

MINUTES OF JANUARY 1974 MEETING - BOARD OF TRUSTEES

The Elwood Public Library Board met Wednesday, January 9, 1974 with Mrs. Scircle, Mrs. Powell, Mr. Allen, Mr. Kennedy, Mr. Hadley and Mrs. Fitzpatrick present.

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

Due to other matters to be discussed, the Librarian's Report was dispensed with.

Mrs. Hunt advised the Board that damage to the Book Return Box is not covered by insurance only on \$50 deductible. The contents are covered completely, but not the box itself.

Mrs. Hunt asked if the staff should give Directory information for out of town credit inquiries. The Board decided that what information is in the phone book or directory could be given, but nothing more.

Mrs. Hunt will write Mr. Hillan, President of the City Council to have Mr. Hadley and Mrs. Winings re-appointed in March 1974.

Mr. Pearson will look into prices for a sweeper. Mr. Kennedy will bring in a catalogue for this purpose.

Mr. Sizelove gave an estimate of \$635.00 for the steps leading to the Children's Room. The Board thought this was too high and decided to wait awhile on this project.

The Board members looked at carpet samples and decided on Lee's carpeting from Floor Store. The cost of the carpeting will be \$11.50 per square yard installed.

There being no further business the meeting adjourned at 8:45 p.m.

*Patricia Fitzpatrick*  
Sec.

Following the discussion on additional appropriations from the Library Improvement Reserve Fund, other regular business of the Board was discussed.

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

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

Mrs. Hunt advised the Board that Esther Koons had advised the library that the Class of 1915 would donate \$60.00 in memory of Clara Nuzum.

Mrs. Hunt and Mrs. Stout will attend the exhibit - New Books & Media In the Midwest - in Chicago from March 11th through 13th.

Mrs. Hunt advised the Board that during the recent snow thaw water had leaked badly through a window and West Wall of the library. There is question of whether this was caused by Telephone Co. damage to the building, during their construction, or filled gutters. Mrs. Hunt suggested that should a leak be noticed again, perhaps the building should be checked for moisture.

The Board discussed the purchase of two vacuum sweepers - one for the basement and one for the main floor. After discussion, Mrs. Scircle moved that the library purchase two vacuums. Mr. Kennedy seconded the motion and it passed unanimously.

Mrs. Hunt advised the Board that the 70th anniversary of the Dedication of the Library would be in April 1974 and asked their opinion concerning an Open House to be held in the Library celebrating the occasion. The Board agreed it would be appropriate to have Open House during Library Week - April 21st through 27th - opening with a Tea on the 21st. Mrs. Winings appointed a committee for arrangements - Mrs. Fitzpatrick, chairman and Mrs. Scircle who will be assisted by Mrs. Stout.

Patricia Fitzpatrick,  
Sec.

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

The Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana, met in regular session in their meeting room at the Library at 7:00 o'clock P.M. on the 6th day of February, 1974, there being present Walter H. Allen, Patricia Fitzpatrick, Glenn C. Hadley, Michael Kennedy, Gayle Scircle and Joanna M. Winings. Members absent were Emalee Powell. Mrs. Esther B. Hunt, Librarian, was also present.

The meeting was called to order by Joanna M. Winings, who presided.

Mrs. Winings stated that there was to be considered at this meeting the matter of appropriating money from the Library Improvement Reserve Fund into appropriated funds that are needed for repairs and equipment for the Library.

Mrs. Winings mentioned that she had advertised in the Elwood Call-Leader for such additional appropriations and she presented the proofs of publication of such notice. There being no taxpayers present to present their views, a motion was made by Glenn C. Hadley and seconded by Walter H. Allen that it was necessary to have the additional appropriation to meet the extraordinary emergency now existing 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 an additional appropriation-transfer of funds to meet the extraordinary emergency now existing and it is deemed necessary to consider the following:

From:	Library Improvement Reserve Fund	\$ 3,000.00
To:	Fund 2 - No. 24 - Services Contractual-Repairs	\$ 1,725.00
	Fund 7 - No. 71 - Properties-Buildings and Improvements	525.00
	Fund 7 - No. 72 - Properties - Equipment	750.00

"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 appropriation, transfer and reallocation.

