

TRANSCRIPT OF PROCEEDINGS

OF

ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA

CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

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

The Board of Trustees of the Elwood Public Library,
Elwood, Madison County, Indiana, met in a regular session in their
meeting room at the library at 7:00 o'clock P.m. on the Tenth
day of January, 1979, there being present Walter Allen, Emma
Copeland, Betsy Herndon, Michael Kennedy, Edwin Pavese, Emilee Powell,
Jocanna Winings. Members absent were _____

The meeting was called to order by Edwin Pavese,
president, who presided.

Director David Cooper stated there was to be
considered at this meeting the matter of transferring money from
Rents (#52), Current Obligations (#54), O.A.S.I. (#55), and
Heat, Light, and Power (#22) into Services, Other Contractual (#25)
and Insurance and Bond Premiums (#51).

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

"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:	52	Rents	\$ 60.00
	54	Current Obligations	10.00
	55	O.A.S.I.	7.00
	22	Heat, Light, Power	110.00

TO:	25	Services, Other	
		Contractual	110.00
	51	Insurance and Bond	
		Premiums	77.00

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 tenth day of January, 1979.

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

BY:

<u>Harold Allen</u>	<u>Malie Powell</u>
<u>Michael Burns</u>	<u>Emma Copeland</u>
<u>Edwin Pavesy</u>	<u>Betsy Johnson</u>
	<u>Jacqueline M. Winters</u>

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

Minutes of additional business are on file in the director's office.

Emma Copeland
Secretary

RESOLUTION FOR TRANSFER OF FUNDS

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:	52 Rents	\$ 60.00
	54 Current Obligations	10.00
	55 O.A.S.I.	7.00
	22 Heat, Light, Power	110.00

TO:	25 Services, Other Contractual	110.00
	51 Insurance and Bond Premiums	77.00

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 twelfth day of January, 1979.

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

Emma Copeland
Betty Steward
Walter H. Allen

Jacqueline M. Wenzel
Michael Kennedy
Malcolm Powell

Edwin Pavese

The Elwood Public Library Board met Wednesday, January 10, 1979 in the meeting room. The meeting was presided over by the president, Edwin Pavese.

Walter Allen - Present
 Emma Copeland - Present
 Betsy Herndon - Present
 Michael Kennedy - Present
 Edwin Pavese - Present
 Emalee Powell - Present
 Joeanna Winings - Present
 Director David Cooper - Present

The new board member, Mrs. Betsy Herndon, was introduced. The minutes of the previous meeting were read and approved. A thank you note from the library staff was read.

A guest, Pipecreek Township Trustee Dorothy Beasley, was introduced.

Mr. Cooper's report was favorably received:

Borrowers	3540
Incl. 80 N.R.	
Book Stock	36574
Circulation	4740
Information Questions	86
By Phone 44	
Sound Recordings	115
Cassette	15
Fines & Fees	58.35
Copier	179.55
Non Resident	100.00

There was a discussion of the possibility of extending library services throughout Pipecreek Township. Frankton residents have expressed to the trustee the desire for library service. The director outlined the necessary procedure step by step; he had visited the State Library for the details. The director had made an estimate of the additional cost to serve 5,000 additional patrons - possibly \$34,000 - at a rate of between 37 and 42 cents. The simple route is by the vote of the two boards. The more complicated route is by the use of petition; he quoted from the Library Law.

It was taken by consent that the institution pay the \$75.00 as dues for an annual membership in ILTA.

Joeanna Winings moved and Michael Kennedy seconded that the following necessary funds be transferred from Rents (#52), Current Obligations Fund (#54), O.A.S.I. (#55), and the Heat, Light and Power Fund (#22) into Services, Other Contractual (#25) and Insurance and Bond Premiums (#51).

Confirmation of the shelving order was received. Delivery date may be from 60-100 days.

Painting of the children's room was discussed. It was decided to hold off the painting for the present.

The cost of a third telephone line was too expensive. A second line will be installed and two held in reserve.

Another adding machine is needed. Mr. Pavese offered to donate one to the library for the director's office.

Joeanna Winings moved that if it is possible to buy a duplicator from the Stevens Spring company for \$50.00 that the library purchase it. The motion was seconded by Emma Copeland. The motion carried.

Michael Kennedy gave the report of the nominating committee as follows:

President - Edwin Pavese
Vice-president - Joeanna Winings
Secretary - Emma Copeland
Treasurer - Emslee Powell

Joeanna Winings moved that the secretary cast a white ballot for the above named officers. Betsy Herndon seconded the motion. Motion was carried.

