

MINUTES OF JANUARY 1973 MEETING - BOARD OF TRUSTEES

Present at the Monthly Board meeting were Joanna Winings, Glenn Hadley, Walter Allen, Emalee Powell and Pat Fitzpatrick.

Minutes of the previous meeting were read and approved.

Walter Allen reported for the Nominating Committee for officers for 1973. The same officers will remain who held office in 1972: Florence Sharp, President; Joanna Winings, Vice-president; Pat Fitzpatrick, Secretary; Emalee Powell, Treasurer.

The resignation of Weldon Shickley from the Board was accepted. He resigned due to ill health. He had served on the Board since 1956. The motion to accept his resignation was made by Pat Fitzpatrick and seconded by Walter Allen. Motion carried.

Mrs. Hunt told the Board the secretary of Circuit Court Judge Smith had phoned to ask for Board suggestions for Mr. Shickley's replacement. The name of Jerry Dunnichay was suggested as a person for consideration.

Steve Sizelove has said he will start the renovation of the bookkeeping office within the next two weeks.

Officers of the Library Board of Finance were elected: President, Emalee Powell; Secretary, Pat Fitzpatrick. The motion was made by Walter Allen and seconded by Glenn Hadley. Motion carried.

The Board and Staff will buy a book for Mr. Shickley for his years of service to the library.

There being no further business, meeting was adjourned.

*Patricia Fitzpatrick
Secretary*

MINUTES OF FEBRUARY 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, February 7th at 7:00 p.m. in the Library.

Those present were: Joeanna Winings, Emalee Powell, Glenn Hadley and Walter Allen.

The January Minutes were read by Miss Farnworth and approved as read.

The Librarian's Report was dispensed with for this meeting.

Mr. Hadley advised the Board of a conversation with Judge Smith regarding the Board appointment to replace Mr. Shickley. Papers have not yet been received from the Judge's office regarding the new appointment nor the re-appointment of Emalee Powell.

Mrs. Winings advised the Board that the Library has received a check for \$318.40 from A. B. Cochran & Son, Inc. for damage to our air conditioners during the building of the Telephone Company addition. Mr. Allen suggested that Mrs. Hunt contact Tom Barry for an estimate on the painting of the second air conditioner.

Miss Farnworth showed the Board the book "Wyeth" which had been purchased as an appreciation token for Mr. Shickley's years of service. Mr. Allen will make the presentation of the book to Mr. Shickley.

A catalog and an estimate from Steve Sizelove for a new lavatory was presented to the Board. Mr. Hadley motioned that we purchase the sink; Mr. Allen seconded the motion and it passed unanimously.

It was decided by unanimous consent of the Board that estimates be obtained for carpeting and drapes in the Bookkeeping Office.

There being no further business the meeting adjourned at 7:40 p.m.

Pat

Norathy N. Farnworth

MINUTES OF MARCH 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, March 7th at 7:00 p.m. in the library.

Those present were: Joeanna Winings, Patricia Fitzpatrick, Glenn Hadley, Walter Allen, Michael Kennedy and Esther Hunt, Librarian.

The February Minutes were read by Mrs. Fitzpatrick and approved as read.

The Librarian's report was dispensed with for this meeting.

Mrs. Winings welcomed Mr. Kennedy, new member of the Board replacing Mr. Shickley.

Mrs. Hunt advised the Board that the cost of the carpet for the bookkeeping office would be \$146.20 and the drapes \$95.00 - both installed. The Board approved the cost and the samples shown.

A letter was read from Mr. and Mrs. Shickley thanking the Board and Staff for the Wyeth book which had been presented to Mr. Shickley in recognition of his years of service to the library.

The library has received the final check in the Children's Anti-trust Case in the amount of \$160.54. The total received by the library from this lawsuit is \$1,046.65.

Mr. Allen advised the Board that Mr. Thomas Berry will paint the library's two outside air conditioner units before summer for a total of \$30.00. The Board agreed that Mr. Berry should proceed with this work as soon as weather permits.

Mrs. Hunt advised the Board that she and Mrs. Stout will attend the 1973 New Books Presentation and Exhibit in Chicago March 12th to 14th. The Board approved.

The Board was advised that the new sink had been installed and Mrs. Hunt is to ask Mr. Pearson to dispose of the old sink, possibly at a profit to the library.

