

NORTH MADISON COUNTY PUBLIC LIBRARY
SYSTEM BOARD MEETING

11 JANUARY 1988

AGENDA

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

OLD BUSINESS

1. Vacations and employee benefits and job descriptions.
2. Salary schedule.
3. Resolution for transferring LIRF loans.
4. Definition of a "professional."
5. Salary Resolution.

NEW BUSINESS

1. Requirement of all patrons to have library cards when checking out materials -
To take effect 1 March 1988.
2. Charging user fees to use audio-visual equipment to help defray maintenance
expenses.

. . . Next meeting will be held 8 February 1988 . . .

The 11 January board meeting will be held at the Elwood Library at 5:30 p.m.

The North Madison County Public Library System Board met Monday January 11, at 5:30 p.m. at the Elwood Public Library. The meeting was presided over by the board president, Tom Conner.

Attendance:

- Bonnie Carpenter.....present
- Tom Conner.....present
- Emma Copeland.....present
- Betsy Herndon.....present
- Warner Morgan.....absent
- Lois Norris.....present
- Ranny Simmons.....present
- John Drumm, Director.....present

Mr. Drumm read the monthly report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5080	1942	1076
Book Stock	43,520	3447	4047
Book Circulation	4817	*	*
Records	118	*	*
Cassettes	37	*	*
Video Cassettes	122	*	*
Fines and Fees	90.15	*	*
Copier Receipts	112.70	*	*
VHS Receipts	168.00	*	*
Interest	84.04		

The minutes of the December meeting were approved as read. The report for Frankton and Summitville will be given at the next board meeting.

Money was received from the LSCA project and all bills have been paid including the \$35,000.00 bank loan.

Lois Norris moved and Bonnie Carpenter seconded that \$30,000.00 be transferred from LIRF to the Library Operating Fund. Action: Motion carried.

The board agreed that there is a need to tighten the checking out of materials. Effective March 1, 1988 all patrons will be required to have a library card in order to check out materials.

Ranny Simmons moved and Betsy Herndon seconded that a pay increase of 5% be adopted for the Staff still under the old budget.
Action: Motion carried.

Mr. Drumm and Shawn Heaton will formulate the guidelines for salaries and job descriptions in order to meet state requirements by June.

It was agreed that a users fee should be charged for the library's auto-visual equipment, which is lent to groups and organizations. Currently there ~~is~~ ^{is} no specific ~~money~~ ^{fund} that is dedicated to the repair and maintenance of this equipment. All of the repairs required come out of the regular maintenance budget. Mr. Drumm will report back to the board with a proposed schedule of users fees.

The question was brought before the board as to the following:
If a employee leaves the employ~~er~~ of the Library and then returns within less than a year what, if any, benefits does that employee still retain in relationship to sick days and vacation days.

This question in turn led to the examination of the current policy that deals with the accrual of sick days and vacation days. The board then determined that the Director write a new section that deals with the following:

That all new employees hired after January 1, 1988 work one year before being allowed any vacation time. and

That after a certain time, determined by the board, all sick days will accumulate at the rate of one day a month to a total of 120 days.

The original question will be decided at the next board meeting.
A definition of a "professional" will be determined also.

Lois Norris moved and Bonnie Carpenter seconded that the following officers be retained:

Tom Conner President
Ranny Simmons Vice-President
Emma Copeland Secretary
Betsy Herndon Treasurer
Action: motion carried.

There being no further business, the meeting was adjourned.
The next meeting will be at the Elwood Public Library February 8, 1988 at 5:50 p.m.

Respectfully Submitted,

Emma Copeland

Emma Copeland
Secretary

RESOLUTION FOR LIBRARY APPROPRIATION

BE IT RESOLVED, by the Board of Trustees of the North Madison County 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 \$30,000.00

TO: Library Operating Fund \$30,000.00

BE IT FURTHER RESOLVED, by the Board of Trustees of the North Madison County 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 eleventh day of January, 1988.

BOARD OF TRUSTEES OF THE NORTH MADISON COUNTY LIBRARY SYSTEM, ELWOOD, INDIANA

BY:

Louis Jean Nowak
Emma Copeland

Thomas E. Conner
Bessie Carpenter
Randy Simmons
Betsy Henderson

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 the board meeting are on file in the safe.

RESOLUTION FOR LIBRARY APPROPRIATION

BE IT RESOLVED, by the Board of Trustees of the North Madison County 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:

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The above resolution is hereby adopted this eleventh day of January, 1988.

BOARD OF TRUSTEES OF THE NORTH MADISON
COUNTY LIBRARY SYSTEM, ELWOOD, INDIANA

BY:

Louise Harris

Emma Copeland

Thomas E. Conner

Bonnie Carpenter

Randy Summers

Betsy Hamilton

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 the board meeting are on file in the safe.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

BOARD MEETING FEBRUARY 8, 1988 5:30 p.m.

AGENDA

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

OLD BUSINESS

1. Vacations and employee benefits.
2. Salary schedule.
3. Definition of a "professional".
4. Charging fees to use audio-visual equipment.

NEW BUSINESS

1. Proposal to have all salaried employees work a uniform number of hours per pay period.
2. Personal changes at the Summitville Library.

The March 7th Board meeting will be held at the Elwood Library at 5:30 p.m.

The North Madison County Public Library System Board met on Monday February 8, 1988 at 5:30 p.m. at the Elwood Public Library. The meeting was presided over by the board president, Mr. Tom Conner.

Attendance:

Bonnie Carpenter.....present
Tom Conner.....present
Emma Copeland.....present
Betsy Herndon.....present
Warner Morgan.....absent
Lois Norris.....absent
Ranny Simmons.....present
John Drumm, Director.....present

Mr. Drumm read the monthly report as follows:

Borrowers	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
	5332	1986	1092
Book Stock	43,638	3552	4200
Book Circulation	6,925	1488	1011
Records	96	0	0
Cassettes	65	0	0
Video Cassettes	220	21	28
Fines and Fees	43.90	2.40	40.50
Copier Receipts	122.20	0	0
VHS Receipts	220.00	21.00	28.00
Interest	133.97		

The minutes of the January were approved as read.

It was learned that funds allotted to Indiana for FY 1988 plus funds already on hand will be sufficient to fund all approved LSCA (Library Services and Consturction Act) projects at 100%. No cuts will be made, and we may proceed with our project at the budget level (\$70,000.00) approved in August.

The options for a salary schedult were discussed: A standard salary scale with the pay spelled out in steps is recommended by the State Library. However, a percentage raise would seem to serve us better. Ranny Simmons moved that the percentage pay scale be used in determining salaries. action: motion carried.

Mr. Drumm will check on user's fees that surrounding libraries charge for audio-visual equipment loans. It has been decided in the January meeting that it would be necessary to make a charge.

The board agreed that all new full-time employees are to be subject to the following regulation:

Effective January 1, 1988, all new full-time employees must work until their anniversary date to earn their one years vacation. After the first year year, the employees vacation will start January 1 of the following year.