"BE IT FURTHER RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that the above item is considered necessary and the Secretary of said Board of Trustees is authorized to send a copy of this resolution, together with the proofs of publication and the minutes of this meeting to the County Auditor for transmission to the State Board of Tax Commissioners of the State of Indiana.

"The above resolution is hereby adopted this 6th day of February, 1974.

/s/ Walter H. Allen  
/s/ Patricia Fitzpatrick  
/s/ Glenn C. Hadley  
/s/ Michael Kennedy  
/s/ Gayle Scicle  
/s/ Jocanna M. Winings

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

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

(Other business)

This being all the business to come before said meeting, said proceedings are now entered of record.

Patricia Fitzpatrick  
Secretary

MINUTES OF MARCH 6th 1974 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board of Trustees was held on Wednesday, March 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 February Minutes were read by Mrs. Fitzpatrick and approved as read.

Mrs. Hunt advised the Board that there had been an increase in circulation of 875 books over the same month last year.

The Board approved Mrs. Hunt's suggestion to postpone the Library Open House until June or later in the summer.

The Board approved the purchase of two sweepers from Leeson's.

Steve Sizelove had submitted an additional bill for \$100.00 covering electrical work in the Meeting Room. This bill was approved by the Board.

Mrs. Hunt advised the Board that the carpet for the Meeting Room had been shipped but lost during the truckers' strike. A new shipment has been sent and should arrive in a week or so. Mrs. Hunt suggested to the Board that a plaque be placed in the Meeting Room listing the names of contributors to the carpet fund. The Board agreed with this suggestion.

A Memorial Fund has been established in the library in memory of Paul and Irene Taylor. Mrs. Hunt advised that at present there is \$127.00 in the fund.

Mrs. Hunt raised the question of a nominal fee being charged for use of the Meeting Room. After discussion, the Board agreed that use of the Meeting Room should remain a service which the library offered the community without charge.

Mrs. Hunt advised the Board that the woodwork in the Meeting Room was in need of refinishing. The Board members then went down to the Meeting Room to discuss refinishing the woodwork, curtains and other furnishings for the room.

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

*Patricia Fitzpatrick,*  
*Sec*

MINUTES OF APRIL 3rd 1974 MEETING - BOARD OF TRUSTEES

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

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

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

LIBRARIAN'S REPORT

171 Books were cataloged during March, bringing our total book stock to 30,909. There was an increase of 773 in circulation over March 1973. 111 Information Questions were answered and 89 children attended the Story Hour. Total receipts for March \$145.35 - disbursements \$5,495.04 - Balance at end of March \$11,986.02. There is now \$16,030.26 in the LIRF Account, including Certificates of Deposit and Interest.

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The May Board meeting will be held on Tuesday, May 7th at 7:00 p.m.

The District III Meeting of the ILA-ILTA will be held on May 8th at Portland. The Library will be closed that day. Mrs. Hunt will contact Board members later to see who will be able to attend.

Mrs. Winings gave a report of the ALSA meeting attended on March 14th by her and Mrs. Fitzpatrick. The purpose of ALSA is to improve and expand services to patrons within a specified area. Elwood is in Area 6. Mr. Leon Jones was elected Chairman of the Planning Commission for libraries and Mr. George Doherty elected Director of the Lay members of Area 6 Commission.

Mrs. Hunt presented to Board members literature explaining the establishment of the Indiana Cooperative Library Services Authority (CoBiCIL). The Board reviewed the papers and Mr. Hadley motioned that the Library become a member of the Authority - Mr. Kennedy seconded the motion and it passed unanimously. The Board members then signed the Resolution to adopt the Joint Agreement Establishing the Indiana Cooperative Library Services Authority. This Resolution and Joint Agreement are hereby made part of these Minutes and copies are attached.