Mrs. Hunt advised the Board that the Library now has a total of \$189.00 in the carpet fund for the basement meeting room. Mr. Hadley suggested that the carpet be purchased now out of library funds. The Board agreed with this suggestion. Mrs. Winings, Mrs. Fitzpatrick and Mrs. Hunt will pick out carpeting for the meeting room and get an estimate for the Board.

Mrs. Hunt advised the Board that the District III Library Meeting will be held this year on May 8th at Fort Wayne.

A total of \$328.30 to date has been received for the Becky Sharp Book Memorial Fund. Acknowledgments will be written thanking the donors and advising that books will be purchased in memory of Becky Sharp. The donors' names will be engraved on a plaque to be displayed in the library.

The purchase of a new (200 capacity) Book Return Box was discussed. The cost of this box would be \$450.00 not including freight charges. Mr. Kennedy will investigate the possibility of securing one locally to save the freight charges which have not been included in the Budget.

The Board discussed the purchase of a fireproof safe. \$1,900. has been included in the 1973 Budget for this purchase. Mr. Kennedy was requested to check into the costs of a used fireproof safe for library records.

Joeanna Winings was named President of the Board to succeed Becky Sharp. The office of Vice-President will remain vacant. This was by unanimous consent of the Board.

Mrs. Hunt was requested to phone the School Board to ask them to appoint a new Board member in Becky Sharp's place.

There being no further business the meeting adjourned at 8:10 p.m.

Patricia Fitzpatrick
Sec.

MINUTES OF APRIL 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, April 4th at 7:00 p.m. in the library.

Those present were: Joanna Winings, Glenn Hadley, Walter Allen, and Michael Kennedy.

The March Minutes were read by Miss Farnworth and approved as read.

Mr. Kennedy had discussed with Mrs. Hunt a fireproof filing cabinet which the Vocational School ~~were~~^{was} willing to give to the Library. Mrs. Hunt and Miss Farnworth had looked at the cabinet and felt it was neither practical nor adequate for our needs. A discussion followed on the need for a fireproof safe and it was decided to discuss it further next month.

Mrs. Hunt had sent for a price list for the Boardman Auto-page Book Return Box but it had not been received up to this time. The purchase of this Book Return Box will be taken up at the May meeting.

Mrs. Hunt told the Board that the 1973 New Books Presentation and Exhibit at Chicago had been both profitable and interesting and that she had prepared book orders for many books on display there.

Five books have been ordered for the Beck/Sharp Memorial Book Fund. After discussion, the Board asked Mrs. Hunt to open a checking account with the funds to pay for the books as they are ordered. Both Mrs. Hunt and Miss Farnworth will be signers on the checking account, with only one signature needed.

Mrs. Hunt had Leeson's measure the meeting room for carpeting. 90 square yards will be needed. But she advised the Board that work was needed on the walls of the room before carpet was laid. Paneling was suggested for the walls and Mr. Allen will contact Steve Sizelove regarding this and give a report at the next meeting.

The District III Meeting will be held this year on May 8th at Fort Wayne. The library will be closed and the staff will attend the meeting. Mrs. Hunt will contact Board members around April 16th to see if they will be able to attend.

A motion was made by Mr. Allen and seconded by Mr. Kennedy to transfer \$4,000.00 from the LIRF Operating Account No. 56 to the LIRF Account. The motion passed unanimously.

Mrs. Hunt advised that she will have a report for the Board at the May meeting concerning the Summer Reading Club.

LIBRARIAN'S REPORT

The circulation dropped 587 in March 1973 under 1972 circulation. There are now 78 Non-Resident borrowers. 142 books were cataloged during March. 67 Records were circulated. The Story Hour Attendance was 64. 98 Information Questions were answered - 18 by telephone. Our present book stock is 30,591.

Receipts for March \$117.26 - Disbursements \$4,817.11 - Balance as of March 31st \$11,614.63. There is \$10,000.00 in the LIRF Account.

There being no further business the meeting was adjourned at 8:05 p.m.

Dorothy M. Farnworth

MINUTES OF MAY 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, May 2nd at 7:00 p.m. in the library.

Those present were: Joeanna Winings, Pat Fitzpatrick, Emalee Powell, Walter Allen, Glenn Hadley, Michael Kennedy, Gayle Scircle and Esther Hunt, Librarian.