Director Cooper plans to investigate the possibility of the building being listed in the National Register of Historic Buildings.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary



The Elwood Public Library Board met Wednesday, February 7, 1979, in the director's office. The meeting was presided over by the president, Ed Pavese.

Walter Allen - Present
Emma Copeland - Present
Betsy Herndon - Present
Michael Kennedy - Present
Edwin Pavese - Present
Emalee Powell - Present
Joeanna Winings - Present
Director David Cooper - Present

Director Cooper gave his report as follows:

Borrowers	3545
Incl. 77 NR	
Book Stock	36747
Circulation	6197
Information Questions	49
By phone 18	
Sound Recordings	147
Cassettes	10
Fines & Fees	86.34
Copier	175.80
Non-Resident	100.00

The board decided that a non-resident card should not be given to anyone upon the presentation of a gift to the library.

The director announced that a Public Library Day will be held at Ball State on March 13. Several trustees indicated a desire to attend. Reservations are to be made by March 1st.

ALSA VI representative's term expired January 1st. Joeanna Winings moved and Mike Kennedy seconded that Director David Cooper be re-appointed for a term to end on January 1, 1982. The motion was passed unanimously.

There is a need for more large print books and talking books for the nursing homes or those in their homes. Mr. Cooper will make application to the State Library for their lending service and machines will then be in each nursing home and some in the library.

Mr. Cooper presented Mr. Nance's estimate of \$10,000 to add plexiglass to the windows. It was decided to contact Mr. Davis in Alexandria to recheck his previous estimate. The possibility of civic organization contributing to the project was considered.

Concern was expressed over the water problem and the resulting damage from the gutters.

Joeanna Winings moved and Ed Pavese seconded that Mr. Cooper check prices on a slide projector to be used for the 83 magazines of slides presented to the library by M.A. Copeland. Mr. Cooper expressed the library's appreciation for the gift and will send a letter of thanks to Mr. Copeland.

In 1977 we had the 5th highest library rate in the state, but in per capita expenditure we were 98th which did not show up in the statistics of the Call-Leader for February 7.

Mr. Cooper is going to suggest to Trustee Beasley that interested Frankton People call members of our board in reference to extending library services throughout Pipecreek Township.

We need to make plans for our 75th anniversary. Betsy Herndon was appointed to take Pat Fitzpatrick's place on the planning committee. It was decided to have an open house Sunday, July 1st.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday, March 7, 1979 in the meeting room. The meeting was presided over by Ed Pavese, president.

Walter Allen - present
 Emma Copeland - present
 Betsy Herndon - present
 Michael Kennedy - present
 Edwin Pavese - present
 Emalee Powell - present
 Joeanna Winings - present
 Director David Cooper - present

Director David Cooper gave his report.

Borrowers	3511
Incl. 74 NR	
Book Stock	36865
Circulation	5746
Information Questions	128
By Phone 62	
Sound Recordings	118
Cassettes	8
Fines & Fees	61.61
Copier	184.20
Non-Resident	50.00

An agreement needs to be worked out with the city for the cost of their use of the copier. Mike Kennedy moved that Mr. Cooper send a letter to the city administration quoting the price of 5¢ per copy (subject to price fluctuations) to be billed monthly - Joeanna Winings seconded the motion - The motion was carried.

Mr. Cooper presented the price quotations on slide projectors. The Kiwanis Club had voted at their board meeting to buy a projector for the library. The Library decided to purchase one from Shoemaker. The board authorized Mr. Cooper to "shop" for the cartridges for the carousel type and purchase several.

A letter from Terry Holder was read. Mr. Allen suggested that Mr. Cooper contact Mr. Bingham to get in touch with Mr. Holder to get his bill for what he has already done but that he not do any additional work.

Mr. Cooper will contact the Atlan Company in Muncie regarding window repairs.

The proposed merger was discussed. Betsy Herndon moved and Emma Copeland seconded that the merger be accepted. The motion was not carried.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secy.

Emma Copeland
Secretary

The Elwood Public Library Board met Wednesday, April 4, 1979 in the meeting room. The meeting was presided over by Ed Pavese, president.

Walter Allen - present
 Emma Copeland - present
 Betsy Herndon - present
 Michael Kennedy - present
 Edwin Pavese - present
 Emalee Powell - present
 Joeanna Winings - present
 Director David Cooper - present

Minutes were approved as written. Guests were present who were interested in the discussion of the extension of the library service. Mrs. Kathy Hobbs expressed the interest of a number in Frankton. Mr. Scholl also indicated an affirmative interest. Mrs. Rastetter also favored. Mike Kennedy showed concern for the large landholders who would be affected. He told what features would be available at the present and that some things would be long range. Mrs. Paul Lennon had passed out literature favoring the extension. Peggy Grimans announced that a "Sound Off" will appear in a future Call-Leader. Mrs. Hahn posed a question about the tax rate.

