. Public hearing for additional appropriation for electrical work.

..... Next board meeting is November 2, 1983.

The Elwood Public Library ^{Board} met Wednesday, October 6, 1983, in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

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

Mr. Drumm gave the following monthly report as follows:

Borrowers	4,147
Incl. 6 NR	
Book Stock	40,801
Circulation	4,522
Information Questions	108
By phone 49	
Phonorecord Circ.	175
Cassette Circ.	36
Poster Circ.	40
Fines & Fees	170.75
Copier	359.85
Non-Resident	130.00

There was no change in the adult circulation and the juvenile's circulation was down from September 1982 by 49%.

The Madison County Red Cross held a three day CPR session here at the library with 14 people in attendance.

Mr. Drumm received a letter from PERF stating as of June 1984 the library's PERF account was overdrawn by \$10,529.86. The library has budgeted \$4,770 in 1984 to be paid to PERF in one lump sum. This amount in addition to the employer's contribution of \$5,255 will almost wipe out the incurred deficit.

The director informed the members of the board that the administrative unit that formed the library will be the one able to appoint one of the board members that the judge presently appoints. Looking back through the library's minutes Mr. Drumm found that the city served as the administrative unit and therefore the city will get the new appointment from the judge.

Mr. Drumm repeated from the September board meeting the proposal asking that the maximum number of weeks of vacation a full time employee receives be raised to four weeks after 15 years of service. The director reported the vacation policies from three of the surrounding libraries. Noblesville awards

four weeks of vacation after 20 years of service, Anderson gives four weeks after 85 months of employment, and Muncie gives 21 days for 16-20 years of employment and 24 days after 21 years of service. There are two employees that have worked at the library for at least 15 years. 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. The motion was seconded.

The director found out the cost of different alarm systems and after discovering that they would all be costly he suggested postponing discussion until January or February when the money situation is more stable. This suggestion was agreeable to all present.

Mr. Drumm told the board members that one of the meetings in Indianapolis he attended concerned endowment plans for libraries. This plan would entail money people have left to the library in wills, etc. The money would go into the gift fund and the interest would go towards the purchasing of books, records, etc. for the library. Starting of an endowment plan would be a long term project for the library and eventually brochures would be distributed at lawyer's offices, the library, and other appropriate places. The board members felt that this was a good idea and perhaps a project for the Friends.

The electricians have had no trouble drilling through the walls of the library due to the bricks being so soft. Mr. Drumm proposed having a local engineering firm look at the structure of the library to check on its stability. The board members felt that there would be no harm in checking the soft bricks.

Mr. Drumm told the board that he has a friend that serves on a committee that approves federal grants for public libraries. He has been told that there is now federal money available to extend services and that now would be the time to submit a proposal for the grant before March 1984. The board members agreed to go forth with submitting a proposal since nothing ventured is nothing gained.

The director explained to the board that the library needs to appropriate from the unappropriated balance of LIRF \$995 for library improvements. The improvement being the completion of the library's electrical rewiring. Mr. Kennedy made a motion to accept the resolution for additional appropriations in the amount of \$995. Mr. Pavese seconded the motion.

Emma Copeland, Secretary

TRANSCRIPT OF PROCEEDINGS
OF
ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA
CONCERNING
ADDITIONAL APPROPRIATIONS

Elwood, Indiana

"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 a transfer of funds to meet necessary expenses and it is deemed necessary to consider the following:

FROM: Library Improvement Reserve Fund \$995.00

TO: 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 transfer and reallocation.

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

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

BY:

Handwritten signatures: Beverly J. Austin, Michael Kennedy, Emma Copeland, Edwin Pavese, Joanna M. Wieringa, and Betty Howard.

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

Minutes of additional business are on file in the library.

Signature of Emma Copeland, Secretary

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the City of Elwood, Madison County, Indiana, that the proper legal officers of the Elwood Public Library at their regular meeting place in the Elwood Public Library, at 7 o'clock P.M. on the 5th day of October, 1983, will consider the following additional appropriations in excess of the budget for the current year.

From:

Library Improvement Reserve Fund \$995.00

To:

3-Other Services and Charges
36-Repairs and Maintenance \$995.00

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.