Joeanna Winings welcomed Gayle Scircle as a new Board member.

The April Minutes were read by Mrs. Fitzpatrick and approved as read.

LIBRARIAN'S REPORT

During April 240 books were cataloged. Our total book stock is now 30,782. The circulation was down slightly from 1972. Total receipts for April \$189.27 - Disbursements \$4,659.60 - Balance as of April 30th \$7,144.30. There is \$10,000. in the LIRF Account.

Mr. Allen reported that Steve Sizelove had advised him that the meeting room can be paneled with fire-proof material. He will be in later to measure the room and submit estimate for the work.

Mrs. Hunt advised the Board that the Boardman Auto-page book return box will cost \$368. FOB Oklahoma City. After discussion, Mr. Kennedy moved that the Library purchase the box, Mr. Allen seconded the motion and it passed unanimously.

Mrs. Hunt advised that the drapes in Miss Farnworth's office will be adjusted by Leeson's and we will then send them our check in payment.

The Reading Club will begin on June 4th and will run concurrently with the Swim Club. It has not yet been decided how many books must be read for each swim ticket.

The Board decided that the summer schedule will start the day after Memorial Day, or May 29th. The Library will be open 9 to 6, Monday through Saturday. Winter evening hours will resume the day school opens.

The Budget Meeting will be held in Wabash on Wednesday, May 30th. Mrs. Hunt and Miss Farnworth will attend. Mr. Allen, Mrs. Powell and Mrs. Winings will advise Mrs. Hunt if they will be able to attend.

The District Meeting on May 8th will be attended by Mrs. Winings, Mr. Kennedy and Mrs. Fitzpatrick. The entire staff will also attend.

Mrs. Hunt advised the Board that Jackie Cyphers is leaving on May 17th and Pam Dudley has been hired to replace her as page starting May 21st.

Mrs. Hunt announced a gift of \$50 from Zeta Lambda chapter of Beta Sigma Phi. This will be added to the fund for carpeting the meeting room.

The engraved plaque listing donors to the Becky Sharp Memorial Book Fund will cost approximately \$35.00. The Board selected a plaque to be purchased and it was decided, after discussion, that it would be paid for out of the Memorial Fund.

From three sample letters submitted for the Becky Sharp Memorial Book Fund, the Board selected one letter. This letter will be sent to all donors.

After discussion, the Board set a new fee scale for photo-copies. Individual copies will remain 20¢ for each page copied. Multiple copies of one item only will be 20¢ each for the first 5-copies and 10¢ each for all pages over 5-copies.

Mr. Kennedy gave a report on a safe for the Librarian's office. The safe recommended by Mr. Kennedy was a Diebold Class "A" 4-Hour Record Safe - Model #4072 and the color decided was Textured Bamboo. The cost of this safe is \$1640. less a 20% governmental discount, FOB Hamilton, Ohio. It was also recommended that 1 plain shelf be ordered to fit the interior of the safe. After discussion, a motion to purchase the safe was made by Mrs. Fitzpatrick and seconded by Mrs. Scircle. The motion passed unanimously. Mrs. Hunt will order the safe instructing the company to notify Mr. Kennedy in Elwood when the safe is ready for shipment.

There being no further business the meeting adjourned at 8:20 p.m.

*Patricia Fitzpatrick
Sec.*

MINUTES OF JUNE 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, June 6th at 7:00 p.m. in the library.

Those present were: Joanna Winings, Pat Fitzpatrick, Emalee Powell, Walter Allen, Michael Kennedy, Gayle Scircle and Esther Hunt, Librarian.

The May Minutes were read by Mrs. Fitzpatrick and approved as read.

LIBRARIAN'S REPORT

Circulation during the month of May was 88 less than a year ago. There are now 81 Non-Resident patrons. 134 books were cataloged during May. Our total book stock is now 30914. We have a total of 307 records - 48 circulated during May. Receipts for May \$152.20 - Disbursements \$4000.15 - Balance as of May 31st \$3,296.35. There is \$10,000.00 in the LIRF Account

Mr. Allen advised that he had been unable to get in touch with Steve Sizelove regarding paneling for the Meeting Room. He will continue trying and report to the Board.