Director gave his report.

Borrowers	3576
Incl 70 N.R.	
Book Stock	36993
Circulation	7767
Information Questions	158
By phone 86	
Sound Recordings	205
Cassettes	5
Fines & Fees	102.25
Copier	295.50
Non-Resident	50.00

It was decided to give any foreign exchange student a library card even though the student might reside with a family outside the city.

Mr. Ralph Snyder has a memorial fund for Mrs. Hazel Brown Snyder recently deceased. A motion was made by Mike Kennedy and seconded by Joeanna Winings that Director Cooper be empowered to sign Mr. Snyder's agreement for the spending of the \$454.00 and any future funds provided Mr. Bingham OK's it. The motion was carried.

Confidentiality of borrower's records was discussed. The director will incorporate the provisions in our policy.

Mr. Cooper discussed possibilities of some type of contest for adults to further their interest in the library and to be combined with our anniversary celebration.

Budget meeting will be May 22nd at Mangas. ILA District III meeting will be April 26th at Kendalville.

Mr. Cooper announced a gift of \$100.00 from Beta Chapter of Delta Theta Tau for the purchase of tapes for travelogues to accompany recently slides donated by M.A. Copeland.

Permission was granted the director to take his vacation May 3-16.

A National Geographic globe given by the Johnsons in memory of Glenn Brokaw and Hazel Hinkle (brother and sister of Esther Hunt) was exhibited.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secy

Emma Copeland
Secretary

The Elwood Public Library Board met Wednesday, May 2, 1979, in the meeting room. The meeting was presided over by Edwin Pavese, president.

Walter Allen - Absent *(Mrs. Allen had been receiving cancer therapy and he remained home w/ her)*
 Emma Copeland - Present
 Betsy Herndon - Present
 Michael Kennedy - Present
 Edwin Pavese - Present
 Emalee Powell - Present
 Joanna Winings - Present
 Director David Cooper - Present

Director Cooper gave his report as follows:

Borrowers	3621
Incl. 69 N.R.	
Book Stock	37281
Circulation	6199
Information Questions	102
By phone	50
Sound Recordings	219
Cassettes	- - -
Fines & Fees	108.99
Copier	450.60
Non-Resident	100.00

There will be an ALSA exhibit during Glass Festival. The library staff is discussing various plans for interesting the public in the library. Open House will be held at the library from 11:30 to 3:00 Sunday, July 1 with Joanna Winings in charge of the plans.

The board decided that the meeting room would still not be available to political groups; they considered the John Birch Society such a group.

Mr. Cooper requested May 29-30 off for an ALSA trip to Illinois. The board was glad to grant the time off.

The board was willing to have the library closed on Saturday before Memorial Day.

There will be no fines charged for days the library is closed. The removal of the book drop necessitated that change.

Mr. Cox will be coming from Indianapolis to inspect the windows after Mr. Cooper returns from vacation.

Mr. Cooper made an explanation of the possibility of library reorganization for the benefit of the ten guests present who were interested in the discussion of the extension of library service. There was input from a representative group.

Betsy Herndon moved that the Board express a willingness to merge with the township to form a single town-township library district. (Copy of resolution attached). The motion was seconded by Emma Copeland. The motion was unanimously carried.

It was announced by the secretary that the local library director was elected district chairperson of ILA-ILTA Dst. III at the recent Kendallville meeting.

The president appointed the following budget committee: Mike Kennedy, chairman, Emalee Powell, and Betsy Herndon.

Respectfully submitted,

Emma Copeland, Sec'y.

Emma Copeland,
Secretary

The Elwood Public Library Board met Wednesday, June 6, 1979, in the Children's Room. The meeting was presided over by Edwin Pavese, president.

Walter Allen - present
 Emma Copeland - present
 Betsy Herndon - present
 Michael Kennedy - present
 Edwin Pavese - present
 Emalee Powell - present
 Joeanna Winings - ~~present~~ absent
 Director David Cooper - present

The minutes were approved with the addition of the reason for Mr. Allen's absence at the last meeting.

Director Cooper gave the following fine report:

Borrowers	3557
Incl. O N.R.	
Book Stock	37409
Circulation	5281
Information Questions	106
By Phone	50
Sound Recordings	206
Cassettes	17
Fines & Fees	96.90
Copier	335.35
Non-Resident	- - -

Janet Thomas has been hired again for summer work.

