

January 5, 1966

The regular meeting of the Edward Public Library Board was held Jan. 5, 1966 with Mrs. W. Elbert, Mrs. Powell, Mr. Allen, Mr. Stickle, Mrs. Hunt and Mrs. Fitzpatrick present.

Minutes of last meeting read and approved.

Mrs. Hunt gave her monthly report.

A letter was read that has been received from Richard Stolley, State Examiner, ^{for library employees} approving the ^{state} ~~state~~ pay period of 1965.

Mrs. Hunt read a letter from Mrs. Brown. She sent a check for Mrs. Hunt to buy a book in memory of Mrs. M^{rs} Condy.

Mrs. Powell gave the remitting report. ^{Wesmond St. Fitzpatrick,} ^{Pres.,} ^{Becky Slays,} ^{V. President,} ^{Walter Stickle,} ^{Secretary,} ^{John} ^{Wain,} ^{Trustee,} by Mr. Allen that the ~~several~~ ^{several} ^{of the} ^{remitting} ^{committee} ^{to} ^{accept} ^{the} ^{several} ^{remitting} ^{committees} ^{were} ^{selected} ^{at} ^{the} ^{meeting} ^{and} ^{approved}.

Pat Fitzpatrick
Pat Stickle

January 7, 1966

The January meeting of the Edward Public Library Board was held Saturday, 7, 1966 at 7:00 P.M. in the Librarian's office. The new president, Mrs. Pat Fitzpatrick presided. Members present were Mrs. Fitzpatrick, Mrs. Jennie Weiditz, Mrs. Emilee Powell, Mrs. Eleanor Sharp, Mr. Walter Allen, Mr. Wren Stickle, Mr. Glenn Stolley, Mrs. Esther Hunt, Librarian and Mrs. Agnes Drake, cust.

The January minutes were read and approved.

The Librarian reported 3487 borrowers including 112 non-residents. 110 new borrowers registered during January. 48 new books were added, including 9 reference books and 374 books under withdrawal, leaving the book stock at 27,041. Books circulated were 4878, including 497 school circulation. The calendar films were read by 8 groups before 829 viewers. 181 information questions were answered, 42 by phone. Total pre-school story hour attendance was 84.

Expenditures for the month of Jan. were \$1975.71, leaving a balance of \$13,706.54. Fees were taken in the amount of \$151.90, and 4 non-resident fees in the amount of \$20.00.

Approval was given for a contract with Quik Post Control for payment control to the point by the year with a discount of 5%.

Mrs. Fitzpatrick gave the highlights of the annual report - It was suggested that Mrs. Hunt edit the report for the Fall Year.

Mrs. Hunt suggested two 15 minute parking meters in front of library in favor to patron to have a place to park. Mr. Shalby said to would ask about it.

Mr. Baker repaired the lock on the front door at a cost of \$4.00

The microfilm reader is still broken - no answer from University Microfilms, where it was purchased. Mr. Allen suggested calling Mr. Shomaker about the repair.

Mr. Shickley suggested the replacement of window glass to put by a warrant and check, and the check from the insurance company in the amount of \$16.53 he deposited in the general fund.

Mrs. Hunt announced the Reading Club subject will be "Indiana Antiques", with emphasis on Indiana antiques and books about Indiana.

The board approved the purchase of two new book trucks for use in the work room and the behavior of Mrs. Hayworth of Red Cross school

Mrs. Hunt about the PTO paying a fee to check out books for the school. Mrs. Hunt then called Miss Fata at State Library, asking her advice. She did not encourage it - but suggested the fee be \$1.25 minimum per person for use in the school, book

on the non-resident fee charged by the library. The motion was made by Mrs. Allen and seconded by Mr. Shickley that they can have books on the loan of \$1.25 per year, with a check in advance - half price. 625¢ per student from now until May 30. Discussion was asked for by the president. It was decided a written contract or agreement with the school principal should be made. The majority voted in favor of the motion to make to be in effect for the rest of this school year.