Effective January 1, 1988, all sick leave shall accumulate at the rate of one day a month to 12 days a year, with 120 days being the total sick leave ammount.

The board further decided that:

Any employee who leaves the employ of the library with 5 (five) years or more of continuous, satisfactory work experience and is again rehired as a full-time employee shall retain all accrued benefits such as sick days and vacation days.

The board asked Mr. Drumm to offer salaried employees proposing a uniform number of working hours per pay period, the option to go on an hourly basis and punch a time clock. (Upon examination of the hours worked in all three libraries, there was found to be little difference in hours.)

Mr. Drumm read the resignation (effective March 2, 1988) of Carla Elsworth, assistant Summitville Librarian. Emily Davidson has been hired as part-time librarian, whild Cinda Horline will become full-time to take Carla's place.

The meeting was adjourned. The next meeting will be at the Elwood Public Library on March 7, 1988 at 5:30 p.m.

Respectfully Submitted,

Emma Copeland, Secretary
Emma Copeland
Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM BOARD
MEETING MARCH 7, 1988 5:30p.m.

AGENDA

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

OLD BUSINESS

1. Charging fees to use audio-visual equipment.
2. Percent type wage increase form.

NEW BUSINESS

1. The library system has received a gift from the Textron Foundation for the purchase of a microfilm reader-printer.
2. Letter from the Board thanking those involved from the Textron Corporation and the local Airfoil Textron to help us secure the money.
3. LSCA Grant proposal for county wide automation.
4. Loan from LIRF fund.
5. Proposal and costs for automating bookkeeping.

RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000.00

TO: LIBRARY OPERATING FUND \$30,000.00

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

The above resolution is hereby adopted this eighth day of February, 1988.

BOARD OF TRUSTEES OF THE NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM, ELWOOD, INDIANA

BY:

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

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 the board meeting are on file in the bookkeeping office.

CERTIFICATE

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM, 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 A TEMPORARY LOAN FROM THE LIRF FUND ADOPTED BY THE LIBRARY BOARD OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM, OF ELWOOD, MADISON COUNTY, INDIANA, AT THE MEETING HELD ON:

DATED THIS EIGHTH DAY OF FEBRUARY 1988

Emma Copeland
Secretary of the Board of Trustees
North Madison County Public Library System
Elwood, Indiana

CERTIFICATE

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 NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM, MADISON COUNTY, INDIANA, WITH RESPECT TO A TEMPORARY LOAN FROM THE LIRF FUND ADOPTED BY THE APPROPRIATING BODY OF SAID MUNICIPAL CORPORATION.

DATED THIS EIGHTH DAY OF FEBRUARY 1988

AUDITOR OF MADISON COUNTY

"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 \$12,000

TO: LIBRARY OPERATING FUND \$12,000

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 seventh day of March, 1988.

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

BY:

Fanny F. Summers

Betty Glendon

[Signature]

Emma Copeland

Thomas E. Connor

Lair Jay Norris

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 the board meeting are on file in the safe.

CERTIFICATE

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 NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM, MADISON COUNTY, INDIANA, WITH RESPECT TO A TEMPORARY LOAN FROM THE LIRF FUND ADOPTED BY THE APPROPRAITING BODY OF SAID MUNICIPAL CORPORATION.

DATED THIS SEVENTH DAY OF MARCH 1988

AUDITOR OF MADISON COUNTY

CERTIFICATE

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM, 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 A TEMPORARY LOAN FROM THE LIRF FUND ADOPTED BY THE LIBRARY BOARD OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM, OF ELWOOD, MADISON COUNTY, INDIANA AT THE MEETING HELD ON:

DATED THIS SEVENTH DAY OF MARCH 1988



Secretary of the Board of Trustees
North Madison County Public Library System
Elwood, Indiana

ELWOOD PUBLIC LIBRARY

"THE PEOPLE'S JUDGEMENT IS NO BETTER THAN THEIR INFORMATION"

124 NORTH 16th ST.
ELWOOD, INDIANA
46036 - 1598
PHONE (317) 552-5001

March 7, 1988

Dear Mr. Smith:

The board of the North Madison County Public Library System wishes to thank you for your work in the generous gift made by the Textron Corporation.

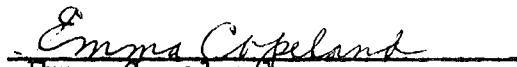
This gift of a microfilm reader printer will greatly benefit the community of Elwood and will be marked with a plaque inscribed, "This machine is a gift to the Elwood Public Library from the Textron Charitable Trust."

Again, many thanks for an excellent gift.

Sincerely,

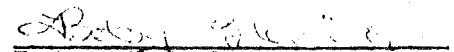

Thomas Conner



Ranny Simmons


Emma Copeland


Bonnie Carpenter


Warner Morgan


Betsy Herndon


Lois Morris

Public Library Application for State Funds

To: Indiana State Library

The North Madison County Public Library System Public Library
(Legal name of library)

124 North 16th Street
(address of library)

STATE OF INDIANA, Madison COUNTY, ss:

we hereby apply for the distribution of state funds to public libraries.

Complies with Standards for Public Libraries no (yes or no)

Converted to Public Library Law (IC 20-14) yes (yes or no)

or

Adopted provisions of Public Library Law (IC 20-14) yes (yes or no)

Provides free library cards for all county residents yes (yes or no)

or

Provides library cards for a fee for all county residents yes (yes or no)

Signed by:

Luci Jay Harris
Thomas E. Cannon
Emma Copeland
William Morgan
Renny J. Simmons

(MUST BE SIGNED
BY MAJORITY OF
LIBRARY BOARD
MEMBERS)

Please return completed application by May 1, 1988 to the Extension Division, Indiana State Library, 140 North Senate Avenue, Indianapolis, IN 46204.

The North Madison County Public Library System Board met on Monday March 7, 1988 at 5:30 p.m. at the Elwood Public Library. The meeting was presided over by the president, Tom Conner.

Attendance:

Bonnie Carpenter.....absent
Tom Conner.....present
Emma Copeland.....present
Betsy Herndon.....present
Warner Morgan.....present
Lois Norris.....present
Ranny Simmons.....present
John Drumm, Director.....present

Mr. Drumm read the monthly report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5331	2172	1138
Book Stock	43,643	3609	4243
Book Circulation	6,286	1518	1082
Records	173	0	0
Cassettes	60	0	0
Video Cassettes	229	35	33
Fines and Fees	158.50	0	0
Copier Receipts	0	0	0
VHS Receipts	229	35	33
Interest	133.97	0	0

The minutes of February were approved as read.

After learning that most libraries require only a deposit on audio-visual equipment, the board decided not to take any action on establishing a fee to help pay maintenance expenses on the equipment.

The Board is grateful to the Textron Charitable Trust for the generous gift of a microfilm reader printer. The members signed a letter of appreciation to Mr. Daniel Smith, plant manager of the local Airfoil-Textron.

Lois Norris moved that the board grant Mr. Drumm the authority to set up the LSCA grant for county-wide automation. It is to be submitted to the state by March 31. The motion was seconded and carried.