Mr. Bingham sent Terry Holder's bill for \$ 134.00 for materials and \$ 50.00 for labor. It was taken by consent to pay the bill.

The director suggested painting parts of the children's room walls with money already budgeted for materials. The staff is willing to do the work. He mentioned some equipment needs which should be in our thinking including an 8 x 12 rug or indoor/outdoor carpet, a lawnmower, (It was felt that fall would be a good time to purchase a mower) a runner on the inside stairway (front), a cassette slide-projector for the children's room, as well as record players. Mr. Cooper will check on the possibility of the repair of

the RCA players. Mr. Allen suggested that we be considering the addition of stacks in the meeting room.

\$1,943.61 will be received by the library from state distribution probably in August; that is a larger sum than last year.

Director Cooper gave an interesting report on the recent ALSA trip to Illinois.

Mr. Cox from Hoosier Glass Co. , Indianapolis will be coming to look at the library windows Tuesday, June 12,

Mr. Cooper worked on an additional appropriation for paper supplies, etc. since the copy machine is getting ~~so~~ much use. If we can put \$700.00 in "other supplies" and then \$1000.00 in #31 that should help.

It will be necessary to insert a legal notice in the newspaper for the rug for the toddler area, lawnmower, upstairs and downstairs runners.

Mr. Cooper has an opportunity to go to ALA Convention with some librarians from Anderson June 22 - 28. Emma Copeland moved that the board allow him expenses of \$202.00 to go to Dallas with Mr. Bucove. The motion was seconded by Michael Kennedy and carried unanimously.

The meeting was adjourned.

Respectfully submitted,

Emma Copeland, Secretary

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:

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
2 Services Contractual		
21 Communication and Transportation	\$ 950.00	\$ 950.00
3 Supplies		
31 Office Supplies	\$ 1,000.00	\$ 1,000.00
32 Other Supplies	\$ 700.00	\$ 700.00
7 Properties		
72 Equipment	\$ 300.00	\$ 300.00
TOTAL	<u>\$ 2,950.00</u>	<u>\$ 2,950.00</u>

Presented to the Elwood Public Library Board, read in full and adopted this 11th day of July, 1979, by the following aye and nay vote.

Aye

Nay

<u>Edwin P. ...</u>	_____
<u>Emma Copland</u>	_____
<u>Malcolm Russell</u>	_____
<u>Jeanne M. ...</u>	_____
_____	_____
_____	_____
_____	_____

ATTEST:

Emma Copland
Secretary, Library Board

The Elwood Public Library Board met Wednesday, July 11, 1979, in the meeting room. The meeting was presided over by Edwin Pavese, President.

Walter Allen - absent
Emma Copeland - present
Betsy Herndon - absent
Michael Kennedy - absent
Edwin Pavese - present
Emalee Powell - present
Joeanna Winings - present
Director David Cooper - present

The minutes of the previous meeting were approved as corrected.

Director Cooper gave the following fine report:

Borrowers	3597
Incl. 60 NR	
Book Stock	37530
Circulation	7409
Information Questions	49
By Phone 21	
Sound Recordings	200
Cassettes	24
Fines & Fees	109.32
Copier	246.35
Non-Resident	125.00

Joeanna Winings moved that the library appropriation resolution to the amount of \$ 2,950.00 be adopted. The motion was seconded by Emalee Powell *and carried.*

Director Cooper gave an interesting report of the American Library Association Convention held recently in Dallas, Texas.

There's a possibility of merging our ALSA area with Area IX.

It was announced that approximately 80 persons attended the Library Open House, celebrating our 75th anniversary on July 1, 1979.

We were advised to start thinking about having our library goals in written form.

Mr. Pavese reported on real estate for sale in the area. He had contacted Mr. Wheeler, who has property near the library.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday, August 8, 1979 in the meeting room. The meeting was presided over by Ed Pavese, president.

Edwin Pavese - present
 Michael Kennedy - present
 Betsy Herndon - present
 Walter Allen - present
 Enalee Powell - present
 Joeanna Winings - present
 Emma Copeland - absent

The minutes of the previous meeting were approved.

Mr. Cooper gave the following report:

Borrowers	3621
Incl. 56 N.R.	
Book Stock	37702
Circulation	8842
Information Questions	64
By phone	20
Sound Recordings	279
Cassettes	6
Fines & Fees	84.72
Copier	297.35
Non-Resident	50.00

A motion was made by Walter Allen and seconded by Michael Kennedy that we transfer \$ 2,000.00 from account #56 to LIRF - Motion carried.