Mr. Kennedy advised that the safe is here but recommended that we hire professional help to put it in the library. He estimated that this would cost about \$150.00. Mrs. Fitzpatrick motioned that we hire the professional people - Mrs. Scircle seconded the motion and it passed unanimously. Mr. Kennedy will make the arrangements.

The new Book Return Box has been installed and it is felt it will keep the books in better condition than the old box.

Mrs. Hunt advised the Board that the Reading Club has started and after only a few days 71 children are registered.

A report was given on the District Meeting at Ft. Wayne. Mr. Kennedy and Mrs. Fitzpatrick suggested the possible organization of an Elwood group to be known as "Friends of the Library". All who attended the meeting agreed that it was a good meeting.

Mrs. Hunt reported on the TWX Meeting at the State Library. She and Mrs. Stiner attended. After discussion, the Board decided that the Elwood Public Library would be interested in continuing the TWX Service if costs are not prohibitive. Mr. Kennedy made a motion to this effect. It was seconded by Mr. Allen and passed unanimously. Mrs. Hunt is to investigate further regarding the costs.

A report was given on the Budget Meeting. Those attending heard several new rulings helpful to the library. It is no longer necessary to publish transfer of funds from one major category to another except in the case of LIRF and SALARIES. If real effort has been made to have Claim Forms signed and has been unsuccessful, The Claim Form may be put through without a signature as long as an invoice has been secured. Legal advertising does not have to be published for purchases up to \$5,000. for materials and supplies and up to \$4,000. for equipment.

Mrs. Hunt announced that thank you notes have been mailed to donors of the Becky Sharp Memorial Book Fund.

Mrs. Hunt suggested that the Board might give some consideration to the thought of 5-weeks vacation for the Librarian after 10-years of service.

Mrs. Winings appointed a Salary Committee for study of 1974 salaries. Glenn

Hadley, Chairman, Pat Fitzpatrick and Mike Kennedy. A called meeting may be necessary so that work may be started on the 1974 Budget.

The July meeting was changed from July 4th to July 11th due to the holiday.

There being no further business the meeting ajourned at 8:10 p.m.

*Patricia Fitzpatrick,
Sec.*

MINUTES

MEETING OF JULY 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, July 18th at 7:00 p.m. in the library.

Those present were: Joeanna Winings, Pat Fitzpatrick, Emalee Powell, Walter Allen, Michael Kennedy, Gayle Scircle and Esther Hunt, Librarian.

The June Minutes were read by Mrs. Fitzpatrick and approved as read with the exception of a change since the June meeting of information given at the Budget Meeting. We have received notice from the State that the information given at the Budget Meeting was not correct. The Library IS required to publish notice of transfer of funds from one major category to another. We may still transfer funds within a category without publishing a notice.

Mr. Allen reported that he has been in touch with Steve Sizelove and he will be in to measure the Meeting Room and give an estimate for paneling.

Mrs. Fitzpatrick gave a report for the Salary Committee. It was recommended that a 5.5% increase be given for 1974. Mr. Allen moved to accept the recommendation - Mrs. Scircle seconded and the motion was unanimously approved.

LIBRARIAN'S REPORT

100 books were cataloged during June. Our book stock is now 30,557. Circulation during the month of June was up 238 over 1972. 45 new records were cataloged which brings us to a total record stock of 343. Receipts for June \$36,888.79 - Disbursements \$10,928.74 - Balance as of June 30th \$29,256.40. A \$10,000.00 Certificate of Deposit (3-month term) was procured out of the LIRF Account. This leaves an operating balance of \$4,000.00 in our LIRF Account.

Mrs. Hunt advised that 135 children had enrolled in the Reading Club and 102 had received completion certificates. The party was held on July 18th and 71 children attended. 77 children are registered in the Swim Club and we have distributed 196 tickets.

The Board's attention was called to damage done to the finish on the front of the safe while installing it. Mr. Kennedy will investigate to see if we can procure sufficient paint to retouch the damaged spots.

Mrs. Hunt went over the first draft of the Budget with the Board. No further work can be done on the Budget until figures are received from the County Office.

Mrs. Hunt asked the Board's recommendation on plaster-patching and painting the main floor of the library. A discussion followed and it was thought a good idea. Mrs. Hunt is to request an estimate of cost from Atlas Industries in Wabash - the firm that did the sandblasting on the building.