Lois Norris moved that the Library System apply for the state distribution of funds to public libraries. The application is due May 31, 1988. The motion was seconded and carried.

Warner Morgan moved that \$12,000.00 be transferred from LIRF to the operating fund, to be repaid by July 1. The motion was seconded and carried.

Our application for the waiver related to Standard III has been approved by the State Library. A copy of the employee classification, salary schedules and job descriptions will be sent to the State Library by January 1, 1989.

Mr. Drumm asked the board to consider automating the bookkeeping system for an estimated initial cost of \$5,700.00.

The meeting was adjourned. The next meeting will be at the Summitville Community Library on April 11, 1988 at 5:30 p.m.

Emma Copeland, Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD MEETING APRIL 11, 1988 5:30p.m.
MEETING HELD AT THE SUMMITVILLE COMMUNITY LIBRARY

Agenda

1. Approval of minutes from previous meeting.
2. Review of March Statistics.

OLD BUSINESS

1. Employee evaluation form.
2. Costs for upgrading computer for bookkeeping.
3. LSCA grant for Library automation.

NEW BUSINESS

1. Street signs for libraries.
2. Closing libraries at 1:00p.m. on Saturday during summer time.
3. State convention in May.
4. Regulations for new reader|printer.
5. Transfer of \$2900 from LIRF.

The North Madison County Public Library System Board met on Monday, April 11, 1988, at 5:30 p.m. at the Summitville Community Library. The meeting was presided over by the board president, Mr. Tom Conner.

Attendance:

Bonnie Carpenter.....absent
 Tom Conner.....present
 Emma Copeland.....present
 Betsy Herndon.....absent
 Warner Morgan.....present
 Lois Norris.....present
 Ranny Simmons.....present
 John Drumm, Director.....present

Lois Norris moved and Ranny Simmons seconded that the minutes of the March meeting be approved as read. Action: motion carried.

Mr. Drumm read the monthly report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5510	2269	1194
Book Stock	43764	3582	4250
Circulation	6071	1411	1095
Books	5824	1405	1061
Records	142	0	0
Cassettes	40	0	0
Video Cassettes	202	6	34
Fines and Fees	147.20	60.40	
Copier Receipts	-	-	-
VHS Receipts	154.00	32.00	
Interest	84.27		

The employee evaluation form will be addressed at a future meeting.

Costs for upgrading the computer for bookkeeping were discussed. Mr. Drumm had visited the Vigo County Library in Terre Haute where such a system, approved by the State Board of accounts, is in operation. The proposal from CBN Software of Minneapolis would require \$4,300 for a program, including a self-teaching package. To upgrade the computer would amount to \$1,096. The board wants to give consideration to a service contract. The board deferred making a decision for 90 days. Mr. Drumm will bring the teaching package to the May meeting. It was suggested that Pearl Gardner, the bookkeeper, attend the May meeting.

The ISCA grant application for funding to convert the county library holdings to a standard electronic format was filed March 31, 1988. We will learn by September whether the project has been approved by the State Library. The amount of \$74,075 was requested for the first year to convert library holdings at Elwood, Alexanderia, and Pendleton to the compact disk and to purchase equipment for each library to read the disks. For the second year \$42,900 was requested to extend the disks to the county's six school corporations and Anderson University's library.

Mr. Drumm will check on the cost of signs to indicate the locations of each library.

Mr. Morgan moved and Mrs. Norris seconded that summer hours of 9:00 AM to 5:00 PM Monday through Friday and 9:00 AM to 1:00 PM Saturday be observed. Action: motion carried.

Mr. Drumm plans to attend the ILA Convention at French Lick in May. The board will take care of his expenses.

The new microfilm reader/printer will be limited to operation by the library staff; patrons will be charged \$.20 per page.

A budget clinic will be held in NewCastle May 26.

A motion for adjournment carried. The next meeting will be held at the Frankton Community Library Monday May 9, 1988.

Respectfully Submitted,

Emma Copeland

Emma Copeland
Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD MEETING MAY 9, 1988 5:30p.m.
Meeting will be held at the FRANKTON COMMUNITY LIBRARY

Agenda

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

Old Business

1. Costs for upgrading computer for bookkeeping and service contract options.
2. Street signs for libraries.

New Business

1. Lawn care estimates for Elwood.
2. Service contract proposal for Merlin phone system.
3. New typewriters for Summitville and Frankton.
4. Library System is eligible for government surplus property.
5. Temporary bank loan of \$6,000.00.
6. Temporary loan of \$2900.00 from LIBF fund.

The North Madison County Public Library System Board met on Monday, May 9, 1988 at the Frankton Community Library. The meeting was presided over by the president, Tom Conner. Attendance:

- Bonnie Carpenter..... present
- Tom Conner..... present
- Emma Copeland..... present
- Betsy Hemdon..... present
- Warner Morgan..... absent
- Lois Norris..... present
- Ranny Simmons..... absent
- John Drumm, Director..... present

Betsy Hemdon moved and Lois Norris seconded that the minutes of the April meeting be accepted. The motion carried.

Mr. Drumm gave the April report as follows:

	Elwood	Frankton	Summitville
Borrowers	5414	2214	1158
Book Stock	43907		
Book Circulation	5770	1329	830
Records	120		
Cassettes	32		
Video Cassettes	113	10	21
Fines and Fees	124.75	21.30	39.95
Copier Receipts	214.70		
VHS Receipts	119.00	9.00	14.00
Interest	29.60		

A computerized bookkeeping system was discussed further. The latest figures from Audio Visual Communications of Indianapolis were \$5,914.00, which included a one year maintenance contract. The quote from CBN Software of Minneapolis amounted to \$7,754.00. Mr. Drumm, Pearl Gardner, Emma Copeland, and Ranny Simmons had visited the Pendleton Public Library on May 7. The smaller Pendleton facility is making good use of the AVC system and is very enthusiastic. Pearl Gardner, bookkeeper, indicated the system would result in savings of time and effort and provide immediacy of information. Mr. Drumm proposed an executive session for May 23 in which finances would be discussed.

A salesman for signs to mark the locations of the three libraries has not been in touch; so no action was taken.

The Merlin phone system is off warranty. The board decided against having a service contract.

May 9, 1988

New typewriters are needed for the Frankton and Summitville libraries . Payment is to come from the ISCA grant equipment fund. Bonnie Carpenter moved and Lois Norris seconded that Mr. Drum obtain quotes from Miller-Huggins and Ramsey for some name brands. The motion carried.

Mr. Drum announced that the library system is eligible to purchase federal surplus property.

Lois Norris moved and it was seconded that Mr. Drum have a lawn care service for two treatments for weed control after the lawn has been seeded. The motion carried.

The Board signed a resolution authorizing Pearl Gardner as agent to accept pension liability for the PERF program.

The next meeting will be June 6, 1988, 5:30 p.m. at the Elwood Public Library.