The amount per capita per year is \$2.48. Mrs. Shalby said the non-resident fee should be raised to \$10.00 a year instead of \$5.00. This will be discussed at a future meeting.

The chairman contacted Mr. Thayer about lighting festival and receptance in the basement. He took asked for a clearer estimate - to be broken down in 3 parts. One estimate for the kitchen, one for the classroom and one for the magazine room.

Mr. Shickley suggested we start thinking about an estimate on the front entrance. There was discussion on the new adobe wall needed in front of the library.

Motion was made and seconded that the meeting be adjourned.

Debbie M. Shickley
Secy

March 2, 1966

The Library Board held its regular meeting March 2, 1966. Those present were Mrs. Stipatnik, Mrs. Powell, Mrs. Sharp, Mrs. Shickley, Mr. Alow, Mrs. Hunt and Mrs. Snake.

The minutes of the last meeting were read and approved.

Mrs. Hunt read the Librarian's report - 118 books were added during February. 4965 books were circulated, showing an increase of 467 in the children's Room and 604 in the Adult Department. The staff numbered 165 reference questions, 32 by telephone. Pre-scheduled story hour attendance totaled 96. Income totaled \$130.03 - 73.50 in fines \$40.00 in non-resident fees and \$16.53 in payment of insurance claims. Total expenses for the month were \$2,974.23, leaving a balance of \$9,862.34.

At the time - Mrs. Hunt reported she had called Mrs. Thymouth at Red Corner School, but since she had not been called back - she assumed the PTO did not want the service at the price quoted.

Mrs. Shickley explained the request response from the Rembrandt Co. service dept. by calling and then sending a letter specifying we would not contact University Microfilms for repair service again. Within a few days the reader was repaired and in good working

order. The representative suggested a regular service (by contract) at a cost of \$25.00 a year. It was agreed it was the best plan, and it was approved by the board.

Mrs. Snoger sent the estimate for the lighting improvements in the basement - Kitchen, 136.67 - Boiler Room, 87.53 - High School Classroom, 101.80. The total being \$328.00. The motion was made and seconded we have Mrs. Snoger do the work.

Mrs. John Thew, a minister of the 7 Day Adventist Church has asked to use the Community Room for 1 hour every Saturday for at least 3 months while the heating equipment is being repaired in their church. It was agreed that he be asked to get in touch with the maintenance team.

Mrs. Hunt said 10 books had been lost in the fire in the home of Mrs. Alice Smith. It was suggested a letter be written to the administration of the Smith estate, Spring Hill, giving a list of the books and cost.

Next meeting is to be on Wednesday May 4, at Earlham College Library. That being the regular board meeting night, it was agreed it should be postponed until May 11.

Mrs. Hunt sent a letter to Mrs. England of the City Council suggesting reappointment of Mrs. Shickley and Mrs. Wellen to the Library Board. The motion was made the meeting be adjourned.

April 6, 1966
The February Board held its regular meeting April 6, 1966. Members present were Mrs. Stypatnick, Mrs. Weckert, Mrs. Allen, and Mrs. Shickley.

Mrs. Snake and Mrs. Rogers gave a report on the Indiana Superintendental Seminar held at the Severin Hotel in Greenglade April 4-6.

The minutes of the March meeting were read and approved.

The Librarian, Mrs. Hunt gave her report. 374 books were cataloged and added to the collection. 54,4 books were circulated. The staff answered 145 information questions, 45 by telephone. The school story hour attendance totaled 84. Income totaled \$113.40 and the amount spent was \$1975.18, leaving a balance of \$900.56.

The auditor from the State Board of Accounts in checking the city's books and will be in to check the library's books soon. He has suggested that the Library Board elect their own Treasurer, who will be bonded instead of the Clerk Treasurer of the city. The motion was made and recorded.