Mrs. Hunt gave a brief report on the Chicago Books Presentation Conference in Chicago, promoted by Baker & Taylor.

Mrs. Hunt raised the question as to whether the High School Pages will come under the new Minimum Wage Law. Mr. Hadley offered to look into it and advise the Library.

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

Patricia Fitzpatrick,  
Sec.

RESOLUTION  
ADOPTING JOINT AGREEMENT ESTABLISHING  
THE INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY

BE IT RESOLVED by the governing body of ELWOOD PUBLIC LIBRARY,  
(Name of Organization)

that it does hereby adopt the Joint Agreement Establishing the Indiana Cooperative Library Services Authority dated March 7, 1974, which is attached hereto, and forwards this resolution and the attached Joint Agreement, in quintuplicate, to the temporary chairman of the Indiana Cooperative Library Services Authority.

RESOLVED and passed by the BOARD of the ELWOOD PUBLIC LIBRARY  
(Governing Body) (Name of  
Organization) on the 3rd day of April, 1974.

(Signatures of Governing Body)

Walter N. Allen  
Michael Kennedy  
Patricia Fitzpatrick  
Jeanne M. Marvin  
Glenn C. Hasley

CERTIFICATE

The undersigned Patricia Fitzpatrick, the duly appointed, acting, and  
(Name)  
qualified Secretary of the Board of Trustees of the Elwood Public  
(Governing Body) (Name of

Library, Madison County, Indiana, states that the above  
Organization)

and foregoing is a true and exact copy of a resolution duly adopted by the

Board of Trustees of the Elwood Public Library  
(Governing Body) (Name of Organization)

on the 3rd day of April, 1974, and the same is on file with the records of  
said Library and in the care and custody of the undersigned as  
Secretary.

Witness my hand this 3rd day of April, 1974.

Patricia Fitzpatrick  
, Secretary

JOINT AGREEMENT  
ESTABLISHING THE INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY  
March 7, 1974

The governing authorities of the following public libraries located in Indiana:

**ELWOOD PUBLIC LIBRARY**

together with the governing authorities of the following colleges and universities located in Indiana:

together with the governing authorities of the following special libraries located in Indiana:

together with the governing authorities of the following public school corporations located in Indiana:

all having library responsibilities, do hereby establish the INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY, located at 140 North Senate Avenue, Indianapolis, Marion County, Indiana.

The Indiana Cooperative Library Services Authority is to provide for the following services:

- I. An administrative office and employment of a director and staff for the Authority and provision of basic equipment, supplies, and other resources to implement projects.
- II. Development and refinement of a long-range plan for the Authority.
- III. Effective liaison with library organizations and cooperative groups, in particular the Area Library Services Authorities in Indiana.
- IV. Effective liaison with multi-state and national library networks and cooperative organizations.



- V. Development and operation, either directly or by contract, of specific programs, including:
- A. Contract with the Ohio College Library Center for use of their on-line computer system.
  - B. Development of programs for utilization of Machine Readable Cataloging (MARC tapes), including specifications for cataloging input of data into an Indiana data base via the Ohio College Library Center.
  - C. Development of detailed specifications for a statewide inter-library loan and resource sharing system.
  - D. Development of a centralized body of information on library cooperation, computer technology, and information retrieval systems and data bases.
  - E. Development of such other service programs as may be approved by the Authority, including, but not limited to, bibliographies and union lists, selective dissemination of information, automated cataloging services.

The Indiana Cooperative Library Services Authority is to lease, rent, or purchase such property and/or contract for such services as are necessary for the transaction of its business as provided under the provisions of the Library Services Authority Act (BURNS IND.STAT.ANN. Secs. 41-1201--1214; IC 1971, 20-13-6-1--20-13-6-14).

The member libraries adopting this Joint Agreement agree to appoint within ten (10) days after the legal establishment of the Authority a director to the Board of Directors of the Authority, which Board shall meet at 140 North Senate Avenue, Indianapolis, Marion County, Indiana, upon call of the convening chairman, Marcelle K. Foote, who shall set the date and time of the organizational meeting of the Board of Directors.