Respectfully Submitted,

Emma Copeland
Emma Copeland
Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY

SYSTEM BOARD MEETING

JUNE 6, 1988

5:30p.m.

AGENDA

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

OLD BUSINESS

1. Street signs for libraries.
2. Computer bookkeeping system.
3. Typewriter quotes for Frankton and Summitville.
4. Quotes for VCR equipment for Frankton and Summitville.
5. Update from New Castle budget meeting.

NEW BUSINESS

1. Need for June budget meeting after new figures are in.
2. Summer Reading Club Program in the Library System.
3. Selling of old copy machine.

Next months board meeting July 11?

MINUTES

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM BOARD MEETING

JUNE 6, 1988

The North Madison County Public Library System Board met on Monday, June 6, 1988, at the Elwood Public Library. The meeting was presided over by the board president, Mr. Tom Conner.

Attendance:

Bonnie Carpenter.....absent
Tom Conner.....present
Emma Copeland.....present
Betsy Herndon.....present
Warner Morgan.....absent
Lois Norris.....present
Ranny Simmons.....present
John Drumm, Director.....present

Lois Norris moved and Ranny Simmons seconded that the minutes of the May meeting be adopted. The motion carried. Mr. Drumm gave the May report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5371	2267	1170
Book Stock	44,025		
Book Circulation	3,483	1180	761
Records	109		
Cassettes	14		
Video Cassettes	82	9	24
Fines and Fees	124.75	52.25	
Copier Receipts	214.70		
VHS Receipts	119.00		23.00
Interest	44.45		

The board will take another look at the computer bookkeeping system when Mr. Drumm receives the latest figures from the auditor. Audio Visual Communications of Indianapolis would extend the payments over a 3 to 4 month period.

Lois Norris moved and Betsy Herndon seconded that two Royal 420 typewriters ~~to~~ be purchased from Mill^HHuggins at \$450.00 each for Frankton and Summitville Community Libraries. Action: Motion carried,

Interesting events have been planned for Summer Reading Carnival 88 for ages three through grade six. A balloon launch inaugurated the program Saturday, June 4. A puppet performance will be given July 18.

Mr. Drumm will contact both Brauchla and Fox for quotes on video equipment for Frankton and Summitville.

Mr. Drumm will check on the value of the Xerox copier for resale and a quote for repairs to make it operable. The arrangements have worked well with Copy Coin-op, which supplies copies, paper, and service in a profit-sharing plan.

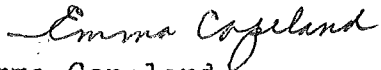
The board accepted with regret the resignation of Toni Maley, Children's Librarian. Lois Norris moved and Betsy Herndon seconded that Toni be paid for the one weeks vacation to which she is entitled and that a letter be sent, thanking her for the fine contribution she made as Children's Librarian.

Action: Motion carried.

The secretary sent an expression of the board's gratitude to Toni Maley.

Betsy Herndon moved and Renny Simmons seconded that the meeting be adjourned. Action: Motion carried.

Respectfully submitted,



Emma Copeland
Secretary

AGENDA

BOARD OF TRUSTEES MEETING OF THE NORTH MADISON
COUNTY PUBLIC LIBRARY IN ELWOOD, AT THE ELWOOD
PUBLIC LIBRARY JULY 11, 1988 5:30 p.m.

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

OLD BUSINESS

1. Xerox copier update.
2. Quotes on video equipment for Frankton and Summitville.
3. Street Sign request has been made to the State.

NEW BUSINESS

1. New Childrens Librarian chosen.
2. Budget information will be complete by July 13 for the 1989 budget. There will need to be a budget meeting in July.

The North Madison County Public Library System Board met on Monday, July 11, 1988 at the Elwood Public Library. The meeting was presided over by the president, Mr. Tom Conner.

Attendance:

Bonnie Carpenter.....present
 Tom Conner.....present
 Emma Copeland.....present
 Betsy Herndon.....present
 Warner Morgan.....present
 Lois Norris.....present
 Ranny Simmons.....present
 John Drumm.....present

Warner Morgan moved and Ranny Simmons seconded that the minutes of the June meeting be adopted. The motion carried.

Mr. Drumm gave an excellent June report (second only to January) as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5444	2244	1172
Book Stock	44,147		
Book Circulation	5537	1821	1446
Records	105		
Cassettes	74		
Video Cassettes	94	15	13
Fines and Fees	243.58	54.17	
Copier Receipts	150.20		
Interest	35.75		

Mr. Drumm reported a "super reaction" to the children's programs. Bonnie Carpenter moved and Betsy Herndon seconded that the Xerox Copier be repaired at a cost of \$210.00. The motion carried. The machine maybe used as a back-up when repaired.

Quotations were received from Bokelman Communications of Muncie, Brauchla Television and Radio Shack and Wholesale Club of Indianapolis for video equipment for Frankton and Summitville Libraries. Lois Norris moved and Ranny Simmons seconded that the 19 inch non-remote Sylvania TV's at \$249.95 and two Sylvania video cassette recorders with remote at \$299.95 be purchased from Brauchla for Frankton and Summitville. The motion carried.

A request for street signs to indicate the locations of the three libraries in the N.M.C.P.L.S. has been made to the Greenfield Office of the Indiana Department of Highways. Word^{is} to the possibility of receiving the signs should be received in 3 to 4 weeks.

Mr. Drumm announced that the newly appointed children's librarian, Kathi Wittkamper, is doing a fine job.

Betsy Herndon moved and Lois Norris seconded that the Elwood Public Library adopt and establish the Elwood Public Library Employee Deferred Compensation Plan. The motion carried.

Mr. Drumm will meet with a representative of the State Board of Tax Commissioners in Anderson July 13th. The Board agreed to meet at 5:30 p.m. August 1st to go over the budget figures.

There being no further business the meeting was adjourned.

Respectfully Submitted,

Emma Copeland
Emma Copeland
Secretary

Personnel Meeting: North Madison County Library System Board Meeting with Staff
Elwood Public Library, Elwood, Indiana
August 1, 1988, 5:30 P.M.

Present were the library board and members of the staff of Elwood, Frankton, and Summitville libraries. The purpose of the meeting was to get staff input before the library board begins revision of the personnel handbook. The meeting was chaired by board president, Tom Conner, who invited staff reaction to the old personnel handbook. For the most part, comments are in similar order to the old handbook. The comments represent opinions of various staff members. They do not represent the final board opinion, but serve to give the staff a chance to express their opinions before the board begins revision.