A suggestion was made to change the August 1st meeting to August 8th. Mr. Allen motioned to accept the suggestion - Mr. Kennedy seconded the motion and it carried unanimously.

There being no further business the meeting was adjourned at 8:15 p.m.

Patricia Fitzpatrick,
Sec.

MINUTES OF AUGUST 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, August 8th at 7:00 p.m. in the library.

Those present were: Pat Fitzpatrick, Emalee Powell, Walter Allen, Michael Kennedy, Gayle Scircle, Glen Hadley and Esther Hunt, Librarian.

The July Minutes were read by Mrs. Scircle and approved as read.

LIBRARIAN'S REPORT

110 books were cataloged during July. Our book stock is now 30,666 books. Circulation during the month of July was down 105 under 1972. 57 Records and 21 Pictures were circulated.

Receipts for July \$156.62 - Disbursements \$3,991.09 - Balance as of July 31st \$25,421.93. There is \$4,000.00 in the LIRF Account and the Library holds a \$10,000.00 Certificate of Deposit.

The Board gave a vote of thanks to Mr. Kennedy for making arrangements for the delivery of the safe to the Library.

After discussion the Board authorized Mr. Pearson to put 2-coats of liquid clear sealer on the Library sidewalks before the cold weather sets in.

Mrs. Hunt asked the Board if the Library should still maintain a Safe Deposit Box at the bank since we now have a safe in the building. It was decided to keep the Safe Deposit Box.

A motion was made by Mrs. Scircle and seconded by Mr. Hadley to transfer \$100.00 from Account #55 (Perf and OASI funds) to Account #51 (Insurance). The motion passed unanimously.

Mr. Allen advised the Board that he will order an additional Memorial Plaque for the Library to be paid for by the Kiwanis Club.

Mrs. Hunt explained to the Board that in micro-filming the Willkie material one scrap book had been overlooked. This scrap book has now been micro-filmed by the State Library and all the Willkie material contained in the Library ^{are} now on micro-film. *Scrapbooks*

No estimate has been received from the Atlas Industries in Wabash for painting and plastering the main floor. We have received a bid from Pinky Maines in the amount of \$1,418 for plastering and two coats of paint. Mr. Kennedy will phone Bob Smith and ask him to submit a bid. No color was decided on.

Winter hours at the Library will be resumed Monday, August 27th.

Mrs. Hunt went over changes in the 1974 Budget. Our tax rate is 40%. The Board approved the changes and the tax rate and the Budget was signed. It is now ready for publication. Mr. Hadley advised Mrs. Hunt to send a copy to the Anderson paper and after we receive notice that they can not publish because of a strike to post the Budget in 3 public places in Elwood. This is in addition to publication in the Elwood Call-Leader.

There being no further business the meeting adjourned at 7:45.

Patricia Fitzpatrick
Sec.

11
A called meeting of the Library Board was held on August 16th to discuss painting the main floor of the library.

Those present were: Joeanna Winings, Mike Kennedy, Emalee Powell, Walter Allen, Gayle Scircle and Pat Fitzpatrick.

Two bids had been received for the work:

Robert Smith	\$1,221.75
Pinky Maines	\$1,418.00

A motion was made by Mike Kennedy that the contract be let to Robert Smith. Mr. Allen seconded the motion and it passed by a vote of 4 to 2, with Pat Fitzpatrick and Joeanna Winings voting no.

Mrs. Hunt is to contact Mr. Hadley to have a contract drawn up as to a time limit on finishing the work, with a penalty clause if not finished on time.

The meeting then adjourned.

Patricia Fitzpatrick,
Sec.

MINUTES OF SEPTEMBER 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, September 5th at 7:00 p.m. in the Library.

Those present were: Joeanna Winings, Pat Fitzpatrick, Emalee Powell, Walter Allen, Glen Hadley, Michael Kennedy, Gayle Scircle and Esther Hunt, Librarian.

The August Minutes were read by Mrs. Fitzpatrick and approved with one change. The words "all the Willkie material" were changed to read "all the Willkie scrapbooks". Mrs. Fitzpatrick also read the Minutes of the August 16th called meeting and they were approved as read.

LIBRARIAN'S REPORT

Circulation for the month of August was down 755 under 1972. 92 books were cataloged during the month. Total book stock is now 30,757. Receipts for August \$142.30 - Disbursements \$5,073.74 - Balance as of August 31st \$20,490.49. There is \$4,000.00 in the LIRF Account and the Library holds a \$10,000.00 Certificate of Deposit.