The 1980 budget was discussed. A motion was made by Joeanna Winings and seconded by Michael Kennedy that the budget be accepted. Motion carried.

Respectfully submitted,

Enalee Powell
 Secretary Pro Tem

The Elwood Public Library Board met Wednesday, September 5, 1979, in the meeting room. The meeting was presided over by Edwin Pavese, president.

Walter Allen - absent (wife was ill)
 Emma Copeland - present
 Betsy Herndon - present
 Michael Kennedy - present
 Edwin Pavese - present
 Emalee Powell - present
 Joeanna Winings - present
 Director David Cooper - present

The minutes of the previous meeting were approved as read. Mr. Cooper gave a "happy" report as follows:

Borrowers	3653
Incl. 53 N.R.	
Book Stock	37977
Circulation	6732
Information Questions	40
By phone 12	
Sound Recordings	349
Cassettes	10
Fines & Fees	111.37
Copier	395.85
Non-Resident	25.00

Mr. Cooper reported on the information given to him today by the men inspecting the windows. Joeanna Winings moved that the men on the board make a final decision about the windows and that additional money be used from LIRF with the \$7,000 budgeted this year. Emma Copeland seconded the motion, and it was carried.

The director expressed concern that the children's room has had to close at 6:00. Mrs. VanNess has offered to keep it open until 7:00 on Mondays, Tuesdays, and Thursdays.

There was a discussion regarding requests for installing the collection box again. It was taken by consent that the men report at the next meeting on a possible location, etc.

Mr. Cooper reported on the reader printer.

Joeanna Winings^{moved} and Michael Kennedy seconded that the 1980 budget be accepted. The motion was carried. The board members signed the proposed budget.

The meeting was declared adjourned.

Respectfully submitted,
Emma Copeland
 Secretary

The Elwood Public Library Board met Wednesday, October 3, 1979, in the children's room. The meeting was presided over by Edwin Pavese, president.

Attendance

Walter Allen - present
 Emma Copeland - present
 Betsy Herndon - present
 Michael Kennedy - present
 Edwin Pavese - present
 Emalee Powell - present
 Joeanna Winings - present
 Director David Cooper - present

The minutes of the previous meeting were approved as written.

Mr. Cooper gave his report as follows:

Borrowers	3667
Incl. 54 NR	
Book Stock	38172
Circulation	5626
Information Questions	65
By phone 28	
Sound Recordings	289
Cassettes	17
Posters	41
Fines & Fees	90.85
Copier	432.70
Non-Resident	75.00

The director described the Reading Olympics program. Materials will be provided by March of Dimes. Mr. Cooper has talked with the principals and librarians of each of the elementary schools and the junior high.

Mr. Cooper has been invited to attend the Library Administrators Round Table in Michigan City but has decided not to attend because of lack of funds in the transportation budget.

A member of the library staff, Mrs. Stiner, has joined the Business and Professional Women's Club. The organization decided to present the library 4 card tables, 2 tablecloths, and salt and pepper shakers.

Mr. Duckworth, a volunteer of the Pipe Creek Township Fire Dept. checked the library and suggested we need at least one additional 5-pound extinguisher. The board agreed by consent to purchase one or two more extinguishers as funds are available.

It was decided to purchase a used file cabinet from Miller-Huggins for \$50.00. Martha Catt had made the contact and learned of the possibility of a \$109.00 one for that amount.

The Craft and Hobby Show is being held during October.

A "Friends of the Library" organization was discussed. It was suggested that a library friend John Shettle be contacted about "carrying the ball".

There was a discussion about carpeting for the east inside stairway.

Mr. Cooper updated us on the ALSA program. Areas 6 and 9 are merged to form Eastern Indiana Library Services Authority. There will be a combined budget of about \$100,000.00.

So far the increased hours for the children's room have not resulted in as many borrowers as hoped, but it will be continued during the winter hoping it will catch on.

ILA and ILTA will be held November 29 and 30 at Stouffer's in Indianapolis.

Mr. Walter Allen was honored this evening after having served on the board from 1945-1979. He has served the maximum number of consecutive terms of appointment. Director Cooper presented him with a copy of the poems of Robert Burns, duly inscribed. A resolution was presented making Mr. Allen an honorary lifetime member of the Board of Trustees of Elwood Public Library. A motion was made by Mike Kennedy and seconded by Ed Pavese that the resolution be accepted. The motion carried. Mr. Allen expressed his thanks and reminisced about some of his early experiences as board member.