This is effective January 1, 1967. Mrs. Hunt asked the Board about considering raising the salaries of Katly Barber, Emie Lentz and Mrs. Rogers, since they had been here 5 and 6 months. It was suggested that she brought up at another meeting

when more members were present. Mrs. Thayer gave an estimate on new wiring for the kitchen. The Board would like to have other estimates before deciding.

Charles King, Trustee at Marion asked for a volunteer to serve as vice-chairman of District IX. There were no volunteers.

Mrs. Hunt announced the 15 min parking meter is not serving the purpose intended. It is being read by high school students instead of library patrons. He had asked the mayor suggesting that something else be tried - or as to keep the space open.

The motion was made the meeting be adjourned.

Deedens Shickley, Sec.

May 11, 1966

The Library Board held its regular meeting May 11, 1966. Members present were Mrs. Depatrik, Mrs. Sharp, Mrs. W. Selivity, Mrs. Powell, Mr. Shickley and Mr. Allen. The minutes of the April meeting were read and approved.

Mrs. Hunt gave the Librarian's report. 71 books were cataloged, making a total book stock of 27,089. 5076 books were circulated. 82 new borrowers registered during April. The staff answered 157 information questions. The story hour total attendance was 81, and school visitation in the children's room totaled 121. Income totaled \$163.90 and the amount spent was \$4395.54, leaving a balance of \$4968.92.

Tapes are being made of the Indiana Historical Seminars to be kept here in the library. They will consist of 7 different periods in Indiana History.

A motion was made and seconded that Mrs. Rogers salary be increased to \$2333.96 monthly. Also that she have 10 days vacation that motion was made and seconded that Lonnie Hartman and Kathy Sanchez be raised to 15 hourly. Any new pay raises extra summer help be started at 65 hourly.

It was agreed that all attending the District IV IHA-ITTA meeting at Calhoun College on May 4 had a nice day. Board members attending were Mrs. Powell, Mrs. Depatrik and Mr. Shickley. Mr. Shickley served as a member of the panel on Library Policy, in the afternoon meeting.

Mrs. Hunt asked the boards opinion about buying a set of Kitt Johnson books. They are large print books. It was discussed and agreed that there would probably be a need.

Mrs. Hunt asked that summer hours start May 31 and end Sept 3. The Reading Club will start June 1. Mrs. Hunt and Mrs. Hunt are to attend a childrens meeting at Lipton on May 12.

The president appointed a Policy Committee to bring the Library policy up to date. Mrs. Welshy, Mrs. Powell and Mrs. Allen. A budget committee on salaries was appointed consisting of Mr. Shickley, Mr. Hatley and Mrs. Sharp.

The June meeting was postponed until June 8, due to several members who will be unable to attend June 1.

The motion was made the meeting be adjourned.

Deborah Shelley, Sec.

June 8, 1966

The monthly meeting of the Library Board was held June 8, 1966. Members present were Mrs. Fitzpatrick, Mrs. Powell, Mr. Hadley and Mr. Shickley.

The minutes of the May meeting were read and approved.

Mrs. Hunt read the Librarian's report. There were 89 new borrowers registered, 183 books cataloged and circulation totalled 4556.

The staff answered 107 information questions. The story hour attendance was 44 and school visits in the children room totalled 46. Income totalled \$111.50 and the amount spent was \$2157.02, leaving a balance of \$2723.40.

The motion was made and seconded that \$4000.00 be transferred from the LRB's appropriation of the operating fund to the LRB's account.

Mr. Hadley and Mr. Shickley agreed to take care of having the city move the water meter and put a cutoff valve on city property.

Mrs. Hunt asked how to charge for overdue books that are returned but over dues are more than the cost of the book. It was agreed that a \$2.00 per book penalty be imposed on the patron.

Mr. Shickley has asked for bids on a new roof, to be in two different bids for the flat and slanted sections.

Mrs. Hunt is to see about getting someone to replace acid cords on the windows also the painting of the trim including scraping off old paint.

The motion was made and seconded that Eleanor Powell act as Treasurer for the Board, for the balance of the year.