The Indiana Cooperative Library Services Authority herein created shall be a municipal corporation, and any power or powers, privileges or authority exercised or capable of being exercised by a public agency of this state, except that of levying taxes, may be exercised and employed by such Authority established under the Library Services Authority Act.

MINUTES OF MAY 7th 1974 MEETING - BOARD OF TRUSTEES

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

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

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

LIBRARIAN'S REPORT

71 Non-Resident patrons are using the library at the end of April. 156 books were cataloged during April and our book stock is now 31064. Circulation increased slightly over the same month in 1973. Receipts for April \$110.04 - disbursements \$3,824.22 - Balance at end of April \$8,271.84. There is a total of \$15,995.75 in the LIRF Account including Certificates of Deposit and Interest.

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Mr. Hadley advised that he believed the Library would have to pay the pages 85% of \$1.90 or \$1.62 an hour. However, since it isn't definite the payroll rates will remain at the present level until word is received from the State Library or Congressman Hillis' Kokomo office.

Mrs. Hunt advised the Board that the Taylor Memorial Fund is now over \$600.00 and we will open a checking account to purchase books or paintings from this fund.

Pam Dudley, library page, has resigned effective May 10th. Mrs. Hunt has hired Kathy Groover to take her place, effective May 7th.

The Welcome Wagon group has offered to buy and install curtains in the Meeting Room. Sample of the material was shown to the Board.

A contribution of \$50.00 has been given to the Library from Zeta Lambda Chapter of Beta Sigma Phi for use of the Meeting Room.

Mrs. Hunt suggested that the present night hours for the Library be continued at least until the June Board meeting since the library seems to have a greater number of night patrons. She explained that this would mean that the Children's Room would remain closed until Noon (because of staff shortage) but this would prove no great problem. The Board agreed to this suggestion.

The Reading Club will start on Monday, June 3rd and children participating will be given novelty tote bags donated by the Kiwanis Club. Mr. Allen suggested that the Swim Club be started at the beginning of the Season and that he believed it would be sponsored by the Park Board. *read*

Mrs. Hunt announced that a remedial reading course will be conducted in the schools and the schools wish to coordinate their plans with use of the library.

Arrangements have been made by Jean Elsworth to have Leo Tanzilli paint a picture for the Meeting Room, in memory of Helen Donaldson. Mr. Tanzilli came into the library and discussed the painting with Mrs. Hunt.

The Board advised Mrs. Hunt to order Library stationary desirable and adequate for library needs.

Each Board member received a writing tablet with an old picture of the High School on the cover. Mr. Kennedy took a supply with him to see if they have a selling value for Elwood History collectors.

Mrs. Hunt advised the Board that the Budget meeting will be held in Gas City on Tuesday, May 28th. Mrs. Hunt and Miss Farnworth will attend and the Board members will give a definite answer later.

Mrs. Hunt advised the Board that a Mr. Buran of Family Children's Service in Anderson had called on her and requested permission to use the Meeting Room for consultations 1-day a week from 9 to 5. This is a United Way Agency and after discussion the Board decided that Mrs. Hunt suggest to Mr. Buran that they pursue an offer of a room at the YMCA, since this is also a United Way Agency and the subject of rent could be determined by the two agencies.

Mrs. Winings appointed the following Salary Committee for 1975 budget purposes: Mr. Hadley, Chairman, Mr. Allen and Mrs. Scircle.

The Board approved an Office Appraisal Revision by E. C. Deyo & Associates. The cost to the library will be \$25.00. The motion was made by Mr. Kennedy and seconded by Mrs. Fitzpatrick.

Mr. Hadley advised the Board that he had written to 5 patrons requesting that they return books long overdue to the library. Two responses were received to these letters. Mr. Hadley suggested that the next step would be to file affidavits against the remaining three and prosecute in the City Court and he advised that we follow this procedure. The Board approved and Mr. Hadley will proceed with the suits.