The State Library has come up with a reciprocal borrowing agreement for the entire state. The director read the proposal. Mr. Ewick had reported on it at Newcastle. Most of the larger libraries have already signed the agreement. Mr. Cooper read the reciprocal borrowing covenant. Joeanna Winings moved and Mike Kennedy seconded that we sign the agreement. The motion carried.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

RECIPROCAL BORROWING COVENANT

Whereas, it is to the advantage of the people of Indiana that intellectual materials be accessible to them; and

Whereas, public libraries have been developed to promote free access to intellectual materials available in organized collections of such materials in locally supported public libraries; and

Whereas, the parties to this agreement are desirous of fulfilling their obligations and purposes in this regard do

Hereby, covenant between them on behalf of the people in their library district to permit any person holding a valid resident borrower's card from any library which is a party to the Covenant access to circulating materials, such an arrangement being generally referred to as reciprocal borrowing, subject only to the conditions set forth here following:

1. Users of this arrangement are expected to
 - a. conform to the rules and regulations of the institution from which they borrow
 - b. present a valid resident borrower's card issued by their local library as evidence of their eligibility for this service; and
 - c. pay promptly all delinquency charges which may accrue against them.
2. Participating libraries agree to assist each other, if necessary (on request) in recovering materials.
3. Participating libraries may limit this activity to specific classes of materials at their discretion, but are encouraged to provide unlimited access.
4. Participating libraries are not required to take reserves or initiate interlibrary loan requests.
5. Participating libraries must be a member of an ALSA.

This covenant becomes effective on the latest date shown below and shall remain in force until either party wishes it modified or cancelled, in which case ninety days notice must be given in writing to the Indiana State Library. A copy of this agreement shall be filed with the State Library upon signing.

<u>October 3, 1979</u>	Date	<u>Elwood</u>	Public Library
		<u>David L. Cooper</u>	Librarian
<u>October 3, 1979</u>	Date	<u>Edwin Pavese</u>	President, Board of Trustees

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:

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
2 SERVICES CONTRACTUAL		
21 Communication & Transportation	\$100.00	\$100.00
7 PROPERTIES		
72 Equipment	\$550.00	\$550.00
73 Books & Materials	\$2600.00	\$2600.00
TOTAL	<u>\$3250.00</u>	<u>\$3250.00</u>

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

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT REDUCED</u>
2 SERVICES CONTRACTUAL		
22 Heat, light, power & water	\$900.00	\$900.00
23 Printing & advertising	\$100.00	\$100.00
25 Services, other contractual	\$1700.00	\$1700.00
7 PROPERTIES		
71 Buildings, structures & improvements	<u>\$550.00</u>	<u>\$550.00</u>
TOTAL	<u>\$3250.00</u>	<u>\$3250.00</u>

Presented to the Elwood Public Library Board, read in full and adopted this seventh day of November, 1979, by the following aye and nay vote.

Aye

Nay

Emma Copeland

Edwin Pavese

Michael Kennedy

Jacqueline M. Winick

Sue J. Austin

Malcolm Powell

ATTEST:

Emma Copeland

Secretary, Library Board

C E R T I F I C A T E

I, the undersigned Secretary of the Board of Trustees of Elwood Public Library, Elwood, Madison County, Indiana, do hereby certify to the Auditor of Madison County that the attached is a complete transcript of the proceedings had with respect to additional appropriations adopted by the Library Board of Elwood, Madison County, Indiana, at a meeting held on November 7, 1979.

Dated this seventh day of November, 1979.

A handwritten signature in cursive script, reading "Emma Copeland", is written over a horizontal line.

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

The Elwood Public Library Board met Wednesday evening, November 7, 1979, in the Children's Room. The meeting was presided over by the president, Edwin Pavese.

Attendance

Beverly Austin. present
 Emma Copeland present
 Betsy Herndon absent
 Michael Kennedy present
 Edwin Pavese. present
 Emalee Powell present
 Joeanna Winings present
 David Cooper, Director. . present

Walter Allen, honorary. . present

Minutes of the previous meeting were approved as written.

The first item of business concerned the Elwood Housing Authority who had requested the use of the copier at the City of Elwood rate (currently 5¢ per copy). Mr. Kennedy moved and Joeanna Winings seconded that their use be denied at the five cent rate given to City Hall. The motion carried unanimously.

Reservations were made for ILA-ILTA to be held at Stouffer's in Indianapolis November 29 & 30 and December 1.

Mr. Cooper requested the board allow him the remainder of his vacation for the tentative dates of December 21st to January 3rd. It was taken by consent.

Thirty librarians from the State have been invited to a workshop on INDIRS in Bloomington December 12 - 14. The board approved Mr. Cooper's attendance.