1. The staff would like the one Saturday off a month retained. This policy was supposed to be reviewed after a year, but has been allowed to continue through board oversight. It was noted that staff hours run 35 to 37 hours per week, but are around 32 per week with the one Saturday off.
2. The staff feels that three years is a long time to wait for benefits for permanent part-time employees. They would like the waiting period reduced.
3. In the absence section concerning illness or death in the family, the staff feels that funeral leave benefits should be extended to include grandchildren, step-children, mother-in-law, and father-in-law.
4. The present policy handbook allowed three-day weekends on major holidays. The staff wishes to keep these.
5. It is requested that the new handbook include definition of certain terms such as paraprofessional. The board indicated its intention to develop levels and job descriptions including expected hours. Education, responsibility, and experience will be related to salary. It is felt the present policy is too vague.
6. The staff feels there is a need to revise the present application forms to update them.
7. The staff feels that there is a need for a desk policy so that all staff may have rules handy for themselves and patrons. The board should spell out policy so that it may be followed clearly and consistently by the director and staff.
8. There was a request to update the terms of payment of library fines. It was felt that the staff should have input into the writing of this policy. This can be done at staff meetings.
9. Concerning vacation, a look should be taken at what is fair based on seniority.
10. Six months is felt to be too long a probationary period. The staff feels that they need evaluations so that they know how they are doing. They state that there is a lack of feedback, and that good jobs as well as poor ones go without comment. There was also a request that the staff person who trains a new staff member should be allowed to participate in the evaluation.
11. It was felt that four weeks notice before quitting was too long a period for regular and clerical staff. Two weeks was felt to be standard for most positions.

12. In the event a staff member is reprimanded, the staff felt that both the director and the staff member should submit their positions to the board at the same time. The staff was told that reprimands should not stay in personnel files indefinitely. The staff felt that that policy should be in writing in the new handbook.

13. Concerning salaries, there is felt to be a need for a pay range for each job. There was a question of whether merit was a factor in figuring salary. The writing of job descriptions was discussed, and there was a feeling that something should be done to organize job categories. There was a feeling that the mere presence of a college degree should not entitle a person to automatic higher pay unless that is written into the job description. It was stated that the automatic higher pay of college-educated represented a "slap in the face" to hard-working staff without a degree.

14. On the buying of books, it was felt that some sort of policy requiring the library to buy at at least a 30% discount was needed. Various book suppliers were discussed and the need for economy stressed by the staff.

15. It was requested that there be promotion within the ranks. If a staff member is qualified for a job opening, it was felt that the staff member should be given first chance. There seems to be some feeling that a staff member might have been discouraged from applying for children's librarian by the offering of a salary lower than the one offered the person hired. A need for fairness was stressed.

16. There was a request for a policy concerning the solicitation of funds for the summer reading program. There was an offer to do some public relations work to gather funds from the community.

17. The branch staffs feel that they need more definite guidelines about monthly spending. It was pointed out that computerized books would help with establishing definite cash guidelines for each library. There is confusion now about how much is available to spend.

18. There was a request that books be distributed to branch libraries on a fair share basis. The board affirmed the intention to continue to do this.

19. There was interest on the part of two staff members to have the board investigate providing health insurance and assuming part of the cost of a single policy. The board said it would do this if it was found to be possible in the budget. The feeling is that investigation is needed. There was no interest on the part of the board to make up insurance costs to staff members not participating.

20. PERF was judged a good thing by staff and board.

21. The leave of absence policy was approved of as stands by the staff.

22. There is a need for a revised grievance policy so that the board may receive employee feedback from the staff. It was requested that staff and director's comments be submitted at the same time for a fair hearing, if the director and staff member were unable to reach a solution. The staff wanted to know if they were permitted to read board minutes and attend board meetings. The board assured the staff that the meetings were open and that the staff was welcome.

23. The staff stressed the necessity of being able to express opinions without fear of punishment. They feel this will allow more improvement within the library.

24. The staff as a whole feels that they cannot work any harder or represent the library any better. They feel the need for praise and positive feedback.
25. It is felt that part-time people should also be invited to staff meetings.
26. The staff said they found the meeting with the board helpful and would like another meeting at regular intervals.
27. The staff feels that there is a need for follow-up in grievance procedures to make sure the matter is resolved.
28. It was pointed out that everyone on the staff needs to try to keep communication channels open. It was noted that two pouting people can't make much progress resolving things.
29. Neither the staff nor the director should take criticism personally. The staff was unanimous in its admiration of the director's skill, but there was feeling that he internalized criticism.
30. There was strong staff feeling that there have been staff members doing poor work without being corrected. It was felt that the director needed to be assertive about expecting good performance.
31. There was a question about the requirement that the staff pay \$21.00 out of their own pocket for professional dues. It was also pointed out that some staff have not been to a professional meeting in two years.
32. There is no staff room. It was noted that the Frankton staff has no bathroom.
33. The bookkeeper feels a strong need for a telephone.

Other library needs are perceived to be: new blinds for Elwood, new countertop for the front desk in Elwood, new lighting panels to provide better light in Elwood, a water fountain in the children's room and a new top for the upstairs water fountain at Elwood, a new fountain for Summitville and paint for the wood floors, a vacuum cleaner for Frankton, an urgently needed wiring check for Frankton, and an examination of the possibility of some janitorial help for the branches.

It was pointed out that the poor wiring at Frankton had ruined a staff member's popcorn popper. It was felt that this staff member should be reimbursed. The board agreed.

The staff-board meeting ended with positive feelings on both sides. The remainder of the meeting was spent on a brief overview of the budget figures that will be worked on in additional meetings this month.

Minutes taken and prepared by Betsy Herndon, treasurer, for Emma Copeland, secretary.

AGENDA

BOARD OF TRUSTEES MEETING OF THE NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM MEETING AT THE ELWOOD PUBLIC
LIBRARY AUGUST 8, 1988 AT 5:30 p.m.

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

OLD BUSINESS

1. Street Sign Request.
2. Xerox copier Repaired.

NEW BUSINESS

1. Children's Room Hours.
2. Approve budget for 1989 and set dates for budget meetings.
3. Resolution to reduce appropriations by \$78,789.00 for the rest of 1988.
4. Telephone for bookkeeper.
5. Electrical upgrade for Frankton Library.

MINUTES

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM BOARD MEETING

August 8, 1988

The North Madison County Public Library System Board met on Monday, August 8, 1988, at the Elwood Public Library. The meeting was presided over by the president, Tom Conner.

Attendance:

Bonnie Carpenter.....	absent
Tom Conner.....	present
Emma Copeland.....	present
Betsy Herndon.....	present
Warner Morgan.....	absent
Lois Norris.....	absent
Ranny Simmons.....	present
John Drumm, Director.....	present

Ranny Simmons moved and Betsy Herndon seconded that the minutes of the July meeting be adopted. The motion carried.

Mr. Drumm read the monthly reports as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5475	2287	1200
Book Stock	44,184		
Circulation	4531	1638	1333
Records	124		
Cassettes	54		
Video Cassettes	143	19	11
Fines and Fees	126.96	45.80	25.00
Copier Receipts			
Booksale			

It was noted that a library location sign has been installed on State Road 28 at 16th Street.

The Xerox Copier has been repaired for \$210.00.

It was decided to have the Children's Department open the same hours as the Adult Department, beginning September 6. The hours will be 9:00 AM to 8:00 PM Monday through Thursday. 9:00 AM to 3:00 PM Friday and Saturday.