Mrs. Hunt advised the Board that Mary Ann Riley had requested that the Library post a petition for signatures to preserve the Jr. High School. Mr. Hadley suggested that as a tax supported institution, the Library should not take part in this endeavor. The Board agreed.

The architect, Mr. Henning, found the Library blueprints in his office and they are now back at the Library in the safe.

The first Budget hearing will be Monday, Sept. 10th at 2:30 p.m. Mrs. Hunt, Mrs. Winings and Miss Farnworth will attend.

A Library Conference will be held at Bloomington on September 23rd and 24th. Mrs. Hunt said that she and Mrs. Stout planned to attend.

Mr. Hadley left with Mrs. Hunt a painting contract to be signed by Bob Smith.

Mrs. Hunt advised the Board that stair-tread replacements were needed on the South stairway and at the Children's Room entrance. She suggested carpet-runners on the stairs instead of replacing the present treads. After some discussion and inspection by the Board members the following was decided: Carpet-runners were approved for the South stairway. The Board approved building of new steps at the Children's Room entrance for reasons of safety. Mrs. Hunt will contact Mr. Lewis at the Vocational school regarding this and if the students cannot do the job, she will then contact Steve Sizelove for an estimate.

Mrs. Winings advised the Board that she will be attending courses during the next three months and will be unable to attend Board meetings. She appointed Mr. Allen to be President Pro-tem during this period. The Board approved.

Mr. Kennedy suggested that some thought be given to circulating tapes as part of the Library's service. Mrs. Hunt explained that lack of funds was the principle reason for not offering this service.

The Board approved an estimate from Steve Sizelove in the amount of \$1,598.00 for lowering the ceiling and paneling the meeting room walls.

The carpet fund has been increased by a \$50.00 contribution from Sigma Phi Gamma. An acknowledgement and thanks has been sent.

The meeting adjourned at 8:10 p.m.

Patricia Fitzpatrick
Sec.

MINUTES OF OCTOBER 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, October 3rd at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Michael Kennedy, Glen Hadley, Gayle Scircle and Esther Hunt, Librarian.

The September minutes were read by Mrs. Fitzpatrick and approved as read.

LIBRARIAN'S REPORT

The library now has 3602 patrons - 78 of these Non-Residents. 131 books were cataloged during the month of September. The book stock is 30,868 and we have 343 records.

Receipts for September \$188.69 - Disbursements \$4,030.34 - Balance as of Sept. 30th \$16,648.84. There is \$4,000.00 in the LIRF Account and the Library holds a \$10,000.00 Certificate of Deposit.

The Board passed a resolution to open a Savings Account to be used as a depository for the interest received quarterly on our Certificate of Deposit. Mr. Kennedy made the motion, Mrs. Scircle seconded and it passed unanimously.

Mrs. Hunt advised the Board that she and Miss Farnworth had attended the Budget Hearing. The Budget was approved at the 40¢ rate.

There has been no definitive answer from the Vocational School on replacing the steps leading into the Children's Room. Mr. Kennedy will follow up on this in an endeavor to obtain a decision. If the Vocational School cannot do the work, a bid will be requested from Steve Sizelove.

The Board decided to have the main floor of the library painted a seafoam green.

There being no further business the meeting adjourned at 7:30 p.m.

Patricia Fitzpatrick
Sec.

MINUTES OF NOVEMBER 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board of Trustees was held on Wednesday, November 7th at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Emalee Powell, Glenn Hadley, Michael Kennedy, Gayle Scircle and Esther Hunt, Librarian.

The October Minutes were read by Mrs. Scircle and approved as read.

LIBRARIAN'S REPORT

The library now has 3591 patrons - 77 of these Non-Residents. 173 books were cataloged during the month of October and our book stock is 31,030. 4,569 books were circulated during the month, 81 records and 31 mini-pictures. Receipts for October \$139.51 - Disbursements \$3,941.24 - Balance as of October 31st \$12,847.11. There is \$4,000.00 in the LIRF Account and the Library holds a \$10,000.00 Certificate of Deposit and a \$125.00 interest Savings Account.