The Reading Olympics program cosponsored by the Elwood Public Library, The Elwood Community Schools, and the March of Dimes had 88 students enrolled. This represented over 10 percent of the 800 students enrolled in our three county area.

Director Cooper gave a very good report as follows:

Borrowers	3739
Incl. 55 NR	
Book Stock	38,369
Circulation	7,258
Information questions	64
by phone	17
Phonorecords circ.	252
Cassette circ.	14
Poster circ.	36
Fines & fees receipts	\$74.25
Copier receipts	\$402.30
Non-resident rec.	\$100.00

Mr. Cooper also reported on the reciprocal borrowing agreement and named the libraries on the list.

"Be with a book for a Day" was introduced as presented by the State Library for November 15 - 19. We plan to use some of the ideas at a later date.

A "thank you" card from Walter Allen was read.

Mr. Pavese asked for volunteers for the nominating committee for 1980 officers of the board. Mrs. Austin will chair the committee and Mike Kennedy and Betsy Herndon will serve with her.

Mr. Kennedy is hoping to be relieved of his duties as our representative on the Park Board. Mr. Pavese will be willing to serve for a year.

The Indiana Career Resource Center will be offering services in our area.

Moss Glass Company is to be contacted about plexiglass on the windows.

A creative writing roadshow is available and will be checked into by Mr. Cooper. It was noted that the director of the Free University Writers Center is Jim Powell, son of Emalee.

A library appropriation resolution was presented (see attachment). Mrs. Winings moved the adoption of the resolution. It was seconded by Mr. Kennedy. The resolution was adopted unanimously by the six board members present.

It was suggested that Chet Ward Bus Line be used to pick up and deliver films from the Anderson Public Library.

Mrs. Beverly Austin was welcomed back to the board. She was appointed by the Board of Trustees of the Elwood Community School Corporation as Walter Allen's replacement.

The December board meeting will be December 5th and the January meeting will be the 9th.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday Evening, December 5, 1979, in the children's room. The meeting was presided over by the president, Edwin Pavese.

Attendance

Beverly Austin - present
 Emma Copeland - present
 Betsy Herndon - present
 Michael Kennedy - present
 Edwin Pavese - present
 Emalee Powell - present
 Joeanna Winings - present
 David Cooper, Director - present

Minutes of the previous meeting were approved as written.

Director Cooper gave his report:

Borrowers	3702
Incl. 51 N.R.	
Book Stock	38502
Circulation	5663
Information Questions	57
By phone 28	
Phonorecords circ.	365
Cassette circ.	31
Poster circ.	10
Fines & Fees	\$ 88.95
Copier	\$ 350.70
Non-Resident Fees	\$ 125.00

Mr. Cooper announced that our budget hearing will be held on December 18th in Anderson. Mr. Kennedy said he will definitely go. There is also a possibility that Mrs. Winings will attend.

Mrs. Austin, chairperson of the nominating committee, was asked to report to the board the slate of officers for 1980. Mr. Kennedy suggested after a term of four men that a woman be elected to fill the position of president. He nominated Emma Copeland, but she declined stating that she felt the pressure would be too great. Mr. Kennedy's second choice was Mrs. Herndon. Mrs. Herndon accepted. Mrs. Copeland will continue her duties as Secretary and Mrs. Powell will continue as Treasurer. Michael Kennedey will serve as Vice-President. Mrs. Austin moved that the report of the committee be approved and election be conducted. Mrs. Winings seconded. The slate was approved unanimously.

A library appropriation resolution was presented (see attachment). Mrs. Winings moved the adoption of the resolution. It was seconded by Mrs. Powell. The resolution was adopted unanimously by the seven board members present.

Mr. Kennedy suggested a box of fruit be purchased for the staff for Christmas. All agreed.

A resolution of reduction in operating budget was presented. The object of the resolution was to carry the amounts left in the budget at the end of the 1979 year over into the ~~LIPP~~ account for 1980. Mrs. Winings moved the adoption of the resolution. The motion was seconded by Mr. Kennedy. The resolution was adopted unanimously.

Mr. Cooper reported that he checked on the non-resident figure and the amount now charged is appropriate. The Non-Resident fee is derived at by taking the library budget divided by the number of persons in town then taking the figure by a family of four.

Mr. Cooper told the board the contents of a letter he received from the Anderson Newspapers. It was their annual written request for notices for all meetings. This was agreed upon and it was also agreed we should present the Elwood Call-Leader with the same information.