Betsy Herndon moved and Ranny Simmons seconded that the 1989 budget of \$489,469.00 be published and that a public hearing be held at 5:30 PM August 24 and an adoption hearing at the board's regular meeting September 6. The motion carried.

The telephone for the bookkeeper's office is on order and will be installed for \$228.00. Ranny Simmons moved and Betsy Herndon seconded that \$119.60 be paid to the General Merchandise Store, in Frankton, to upgrade the electrical system at the Frankton Community Library. The motion carried.

Betsy Herndon moved and Ranny Simmons seconded that a resolution be adopted to reduce the 1988 appropriation by \$64,943.00. The motion carried.

Betsy Herndon moved and Ranny Simmons seconded that an overhead projector be purchased for \$189.00. The motion carried.

There being no further business, the meeting was adjourned.

The next regular meeting will be held at the Elwood Public Library at 5:30 PM on September 6, 1988.

Emma Copeland
Emma Copeland
Secretary

Minutes

NORTH MADISON COUNTY PUBLIC LIBRARY
SYSTEM PUBLIC HEARING FOR 1989 BUDGET

August 24, 1988

The public hearing for the 1989 budget of the North Madison County Public Library System was held at the Elwood Public Library August 24, 1988 at 5:30 p.m.

The Following board members were present:

Bonnie Carpenter.....absent
Tom Conner.....absent
Emma Copeland.....present
Betsy Herndon.....present
Lois Norris.....present
Ranny Simmons.....present
Warner Morgan.....absent
John Drumm, Director.....present

Others present: Mrs. Pearl Gardner, Mr. and Mrs. Richard Cleaver, and a newspaper reporter.

There was no public objection to the new library budget or to the rate of .34 cents for 1989.

The Director did bring up the following items:

The board read a letter from Richard M. Wolfe, District Traffic Engineer, re the library location of signs. Elwood and Frankton are on state highways and are able to have signs but the Summitville library is too far off a state highway to receive a sign.

A letter from Sandi Thompson, LSCA Project Consultant for the Indiana State Library Extension Division was noted. The Indiana Library and Historical Board voted August 12, 1988 to concur with the recommendation of the Indiana State Library Advisory Council that the Madison County Public Library Automation Project not be funded. New projects were not considered a high priority. The Committee suggested that we reapply for FY 1990 funds.

Respectfully Submitted,

Emma Copeland
Emma Copeland
Secretary

AGENDA

BOARD OF TRUSTEES MEETING OF THE NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM MEETING AT THE ELWOOD PUBLIC
LIBRARY SEPTEMBER 6, 1988 AT 5:30 p.m.

1. Approval of the minutes from previous meeting.
2. Review of August statistics.

OLD BUSINESS

1. Street Signs
2. Vacume cleaner for Frankton.
3. Update on wiring upgrade for Frankton.

NEW BUSINESS

1. Adopt 1989 Budget and tax rate.
2. Proposal for the use of employee time clock.
3. Proposal for dropping of the Saturday Off, to be effective October 1, 1988.
4. Proposal that the standard work week be made 35 hours for full-time persons. Effective September 6, 1988.
5. Proposal that childrens personnel from Elwood and Summitville go to Fall Conference of the Indiana Library Association Childrens and Young Peoples Division.
6. Library Desk Policy Handbook update.
7. October 6 is District 8 Meeting.
Proposal that all libraries be closed so that staff may go.

The North Madison County Public Library System Board meet on Tuesday, September 6, 1988 at the Elwood Public Library. The meeting was presided over by the president, Tom Conner.

Attendance:

Bonnie Carpenter.....present
 Tom Conner.....present
 Emma Copeland.....present
 Betsy Herndon.....present
 Warner Morgan.....absent
 Lois Norris.....present
 Ranny Simmons.....absent
 John Drumm, Director.....present

Lois Norris moved and Betsy Herndon seconded that the minutes of the August meeting be adopted. The motion carried.

Mr. Drumm read the monthly reports as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	5476	2340	1212
Book Stock	44,384		
Circulation	4,035	1273	1011
Records	75		
Cassettes	59		
Video Cassettes	96	11	9
Fines and Fees	213.74		
Copier Receipts	0		
Book sale	110.65		

Plans need to be made for placing library signs at Summitville since the location is not eligible for signs to be installed by the Indiana Department of Highways.

Mr. Drumm will get prices on a new vacume for the Frankton Library. Upgrading of the wiring at Frankton should be completed before the next meeting which will be held there October 3, at 5:30 p.m.

Betsy Herndon moved and Bonnie Carpenter seconded the adoption of the 1989 budget of \$489,469.00. The motion carried.

The proposal for the use of an employee time clock was discussed, but action was postponed until a later meeting. Several members of the staff were present and raised questions relative to the use of a time clock.

A proposal to discontinue a one Saturday off per month policy was also postponed.

Betsy Herndon moved and Lois Norris seconded that the standard work week be made 35 hours for full-time persons, effective September 6, 1988. The motion carried.

Bonnie Carpenter moved and Lois Norris seconded the expenses be paid for the childrens personnel from Elwood and Summitville to attend the fall conference of the Indiana Library Association Childrens and Young Peoples Division. Motion carried.

Mr. Drumm distributed a copy of the Library Desk Policy Handbook to each member.

Lois Norris moved and Bonnie Carpenter seconded that the three libraries close October 6th so the staffs may attend the ILA/ILTA District 8 meeting. The meeting will be held at the New Castle-Henry County Public Library. The motion carried.

Betsy Herndon moved and Bonnie Carpenter seconded that the meeting be adjourned.

Respectfully Submitted,

Emma Copeland
Emma Copeland
Secretary

AGENDA

BOARD OF TRUSTEES MEETING OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM. THE OCTOBER MEETING WILL BE AT THE FRANKTON COMMUNITY LIBRARY ON OCTOBER 3, 1988 AT 5:30 p.m.

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

OLD BUSINESS

1. Proposal for Employee Time Clock. Effective January 1, 1988.
2. Proposal for dropping the Saturday Off to become effective January 1, 1989.
3. Desk/Circulation Policy.
4. Update on Frankton wiring.
5. Sweeper update.
6. Street Sign update.

NEW BUSINESS

1. Transfer of \$22,000.00 from LIRF for temporary loan to operating fund.
2. Reciprocal Borrowing resolution.
3. Computer upgrade/ bookkeeping system for library computer.

MINUTES

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM BOARD MEETING October 3, 1988

The North Madison County Public Library System Board met on Monday October 3, at 5:30 p.m. at the Frankton Community Library. The meeting was presided over by the president Mr. Tom Conner.

ATTENDANCE

- Bonnie Carpenter.....present
Tom Conner.....present
Emma Copeland.....present
Betsy Herndon.....absent
Warner Morgan.....absent
Lois Norris.....present
Ranny Simmons.....present
John Drumm, Director.....present

Ranny Simmons moved and Lois Norris seconded that the September minutes be approved as written. The motion carried. Mr. Drumm gave the monthly reports as follows:

Table with 4 columns: Category, Elwood, Frankton, Summitville. Rows include Borrowers, Book Stock, Circulation, Records, Cassettes, Video Cassettes, Fines and Fees, Copier Receipts, and Book Sale.