Beverly Austin, President
Elwood Public Library Board

AGENDA

DECEMBER 7, 1983

Board of Trustees Meeting

Elwood Public Library

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

OLD BUSINESS

1. Endowment Brochure.
2. Reading of the part-time employee benefit rule.

NEW BUSINESS

1. Time to make a new appointment to the Park Board.
2. Request signatures of board members on resolution concerning transfer of funds.
3. Request advance tax draw.

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

MERRY CHRISTMAS AND HAPPY NEW YEAR!

The Elwood Public Library Board met Wednesday, December 7, 1983, in the library. The meeting was presided over by the vice-president, Tom Conner.

Attendance

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

Mr. Drumm gave the following monthly report:

Borrowers	4,180
Incl. 1 NR	
Book Stock	40,979
Circulation	4,895
Information Questions	120
By phone	63
Phonorecord Circ.	218
Cassette Circ.	9
Poster Circ.	2
Fines & Fees	133.35
Copier	281.25
Non-Resident	30.00

The director reported to the board that the budget hearing went very well and not a penny was cut from the proposed budget. Since the adoption of the budget in September the assessed valuation had declined, therefore they didn't have to reduce the library's tax rate. Confirmation of the budget will be received either the last day of December or the first of January.

Mr. Drumm informed the board members that the library was in need of another advance tax draw of \$20,000 to help alleviate the cash flow problems caused by the lack of an operating balance. Mrs. Winings made a motion to request an advance tax draw from the Madison County Treasurer. Mr. Pavese seconded the motion.

An endowment brochure was passed around for viewing by the board members. The brochure would be designed very similar to the Frankfort Library's endowment brochure. Mr. Drumm has made deletions and additions as required to fit the needs of our library. The director will continue to work on the endowment brochure and will present the finished product at a following board meeting.

Mr. Drumm presented a change concerning last month's discussion of the means of considering full time and part time personnel for benefit purposes. As accepted in August the policy read that a part time employee would be eligible for benefits after working for three years. Since the part time employee's benefits are half of what a full time employee receives it would actually take a part time person six years to receive benefits. Mr. Drumm suggested rewriting the proposal stating that a part time employee must complete three part time years of service or at least 1,040 hours a year for three years. The final proposal will be read at the January board meeting.

The director announced that it is time for the library board to make a new appointment to the Park Board. Mr. Pavese who has been serving on the Park Board felt that he could not serve because of his recently elected position on the City Council. Mrs. Winings made a motion to nominate Mr. Conner for the four year term on the Park Board. The motion and nomination was seconded.

Signatures were requested of the board members on a resolution concerning transfer of funds from those appropriations whose funds were not spent to those appropriations that were deleted over the year. Mr. Kennedy made a motion to accept the resolution. Mr. Pavese seconded the motion.

Mr. Drumm announced that Christmas and New Year's will be celebrated on Monday since the holidays fall on Sunday. June 1982 the staff requested closing the Saturday before or after Memorial, Easter, and Labor Day weekend. Also closing Saturday if the 4th of July falls on Friday or Monday. The director would also like to close the Saturday before New Year's since the Saturday before is very slow for the library. Mr. Pavese made a motion to close the Saturday before New Year's. The motion was seconded.

Since December of 1982 the library has been asking for a \$1.00 voluntary donation for each VCR tape that is checked out. This money is used to purchase new VCR tapes. Not everyone has volunteered the dollar donation so Mr. Drumm suggested to the board to charge a \$1.00 user fee for each VCR tape checked out. Mrs. Winings made a motion to charge a \$1.00 user fee for the video cassettes. The motion was seconded. The policy will begin January 1, 1984 and will be publicized beforehand.

Mr. Drumm informed the board of the continued mechanical problems with the Silver-Reed typewriter. The typewriter can only be serviced by Shearer Office Equipment in Kokomo. Each time they are called there is a \$75.00 service charge. They have had to make three trips to the library to service the Silver-Reed. Mr. Drumm would like the board to consider trading the typewriter in next year and purchasing a typewriter that can be serviced locally. The director will check with Ramsay's and Miller-Huggins for prices and report back to the board in 1984.