Mr. Cooper said he had been in contact with Moss Glass and was extremely pleased with their estimate for window coverings. He plans to talk with them again and find out the materials that will be used and then report this information to the board in January.

Two new fire extinguishers have been installed in the library. One outside of Mr. Cooper's office and one in the kitchen.

Mrs. Winings reported on the IIA-ILTA meeting in Indianapolis, November 23. She went to an insurance roundtable where insurance for Board Members called Errors and Omission was discussed. This type of insurance would be necessary if the board or staff ever found themselves in the position of being sued. Mr. Kennedy suggested Mr. Cooper and Mrs. Winings go and talk with John Burnette sometime. Mrs. Powell and Mrs. Copeland also related interesting anecdotes from the conference.

It was suggested that a treasure bond be placed on Lynn Ischay and the amount of the one taken out for Emalee Powell should be raised from \$5,000 to \$30,000 or 40,000.

The idea was brought up that a written agreement should be gotten from Dan Bingham outlining the services available to us for the fee paid to him.

The next board meeting will be held January 9, 1980.

There are two students from the CETA program working for the library. One seems to be working out fairly well and the other is not going to return.

Mr. Cooper reported that Mr. Arthur Meyer of St. Louis had been hired for the position of director of the Muncie Public Library.

Mr. Cooper also told the board that he had been requested by the Board of the Noblesville Public Library, to interview for the position of director there. The Board expressed pleasure with Mr. Cooper's performance and wished him well in his interview.

The meeting was adjourned.

Respectfully submitted,

Emma Copeland, Secretary

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:

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 SERVICES PERSONAL		
12 Salary of assistants	\$412.45	\$412.45

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:

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT REDUCED</u>
5 CURRENT CHARGES		
51 Insurance and bond premiums	\$412.45	\$412.45

Presented to the Elwood Public Library Board, read in full and adopted this fifth day of December, 1979, by the following aye and nay vote.

AYE	NAY
<u>Imelle Powell</u>	_____
<u>Beverly J. Austin</u>	_____
<u>Jacqueline M. King</u>	_____
<u>Betsy Jordan</u>	_____
<u>Michael Kennedy</u>	_____
<u>Edwin Pavese</u>	_____
<u>Emma Copeland</u>	_____

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AYE

NAY

Emma Copeland

Edwin Pavesi

Michael Kennedy

Bobby Stern

Beverly J. Austin

Joanna M. Winings

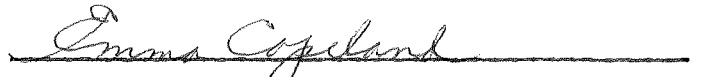
Miller Powell

C E R T I F I C A T E

-COPY-

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Dated this fifth day of December , 1979


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

RESOLUTION TO REDUCE CURRENT OPERATING BUDGET

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 ORDAINED (RESOLVED) THAT THE FOLLOWING EXISTING APPROPRIATIONS BE REDUCED IN THE FOLLOWING AMOUNTS.

	<u>AMOUNT REQUESTED</u>	<u>AMOUNT REDUCED</u>
<u>SERVICES PERSONAL</u>		
No. 13 Wages of Janitors	\$ 151.46	\$ 151.46
<u>SERVICES CONTRACTUAL</u>		
No. 21 Communication & Transportation	3.26	3.26
No. 22 Heat, Light, Power, Water	250.02	250.02
No. 23 Printing and Advertising	88.10	88.10
No. 24 Repairs	7294.87	7294.87
No. 25 Services, Other Contractual	206.42	206.42
<u>SUPPLIES</u>		
No. 31 Office Supplies	.85	.85
No. 32 Other Supplies	116.27	116.27
No. 33 Miscellaneous	123.20	123.20

	<u>AMOUNT REQUESTED</u>	<u>AMOUNT REDUCED</u>
<u>MATERIALS</u>		
No. 41 Building	\$ 27.66	\$ 27.66
No. 44 General	43.31	43.31
<u>CURRENT CHARGES</u>		
No. 51 Insurance and Bond Premiums	125.53	125.53
No. 52 Rents	59.00	59.00
No. 54 Dues	10.00	10.00
No. 55 Employer Contribution, Retire. Or OASI	304.86	304.86
<u>PROPERTIES</u>		
No. 71 Buildings and Improvements	10.11	10.11
No. 72 Equipment	202.90	202.90
No. 73 Books	2.96	2.96
<u>TOTAL</u>	\$ 9,020.78	\$ 9,020.78

ADOPTED THIS 5th DAY OF DECEMBER, 1979.

NAY

AYE

Suzette J. Austin

Jeanne M. Wainwright