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

*Patricia Fitzpatrick,*  
*Sec.*

MINUTES OF JUNE 5th 1974 MEETING - BOARD OF TRUSTEES

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

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

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

The Librarian's Report was dispensed with due to other business to be discussed at the meeting.

Mrs. Hunt suggested that evening hours be continued until June 24th and that a notice be sent to the Call Leader stating that the Library would remain open in the evenings during the summer months if the facilities continue to be used.

The Leo Tanzilli painting has been hung in the meeting room. The cost was \$25.00.

Mr. Pace will clean the furnace during the summer months.

Mrs. Hunt advised the Board that the Welcome Wagon group had given a brass planter to the Library for the Meeting Room. A check for \$100.00 was also given to cover the cost of the curtains in the meeting room. They suggested that the Board members select the material and the curtains will be made by members of the Welcome Wagon group. Funds remaining may be used for some other purpose for the meeting room.

Mrs. Hunt presented the new letterhead to the Board but said she was not entirely satisfied with it. After discussion it was decided that Mrs. Hunt would request another proof for a letterhead.

Mrs. Winings appointed Mrs. Fitzpatrick as the library representative from Elwood for the Incolsa group.

Mrs. Hunt advised the Board that an application had been received from a Mrs. Tucker in Anderson for a position. She is a trained librarian. Mrs. Hunt will acknowledge the letter, which will be kept on file.

After discussion of fines for overdue books the following motion was passed by the Board: For books overdue 2 months or longer there will be a fine of \$1.00 a month plus 5¢ a day for any part of a month. The motion was made by Mrs. Scircle and seconded by Mrs. Fitzpatrick.

The Board reviewed the re-appraisal made by Deyo & Associates and instructed Mrs. Hunt to contact our insurance agent to ascertain how much more insurance we need to qualify.

The book sale was discussed. Mr. Kennedy suggested that it be in connection with the Glass Festival at the Flea Market on July 12, 13 and 14. Hard-back children's books might be sold for 20¢ each, but it was agreed that the demand for the books would determine the selling price. The Board members offered to help at the sale and a schedule will be worked out at the July Board meeting.

The July Board meeting will be held on Wednesday, July 10th instead of July 3rd.

Mrs. Hunt advised the Board that she had received a definite decision that the Library can share in Township Revenue Sharing on a contractual basis - that is, by contract for services rendered.

The Board agreed that the salary of the pages should go back to the prevailing rate until such time as a definite decision has been rendered by the Solicitor of Labor in Washington.

Mrs. Hunt advised the Board that Miss Farnworth had requested that beginning in Feb. 1975 she be permitted to continue working on a part-time basis of 2-days a week to take care of the books and assist at the desk. At the post-board meeting the members decided they could not grant the request as it would be better for the library to have one full-time staff member instead of two part-time staff members.

The regular Board Meeting adjourned at 8:30 and the Board Members continued their meeting in private to discuss 1975 salary scales.

June 5, 1974      Addition to minutes.

After discussion on salaries for the staff to be proposed in the new budget, it was decided that there would be a 6% increase for all the permanent staff except Mr. Pearson who would be given a 10% increase. The salaries would be as follows:

	Annually	Weekly	Hourly
Mrs. Hunt	\$11,508.00	\$221.31	\$5.53
Mrs. Stout	5,286.00	101.65	2.54
Miss Farnsworth	4,932.00	94.84	2.37
Mrs. Stiner	4,932.00	94.84	2.37
Mr. Pearson	4,872.00	93.69	2.34

Mrs. Robertson to be paid \$2.37 hourly to be comparable to Miss Farnsworth and Mrs. Stiner. Pages to be paid according to what the law decides.

Motion made by Mr. Hadley, seconded by Mr. Kennedy that the above schedule be accepted. Motion carried.

Part time work for Miss Farnsworth after February was discussed. She would like to work 2 days a week after February and this would make it necessary to hire a part time typist for three days each week. Miss Farnsworth would keep the books and be on call if needed.