The motion was made and seconded that the Treasurer be authorized to take \$4000.00 out of the LRB's fund account and invest it in Federal Bonds at the First National Bank.

The motion was made the meeting be adjourned.

W. H. Shickley, Sec.

July 6, 1966

The monthly meeting of the Saturday (Sunday) was held. Members present were Pat Enloe Powell, Walter Allen, Glenn Stodley, Florence Sharp, and Wilson Shibley. The minutes of the June meeting read and approved.

Mr. Hunt read the behaviorists' report. There were 80 new adult members registered, including 16 non-residents, and 107 children, making a total registration of 3452. There were 165 adult books cataloged and circulation totaled 6980. Receipts totaled 23,760.17, disbursements 8,956.42, leaving a balance of \$11,587.15. \$1000.00 was invested, out of 1185 in Federal Treasury bills. \$3000 for 3 months for 1 & 2 mos.

Mr. Stodley reported he had talked to the city about the shut off valve to the water main. Nothing has been done as yet.

Mr. Shibley said he had tried to get in touch with Mr. Gene Young about an estimate for the roof. He had not called him back.

Jim Shibley was scraped and had the primer on the lower window sashes and trim. Now that he has a full time job, Big Hamilton will finish the painting at the heavily used. It was suggested that Mr. Hunt call the school about an extension of the lease for heating the class room.

Preliminary discussion of the budget was held. It was decided to postpone working on the budget until we receive the valuation figures from the auditors, which should be around July 25. There will be an extra meeting on July 27th, at 7:00 P.M., providing the figures have been received. The motion was made the meeting be adjourned.

D. Shibley Sec.

July 27, 1968

A called meeting to discuss the budget was held in the Librarian's office at 7:00 PM. Board members present were Pat Stpatrick, Jeanne Welby, Emilee Powell, Weldon Shickley, Walter Allen and Glenn Haskley.

Mrs. Hunt reported the budget was nearly the same as last year except for an increase in salaries and repairs which increased the tax levy 14 cents last year. It was moved and seconded the budget be accepted as submitted, asking for a 3 1/4 tax levy.

Mrs. Haskley announced she had given Mrs. Hunt permission to have 2 air conditioners installed - one for the work room and one for the office. It was agreed by all it was a wonderful improvement.

Mr. Shickley submitted a bid in the amount of \$262.80 for Clayton Cook Electric to install classroom lighting on a separate circuit, and to install conduit, wire and appropriate fittings in place of the plug-in switches, and install a future over the sink. The motion was made and seconded that the bid be accepted.

Walter Allen has checked the sewer system and found a tile is cracked or broken, which may be causing the flooding in the basement. He will put in the new tile if someone else could do the digging. Mr. Shickley said he would see about getting someone. The board approved. The meeting adjourned.

August 3, 1968

The regular meeting of the library board was held. Members present were Emilee Powell, Jeanne Welby, Walter Allen, Weldon Shickley and Clarence Sharp. The minutes of the July meeting and of the called meeting to discuss the budget, were read and approved.

Mrs. Hunt read the Librarian's report. There were 93 new borrowers registered, and a total of 5374 books circulated. Receipts totaled \$308.95, disbursements \$2515.19 leaving a balance of \$15,310.91.

A lease rental agreement between the Library Board and the City School Board was approved and signed. The lease is for continued rental of the library's basement meeting room for the school year, 1968-69, and 1969-68, for classroom purposes.

There was a final reading of the budget. The total budget amounting to \$46,224.00, beginning a 3 1/4 tax rate, was approved and signed.

Mr. Shickley read bids for a new roof as follows - Mr. Gene Young \$1685.00, Windal Asphalt Roofing Co. \$475.00, and John Belser \$1735.00. The motion was made and seconded the bid of Mr. Young be accepted.