The steps at the Children's Room entrance were discussed. Mr. Kennedy will contact Mr. Watson to determine if and when the school will take the job on. If not, Steve Sizelove will be contacted for a bid.

The paneling and carpeting of the Meeting Room was discussed. Mrs. Hunt will contact Steve Sizelove regarding the paneling. Mr. Allen appointed Mrs. Fitzpatrick as Chairman of the Decorating Committee for the work to be done in the Meeting Room. Mrs. Scircle will work with Mrs. Fitzpatrick.

Mr. Allen appointed Mrs. Fitzpatrick and Mr. Kennedy as the Nominating Committee for 1974 Board officers. They will suggest their nominations at the December meeting.

Mrs. Hunt received permission from the Board to take extra time, at her own expense, for a Florida trip in December.

By Board resolution the library will be closed on Monday and Tuesday, December 24th and 25th. The library will be open until 5:00 P.M. on Monday, December 31st.

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

Patricia Fitzpatrick,
Sec.

MINUTES OF DECEMBER 1973 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, December 5th at 7:00 p.m. in the Library.

Those present were: Walter Allen, Patricia Fitzpatrick, Emalee Powell, Glenn Hadley, Michael Kennedy, Gayle Scircle and Esther Hunt, Librarian.

The November Minutes were read by Mrs. Fitzpatrick and approved as read.

Mr. Allen asked for a Motion to transfer funds to LIRF. Mrs. Fitzpatrick motioned that \$4,000. be transferred from Lirf Operating to the LIRF Account - Mr. Kennedy seconded and the motion passed.

Mrs. Fitzpatrick gave the Board the proposed new officers slate for 1974 - Joanna Winings, President; Gayle Scircle, Vice-President; Patricia Fitzpatrick, Secretary; Emalee Powell, Treasurer. Mr. Kennedy motioned that the Nominating Committee's slate be approved, Mrs. Fitzpatrick seconded and the motion passed unanimously.

The Board members selected two samples for the paneling of the meeting room. First choice was Cape Cod #801 and second choice was Moche #113. Mrs. Hunt advised that Steve Sizelove had not yet submitted a bid for the stairs in basement and he told her he would probably start the work on the stairs and the meeting room the last of January or the first of February.

LIBRARIAN'S REPORT

The Library now has 3602 patrons - 74 of these Non-Residents. 149 books were cataloged during November and our book stock is 31,010. 4,445 books were circulated during November and 23 records and 20 Mini-pictures. This was slightly below the November 1972 circulation. Receipts for November \$163.30 - Disbursements \$5,577.45 - Balance as of November 30th \$7,432.96. There is \$4,000. in the LIRF Account and the Library holds a \$10,000. Certificate of Deposit and a \$125.00 interest Savings Account.

The Board agreed by resolution that future surplus funds in LIRF would be invested in Certificates of Deposit.

The Board expressed pleasure at the banner Mrs. Stiner had made for the entrance-way and agreed that she had done a beautiful job. Mr. Allen presented the Library with a new memorial plaque donated by the Kiwanis Club.

Mrs. Hunt asked the Board if the light outside the Children's Room entrance should be turned off at night due to the energy crisis. After discussion, it was decided to keep the light burning.

Mrs. Hunt advised the Board that the approximate share of the ^{annual} cost of participating in TWX after June 1974 would be \$167. for Elwood. She also indicated that she felt it was important for the Library to continue to avail itself of this service. Mrs. Scircle moved that the Library continue to use TWX service and participate in the cost - Mr. Kennedy seconded and the motion passed. This service will be charged against Account 25 - Other Contractual Services.

The final budget hearing was attended by Mrs. Hunt and Miss Farnworth on November 27th. The Library's rate remains at 40¢.

Mrs. Hunt advised the Board that Mrs. Winings' and Mr. Hadley's term as Board members would expire in March 1974.

After discussion of the use of the library by non-residents, it was decided that no exceptions could be made and the Library would continue the present policy of a fee of \$15.00 per year, per family.

December 1973 Minutes (continued)

Mrs. Hunt advised the Board that we are saving our discarded books and will plan to organize a book sale sometime during 1974 or when we have a sufficient number of books.

It was decided that the next Board Meeting would be on January 9th - the second Wednesday of the month.

There being no further business the meeting adjourned at 8:00 p.m.

Patricia Fitzpatrick,
Sec.