Motion made by Mr. Kennedy, seconded by Mr. Hadley that we refuse this request for part time work. Motion carried.

Meeting adjourned.

MINUTES OF JULY 10TH 1974 MEETING - BOARD OF TRUSTEES

Regular meeting of the Library Board was held on Wednesday, July 10th at 7:00 p.m. in the library.

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

The Board members had agreed to meet with the staff and Mrs. Stiner, Mrs. Stout, Miss Farnworth and Mrs. Robertson were present at the beginning of the meeting. Mrs. Stiner made the presentation for the staff who requested consideration by the Board of a 10% salary increase for the year 1975 and a revision of the Library Personnel Policies. A lengthy discussion followed and the Board agreed to take the requests under consideration. The members of the staff, with the exception of Miss Farnworth, then left the Board meeting.

The reading of the Minutes and the Librarian's Report were dispensed with. Mrs. Hunt did advise the Board that there had been an increase of 683 in June circulation over the same month in 1973.

Mrs. Winings and Mrs. Scircle volunteered to help with the book sale on the morning of Friday, July 12th.

The Board approved the cutting of the low branches on the trees in front of the library.

A motion was made by Mr. Hadley and seconded by Mr. Allen to transfer \$100.00 from Account 71 (Buildings & Improvements) to Account 72 (Equipment) for the purchase of a record rack. The motion passed unanimously.

A motion was made by Mr. Allen and seconded by Mr. Kennedy to transfer \$5,000.00 from Operating Account 56 to the Library Improvement Reserve Fund. The motion passed unanimously.

A motion was made by Mrs. Scircle and seconded by Mr. Kennedy to transfer \$65.00 from Account 52 (Rents) to Account 51 (Insurance) to cover the increased premium of the multi-peril insurance due to the recent Deyo re-appraisal. The motion carried unanimously.

This part of the meeting being adjourned, the Board continued in private session at 8:30 p.m.

Patricia Fitzpatrick,  
Secretary

MINUTES OF MEETING \* JULY 31, 1974

A special meeting of the Board was called on July 31, 1974 to review the proposed 1975 budget.

Those present were: Glenn Hadley, Joeanna Winings, Emalee Powell, Patricia Fitzpatrick, Walter Allen and Michael Kennedy.

Mrs. Hunt presented the proposed Budget to the Board and it was approved with the following changes:

Decrease Account 33 - Light Bulbs by \$200.00

Increase Account 72 - Equipment by \$200.00

Increase Account 73 - Books by \$300.00

These changes reflected a total increase in the Budget of \$300.00 to adjust the Tax Levy from .408 to .41

After discussion of the Budget the meeting was adjourned.

*Patricia Fitzpatrick*  
*Secretary*



MINUTES OF AUGUST 7th 1974 MEETING - BOARD OF TRUSTEES

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

Those present were: Joeanna Winings, Gayle Scircle, Pat Fitzpatrick, Walter Allen, Glenn Hadley and Michael Kennedy. Miss Farnworth substituted for Mrs. Hunt who was on vacation.

The Minutes of two July meetings were read by Mrs. Fitzpatrick and approved as read.

LIBRARIAN'S REPORT:

133 books were cataloged during July, bringing our total book stock to 31,383. 5879 books were circulated which was an increase of 599 books over the same month in 1973. 91 records and 34 pictures were circulated. Total receipts for July \$29,150.57 - disbursements \$9,262.16. Operating balance as of July 31st \$27,998.84. There is \$5,758.25 in the LIRF account. The Library holds Certificates of Deposit in the amount of \$15,000.00 and the Interest on the Certificates totals \$443.75

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During July the Library books were audited for 1971, 1972 and 1973. All records were found to be in order.

The auditors suggested that funds from Memorial and Gift contributions be deposited in the Library check account and future receipts and disbursements be recorded in the Ledger. They also advised that the savings accounts comprising interest on Certificates of Deposit and Gift funds be closed out and the funds be deposited in the regular checking account. To comply with these suggestions Mr. Hadley moved that these funds be so distributed. Mr. Kennedy seconded and the motion passed unanimously.