We are now the 50th largest library system in the state; formerly we were the 89th.

Mr. Conner read a letter from Margaret Stiner, Head of Adult Services asking that her retirement become effective 12/31/88. She has given 21 years of dedicated service to the library community.

Lois Norris moved and Ranny Simmons seconded that the North Madison County Public Library System adopt the use of a time clock for all employees except Director John Drumm, to become effective January 1, 1989. The motion Carried.

Lois Norris moved and Ranny Simmons seconded that the Saturday off once a month the employees have had be re-instated until January 1, 1989. The motion carried.

Action on the new Desk/Circulation policy was postponed until next month.

A new Eureka Vacuum was purchased for \$56.20 is now in use at the Frankton Community Library. Directional signs for the Summitville Community Library will cost \$58.00.

Ranny Simmons moved and Bonnie Carpenter seconded that \$22,000.00 be transferred from the LIRF for a temporary loan to the operating fund. The motion carried.
The library system has met all the stipulations for reciprocal borrowing.

The board granted permission to Pearl Gardener to attend a workshop November 16, to be presented by AVC. It was also felt that the bookkeeper become a notary public.

Lois Norris moved and Bonnie Carpenter seconded that Kathy Wittkamper attend workshop for Childrens Librarians for \$89.00 and be responsible for an in-service training for the other childrens librarians. The motion carried.

Lois Norris moved and Bonnie Carpenter seconded that a computer bookkeeping system be upgraded by AVC on Indianapolis at a cost of \$5,884.00 with the price including a service agreement of \$652.00 for one year. The motion carried.

Mr. Drumm announced that the Video Classics will be available through reciprocal borrowing from the EIALSA. A set would cost \$3000.00

The board agreed that the driver should be paid \$.20 per mile when the staffs of Frankton and Summitville go to Elwood for meetings.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Emma Copeland
Emma Copeland
Secretary

AGENDA

BOARD OF TRUSTEES MEETING OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM. THE NOVEMBER MEETING WILL BE HELD AT THE SUMMITVILLE COMMUNITY LIBRARY. ON NOVEMBER 7, 1988 AT 5:30 P.M.

1. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING.
2. REVIEW OF OCTOBER STATISTICS.

OLD BUSINESS

1. Desk-Circulation-Policy.
2. Update on Frankton wiring.

NEW BUSINESS

1. 1989 Library Budget update.
2. Computer System Operational.
3. Street Signs for Summitville received.
4. Saturday work pool.

The North Madison County Public Library System Board met on Monday, November 7, 1988 at 5:30 p.m. at the Summitville Community Library. The meeting was presided over by the president, Mr. Tom Conner.

ATTENDANCE

Bonnie Carpenter.....present
 Tom Conner.....present
 Emma Copeland.....present
 Betsy Herndon.....present
 Warner Morgan.....absent
 Lois Norris.....present
 Ranny Simmons.....present
 John Drumm, Director.....present

Ranny Simmons moved and Betsy Herndon seconded that the November minutes be approved as corrected. The motion carried.

Mr. Drumm gave the following monthly report:

	Elwood	Frankton	Summitville
Borrowers	5429	2362	1233
Book Stock	44,488		
Circulation	4467	994	784
Records	71		
Cassettes	47		
Video Cassettes	103	16	12
Fines and Fees	220.31		
Copier Receipts	5.80		
Book Sale	6.20		

Mr. Drumm reviewed the outcome of the budget hearings. The adopted rate per \$100.00 of assessed valuation is \$0.3434.

The complete bookkeeping system is installed and future claim forms will be computer-generated and the payroll will be on by mid-December. Pearl Gardner asked to defer her vacation until 1989 because of her work with the computer. Mr. Drumm will get estimates for additional electrical outlets in the bookkeeper's office to accommodate the computer system.

Lois Norris moved and Bonnie Carpenter seconded that two additional signs (complete symbol and directional) be purchased and installed on CR 500 W and 600 W to denote the location of the Frankton Community Library. The motion carried. The Summitville signs are ready to install.

Mr. Drumm will present a more concrete plan for rotation of staff days off at the next meeting.

The Summitville building which houses the library has been turned over to the Citizens Bank of Alexandria. Lois Norris moved and Bonnie Carpenter seconded that the new lease (a month-to-month lease with the 250.00 rent due by the 15th of the month rather than the 1st.) be signed by the officers and the director. The motion carried. The wiring is to be upgraded in the Summitville building.

Betsy Herndon moved and Lois Norris seconded that three manual time clocks be purchased from Quill at a cost of \$199.97 each. The motion carried. The Board agreed to pay 50% of the single rate medical insurance premium for the two employees who needed it.

It was taken by consent that the part-time staff members from Frankton and the one from Summitville, who were not included in the salary resolution passed in December, should have a 17¢ pay increase retroactive to January 1, 1988, and May 1, 1988 respectively. It was agreed that a new Frankton employee, hired while Kathy Sharp is on sick leave should start at \$3.35 per hour.

Provisional approval was given to apply for a LSCA grant to develop resource sharing methods utilizing compact Disk Read Only Memory workstations, databases, and telefacsimile machines. It is an opportunity to become a real research library. The application is to be completed by November 15. For the first year of the project the state library would supply us with the equipment. The next two years we would be responsible for the data base subscriptions at a maximum cost of \$2000 per year. After the third year, if the library has complied with the requirements, the equipment would become the property of the library. There being no further business, the meeting was adjourned.

Respectfully Submitted

Emma Copeland
Emma Copeland
Secretary

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, it has been determines 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 an for the purposes herein specified, subject to the laws governing the same:

ADDITIONAL APPROPRIATION TRANSFER

(TO)	1. PERSONAL SERVICES	
	12 Salary of Assistants	11,748.48
	14 Wages of Janitor	196.20
	2. SUPPLIES	
	21 Office Supplies	1,263.82
	22 Operating Supplies	127.02
	* 3. OTHER SERVICES & CHARGES	
	32 Comm. & Trans.	1,620.02
	33 Printing & Advert.	95.16
	30 Services, Cont.	1,849.35
	34 Insurance	1,152.50
	4. CAPITAL OUTLAYS	
	43 Books	186.54
	44 Periodicals & News.	<u>2,146.20</u>
	TOTAL	20,585.29

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

(FROM)	1. PERSONAL SERVICES	
	15 Employee Benefits	1,525.68
	11 Salary of Librarian	54.16
	2. SUPPLIES	
	24 Other Supplies	892.19
	23 Repairs & Maintenance	64.14
	3. OTHER SERVICES & CHARGES	
	35 Utility Service	1,151.26
	36 Repairs & Main.	133.98
	37 Rents	238.00
	4. CAPITAL OUTLAYS	
	42 Furniture & Equip.	2,660.30
	45 Audio-visual materials	<u>731.55</u>
	*TOTAL	* 7,451.26

Presented to the Elwood Public Library Board read in full and adopted this fifth day of December, 1988 by the following aye and nay vote.