It was discussed if Mr. Shaw should put sand under in all the windows that need them or just the ones that have screens. It was agreed that all to replace. A check for \$47.00 was sent from the civic center to pay for

books destroyed by fire. 3 of the books belonged to American standing library at \$3.40 will be paid to them. The balance \$33.60 to be deposited in the general fund.

Discussion was held on the day to start winter hours for the library. It was agreed on the day after Labor Day, September 6.

The meeting was adjourned.

Wesley Stanley, Secy.

September 7, 1966

The Library Board held its regular meeting. Members present were Geneva Sharp, Emmet Powell, Jeanne Welling, Walter Allen, William Shickley, and Glenn Shadley.

Mrs. Sharp presided in the absence of the president Mrs. Stypinski.

The minutes of the August meeting were read and approved.

Mrs. Hunt gave the Librarian's report. Expenses for the month totaled \$2091.14 and deposits amounted to \$89.60, leaving a balance of \$12,499.27.

The State Board of Accounts written report on the auditing of the books was received.

Mrs. Hunt reported on recent repairs to the library building which have been completed, including a new roof, broken sewer tile replaced, new seal ends in all windows, and some plaster work. Mr. Paul Barry has painted the front trim one coat above the door. The job was not done as agreed, but he has asked the library board to pay him \$48.00 for his work.

The pre-scheduled story hour will be held this year on Sunday mornings at 10 A.M. The schedule will begin Sunday, Oct. 4.

Mrs. Geneva Polston would like to work part-time. It was agreed to pay her \$1.25 hourly.

The motion was made and seconded to transfer \$500.00 to the repair fund No. 24. \$200.00 to be transferred from heat and light No. 22 and \$300.00 from printing and

Advertising, No 23. This will be needed to pay for the electrical work by Clayton Cook Co.

Riverson was told on the reinstatement of General Insurance bills when terminated in September. It was agreed to reinstate the \$2000.00 for 3 months.

Mrs. Gause Welling, the made an inspection tour of the cleanliness of the Clean room and the library in general. The library is in bad need of cleaning. She talked to Mr. Siley and told him what had to be done. She makes second inspection the next day, but nothing had been done. Riverson was told on the problem. It was decided that Mr. Siley is not well enough to do the required work. Mrs. Welling was appointed to inform him the board is looking for someone else who could do the work. It was suggested on ad to put in the paper for a husband and wife team or another man who would be able to handle the work. After further discussion it was decided to wait for the response from the advertisement before telling Mrs. Siley.

Mr. Shibley had a survey made to improve on our insurance programs. A package policy for behavior as recommended. It would cover Valuable Paper, Fire, Building, Bodily Injury, Fidelity, Property Damage and Medical Payments. The total annual premium would be \$586.00. The Board agreed it was needed.

Discussion was made and concluded that the plan be accepted. Final approval of the 1967 budget was given. There were no objections present for the public hearing. September 13 is the date for the County Tax Board to review the budget.

The meeting adjourned.

Dorcas Shibley, Secy.

Sept 21, 1966

A called meeting of the Library Board was held at 4 P.M. Sept 21, in the Librarian's office. Under discussion were applications received for creation services, from a blind ad publisher in Elwood Call Healer. Seven applications were received. Two were considered to be not qualified for the job. The remaining applications were to be considered and checked on by Mr. Hadley and Mrs. Shirkley, who were not present. Mrs. Hest was to interview any applicants approved by the board.

Cathleen Fitzpatrick
Pres.

October 5, 1966

The regular meeting of the Library Board was held. Members present were Patricia Fitzpatrick, Jennie Welton, Clarence Sharp, Walter Aalen and Welton Shirkley.

The minutes of the September meeting and the called meeting were read and approved.

Mrs. Hest read the Librarian's report. Expenses for the month totaled \$3,852.09 and deposits totaled \$1,136.60, leaving an unexpended cash balance of \$8,760.88. The interest on a Federal Treasury bill amounting to \$8.24 was deposited in the fund account making a balance in this of \$319.67.