For the last two months the director and the staff has kept a head count of the number of people that use the library from 6-8:30 during the winter. The number of people in the library drops off dramatically from 8-8:30 with four being the most people in the library during this time period. Mrs. Winings made a motion to slice off the last half hour and thus close at 8 p.m. in the winter. The motion was accepted. The new hours will be effective January 1, 1984.

Mr. Drumm asked the board members to consider raising the director's salary by a \$1,000 in 1984. The request was based on the fact that the liquid gas he will be heating his home with is much more expensive than he has anticipated. Mr. Conner congratulated Mr. Drumm on the fine job he has done for the library saying the \$1,000 increase was much deserved. Mr. Kennedy made a motion that the increase in the director's salary would be effective January 1, 1984. Mrs. Winings seconded the motion.

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

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)	3. Other Services and charges	
	34 Insurance	\$1725.00
	36 Repairs and Maintenance	245.00
	4. Capital Outlays	
	43 Books	\$2215.00
		<hr/>
	Total	\$4185.00

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)	3. Other Services and Charges	
	35 Utility Service	\$1385.00
	38 Dues, Interest, Taxes	585.00
	4. Capital Outlays	
	41 Land and buildings	\$ 500.00
	42 Furniture and Equipment	920.00
	44 Periodicals	665.00
	45 Audio-visual	130.00
		<hr/>
	Total	\$4185.00

LIBRARY APPROPRIATION RESOLUTION

Presented to the Elwood Public Library Board read in full and adopted this seventh day of December, 1983 by the following aye and nay vote.

AYE

NAY

Emma Copeland

Betty Skardon

Thomas E. Conner

Michael Kennedy

James M. King

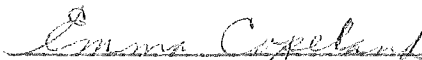
Edwin J. Pavese

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 SEVENTH DAY OF DECEMBER , 1983.


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 SEVENTH DAY OF DECEMBER 1983

AUDITOR OF MADISON COUNTY

AGENDA

NOVEMBER 2, 1983

Board of Trustees Meeting
Elwood Public Library

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

OLD BUSINESS

1. Engineering Study - Library is OK.
2. Endowment brochure.
3. Application for grant for library service project.

NEW BUSINESS

1. For Benefit Purposes are all years of service counted - full time and part time.
2. Claim forms no longer have to be signed by a vendor.
3. Should Board make Raymond Davis honorary member of the library board.

..... Next board meeting is December 7, 1983.

The Elwood Public Library Board met Wednesday, November 2, 1983, in the library. The meeting was presided over by the vice-president, Tom Conner, until the president 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. Kennedy made a motion to approve the minutes from the October board meeting. The motion was seconded.

Mr. Drumm gave the following monthly report:

Borrowers	4,140
Incl. 3 NR	
Book Stock	40,876
Circulation	5,335
Information Questions	99
By phone	36
Phonorecord Circ.	169
Cassette Circ.	31
Poster Circ.	8
Fines & Fees	134.09
Copier	302.00
Non-Resident	110.00

The adult circulation increased by 3% and the juvenile's circulation decreased by 28% from October 1982. Mitzi hosted a successful Halloween party for 92 children. There were 34 clever pumpkins entered in the pumpkin contest.

At the October board meeting Mr. Drumm proposed having a local engineering firm examine the structure of the library to check on its stability. The soft bricks have been inspected and there is a safety leeway. The same company can do an engineering study to determine whether another tier of shelves could be added. There would be a cost of \$37.50 per hour for a 3-4 hour study. Mr. Drumm suggested and the board members agreed to wait on the feasibility study until the space situation becomes more critical.

The director reported that the endowment brochure he had discussed at the October board meeting is still being worked on.

Mr. Drumm has prepared a letter asking for support in requesting federal funds for a library service project of "Books by Mail". This letter will be sent to township trustees and school superintendents.

Mr. Drumm led a discussion of the means of counting full time and part time for benefit purposes. It was suggested that the percentages of hours be rounded off, retroactive to January 1, 1983.

The law exempting libraries from having claim forms signed by a vendor went into effect September 1st of this year.

A suggestion was made that the Friends of the Library make Raymond Davis, Madison County historian, an honorary member. Mr. Drumm will present the idea to the group at Monday night's meeting.

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

Emma Copeland, Secretary