AYE

NAY

Thomas E. Sommer
Paul Jean Harris
Kenneth F. Simmons
Betty Gordon

ATTEST: Emma Copeland
SECRETARY OF THE LIBRARY BOARD

*The Library advertised for an additional appropriation for 13,134.03 to be taken from the Operating Fund.

7,451.26
13,134.03
\$20,585.29

LIBRARY APPROPRIATION RESOLUTION

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

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

	<u>AMOUNT APPROPRIATED</u>
LIBRARY OPERATING FUND	13,134.03
	<hr/>
TOTAL	13,134.03

Presented to the Elwood Public Library Board, read in full and adopted this eighth day of December 1988, by the following aye and nay vote.

NAY

AYE

Thomas E. Fournier
Louis Jay Norris
Kenneth J. Simmons
Betty Hendon

Attest: Emma Capeland
Secretary, Library Board

RESOLUTION TO INCREASE CURRENT OPERATING BUDGET
 (INCREASES NECESSARY EXPENDITURES, LINE 2 FORM 4B)

WHEREAS, IT HAS BEEN SHOWN THAT CERTAIN APPROPRIATIONS NOW NEED TO BE INCREASE,
 IT IS FURTHER ORDAINED (RESOLVED) THAT THE FOLLOWING BE INCREASED IN THE FOLLOWING
 AMOUNTS:

OPERATING FUND	AMOUNT REQUESTED	AMOUNT INCREASE
PERSONAL SERVICES	Salary of Assist.	11,748.48
SUPPLIES	Office Supplies	1,263.82
	Operating Supplies	121.73
	TOTAL.....	<u>13,134.03</u>

* ADOPTED THIS 5th DAY OF December, 1988.

NAY

AYE

Thomas E. Connor
Rain Jean Harris
Ranny Simmons
Betsy Henderson

ATTEST:

Emma Copeland
 SECRETARY OF APPROPRIATING BODY

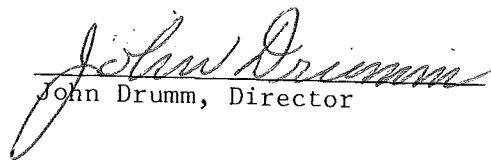
PROOF OF POSTING OF NOTICE OF ADDITIONAL APPROPRIATIONS

I, JOHN DRUMM, DIRECTOR OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, HEREBY CERTIFY THAT ON December 5, 1988, I DID POST IN THREE (3) PUBLIC PLACES LOCATED IN SAID MUNICIPAL CORPORATION A COPY OF THE NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS, WHICH NOTICE WAS IN THE FORM ATTACHED HERETO AND MADE A PART HEREOF.

I FURHTER CERTIFY THAT SAID NOTICE WAS POSTED IN EACHOF THE FOLLOWING PLACES:

- (1). ELWOOD PUBLIC LIBRARY
- (2). UNITED STATES POST OFFICE -ELWOOD
- (3). ELWOOD CITY BUILDING

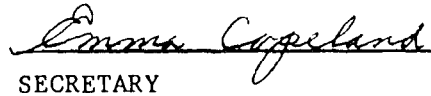
DATED THIS fifth . DAY OF DECEMBER, 1988


John Drumm, Director

C E R T I F I C A T E

I, THE UNDERSIGNED EMMA COPELAND OF THE ELWOOD PUBLIC LIBRARY,
MADISON COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY
THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT
TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF MADISON COUNTY,
INDIANA, AT A MEETING HELD ON DECEMBER 5, 1988.

DATED THIS 5th DAY OF DECEMBER, 1988.


SECRETARY

C E R T I F I C A T E

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

DATED THIS FIFTH DAY OF DECEMBER

AUDITOR OF MADISON COUNTY

AGENDA

BOARD OF TRUSTEES MEETING OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM. THE DECEMBER MEETING WILL BE AT THE ELWOOD PUBLIC LIBRARY ON DECEMBER 5, 1988 AT 5:30 p.m.

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

OLD BUSINESS

1. Desk-Circulation Policy.
2. Update on Frankton wiring.

NEW BUSINESS

1. Street signs for Frankton received.
2. Saturday work pool.
3. Wiring bid for Elwood.
4. Resolution for transfer of additional appropriation money.
5. Salary Resolution
6. Time Clock Regulations
7. Copier Information
8. Up grade mileage rate to .24¢ effective January 1, 1989.

The North Madison County Public Library System Board met on Monday, December 5, 1988 at 5:30p.m. at the Elwood Public Library. The meeting was presided over by the president, Mr. Tom Conner.

ATTENDANCE

Bonnie Carpenter.....absent
Tom Conner.....present
Emma Copeland.....absent
Betsy Herndon.....present
Warner Morgan.....absent
Lois Norris.....present
Ranny Simmons.....present
John Drumm, Director.....present

Lois Norris moved and Betsy Herndon seconded that the minutes be approved as read. Motion carried.

Mr. Drumm gave the following monthly report:

	Elwood	Frankton	Summitville
Borrowers	5431	2395	1251
Book Stock	44,690		
Circulation	4952	1087	830
Records	65		
Cassettes	56		
Video Cassettes	157	17	14
Fines and Fees	220.31		
Copier Receipts	5.80		
Booksale	6.20		

The desk policy was postponed until the next board meeting.

Mr. Drumm assured the board that the wiring for the Frankton Library would be completed by the end of the month.

NEW BUSINESS

Mr. Drumm informed the board that the street signs for the Frankton Library were in and that the County would place them shortly.

The Saturday work pool was explained to the board. The board agreed that as long as the employees were happy with the pool, there would be no change.

The board agreed to let Mr. Drumm go ahead and have the repairs that are necessary to the wiring proceed since the cost is very minimal.

Mr. Drumm explained to the board the need for the additional appropriations. The library has the money but does not have the appropriation amount to spend. Lois Norris moved and Betsy Herndon seconded that the library approve an additional appropriation in the amount of 13,134.03.

The salary resolution was presented to the board by the president, Mr. Tom Conner. The hourly rates are by employee classification. They are based on a 35 hour a week work week, or 1820 hours a year. The part- time employees are based on a 20 hour or less work week. Ranny Simmons moved and Lois Norris seconded that the salary resolution be passed. Motion carried.

The time clock regulations were read and approved as was the schedule of pay days. Lois Norris moved and Ranny Simmons seconded that the time clock regulations be passed. Motion carried.

Mr. Drumm told the board about the situation that has developed with the libraries copy service. The copy service believes that the library owes it money. Mr. Drumm was asked to send the copy service a copy of the financial records the library has to see where the problem lies.

The last item discussed was to upgrade the mileage resolution from .22 to .24 cents effective January 1, 1989. This rate is under what the IRS allows. Ranny Simmons moved and Lois Norris seconded that the mileage rate be increased effective January 1, 1989. Motion carried.

Respectfully Submitted

John Drumm
Temporary Secretary