Discussion was held on the applications for the printer's job. Mr. Shirkley suggested he and Mr. Hadley talk to Mr. Silvey about improving his work.

Mr. Paul Risher has offered free of charge to paint the wall in the classroom that was galled plastered recently.

Mrs. Hest announced the IFA-ITTA state meeting Nov 3, 4, + 5th to be at the Hunter-Sunder Hotel in Indianapolis. She asked the board about closing on Friday for the staff to attend. It was decided the library should remain open.

Insurance refunds to apply on the new package policy have been received from Delinger, Madlock and Pitt. Delightly Insurance Companies in the total amount of \$269.30.

The Tax rate was approved by the County Tax Board for the amount of 31¢

The first pre- school story hour
was held Sunday Oct 4, with 34
present.
Motion was made the meeting
be adjourned

DeeAnn's Secretary - Jan...

Nov. 2, 1966

The regular meeting of the Library Board
was held in the Librarian's office.
Members present were Patricia Zyganski,
Evelyn Powell, Florence Sharp, and Veldon
Shickley.

The minutes of the last meeting
were read and approved.

Mrs. Hunt read the Librarian's report
& expenses for the month totaled \$2663.24
and receipts amounted to \$159.75, leaving
a balance in the operating fund of \$257.36

The president appointed Mrs. Powell
and Mrs. Sharp as the nominating
committee for the election of new officers
for the 1967 year.

Mrs. Shickley explained in full
detail the new insurance package
policy for the library. The motion was
made and seconded that the refund be
from the 5 insurance agencies, totaling
\$413.46, be applied as credit on the
new policy.

Mrs. Hunt brought up the
problem of a patron who wishes a
library card, but lives in Elwood
& most of the year. The rest of the
year she lives in the Reserve Community.
After discussion, it was agreed to allow
her a card to be used only while
living in Elwood.

Discussion was held on the purchase
of a desk for the treasurer. It was
decided that the desk be ordered from
Waco, at the price of \$225.00

The meeting was adjourned
Secretary - Jan

Dec 7, 1966

The monthly meeting of the February Board held. Members present were Patricia Boardman, James W. McIntyre, Emilee Powell, Walter Allen and Glenn Haddley.

The minutes of the November meeting were read and approved.

Mrs. Hunt read the Librarian's Report. Receipts of the month totaled \$147.33, expenses were \$2478.29. The balance Nov. 30 was \$3932.40.

Mrs. Powell read the report from the Nominating Committee. - Pat 3rd gradist president; Florence Sharp, Vice president; Evelyn Shickley, Secretary; Emilee Powell, Treasurer.

It was moved and seconded the Recommendations for the 1967 officers be accepted.

Mrs. Hunt explained the need for a charging desk for the children's room. The price quoted by Remington Rand is \$711.00. It was suggested Mrs. Hunt get a price from Miles' Machine - if they supply library furniture.

The motion was made and seconded we buy a charging desk for the children's room.

The motion was made and seconded we transfer a total of \$260.25. \$225.00 from books (73) to equipment (73) to pay for the desk for workshop. \$25.25 from books (73) to Building & Improvements (71) for charging desk for children's room. \$10.00 from Other Supplies (33) to Library Supplies (31) to pay for checker.

Clayton Cook was contacted by Mrs. Hunt to finish electrical work started in kitchen and class room.

Mrs. Hunt read a report from the Insurance Engineering Dept. recommending we repair sidewalk in front of building. It was suggested we wait for the new front and do the sidewalk at the same time. An architect will be needed to draw the plans.

The front steps need repairing. It was suggested Bob Carter be contacted to patch the hole as he had repaired it before.

It was agreed to reinvest \$20000 from the King fund in Federal Treasury bills when it expires Dec 22.

The 1967 budget was approved. The board gave their approval of pigeon control service for 1967, by the Grand Semite & Post control.

Reinforce Club purchased 200 plastic-rate tags for the library. The meeting was adjourned.

Evelyn Shickley, Secy