Miss Farnworth advised the Board that a Mr. Harry Barnard, biographer and journalist from Wilmette, Illinois had requested permission to check out some of the Library's Willkie material for research work on a Willkie biography he is writing. The Board discussed this and was reluctant to permit any reference material to be checked out of the Library. Mr. Kennedy motioned and Mr. Allen seconded that no reference material of any nature be checked out of the library. The motion passed unanimously.

The Board was advised that Cindy Brewer had been hired as a page, effective July 30th, to replace Judy Bucci who resigned.

The Welcome Wagon group has advised Mrs. Hunt that the meeting room drapes will be finished during August.

The Board members signed typed copies of the 1975 Budget.

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

Patricia Fitzpatrick  
Sec.

MINUTES OF SEPTEMBER 4th 1974 MEETING \* BOARD OF TRUSTEES

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

Those present were: Joanna Winings, Pat Fitzpatrick, Gayle Scircle, Glenn Hadley, Walter Allen and Esther Hunt, Librarian.

The Minutes of the August meeting were read by Mrs. Fitzpatrick and approved as read.

LIBRARIAN'S REPORT:

The Library has a total of 3624 borrowers; 73 of whom are non-residents. 132 books were cataloged in August, bringing our total book stock to 31,511. There were also 64 records cataloged in August and 48 records withdrawn, bringing our total record count to 359. Of these, 72 were circulated during August. 4848 books circulated during the month which was an increase of 322 over the same month in 1973.

Total receipts for August \$176.80 - disbursements \$5,994.47. Operating balance as of August 31st \$22,181.17. There is \$205.26 in the LIRF Account. The Library holds Certificates of Deposit in the amount of \$21,000.00. There is a total of \$562.79 in the Memorial Fund and \$313.54 in the Gift Fund.

Mrs. Hunt advised the Board that the evening circulation from July 9th to the end of August was almost 900 books and she believes this leads to our increase in circulation for the last couple of months.

In accordance with the auditors' request, Memorial and Gift fund records have been recorded in the Ledger.

The first Budget hearing will be on Tuesday, September 10th. Mrs. Hunt invited the Board members to attend the hearing.

A motion was made by Mrs. Scircle and seconded by Mr. Hadley to transfer \$150.00 from Account #33 Miscellaneous Supplies to Account #31 Office Supplies. The motion carried unanimously.

Mrs. Hunt advised the Board that the service man from Pitney Bowes had cautioned her that the voltage at our copy machine was too low and was dangerous. The Board suggested that Mrs. Hunt contact Steve Sizelove and ask him to check with the electrician who had done the electrical work in the meeting room. It is possible that the work done in the meeting room lowered the voltage being fed to our copier machine.

The 1915 Class of Elwood High School has donated \$63.65 to our Memorial Book Fund in memory of Clara Nuzum.

The Board authorized Mrs. Hunt to purchase an A-Line Book Shelf for our Memorial collection. This is to be paid for out of our Gift Fund.

There being no further business the meeting adjourned at 7:35 p.m.

Patricia Fitzpatrick,  
Sec.

MINUTES OF OCTOBER 2nd 1974 MEETING - BOARD OF TRUSTEES

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

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

Mr. Klein of Pitney Bowes Co. was present at the beginning of the meeting to discuss with the Board the leasing of a new copy machine for the Library, at a monthly cost of \$44.85. After discussion Mr. Kennedy moved that the Library sign a lease for the new copier. Mr. Allen seconded and the motion carried unanimously.

The Minutes of the September meeting were read by Mrs. Fitzpatrick and approved as read.

The Librarian's Report was dispensed with for lack of time.

Mrs. Hunt and Mrs. Stout will attend the ILA - ILTA Conference in Indianapolis on October 17-19. Mrs. Winings and Mrs. Powell will attend one day's sessions.

Mrs. Hunt advised the Board that Mr. Pearson had set up the fireplace in the meeting room with a pair of andirons he had purchased. Mrs. Hunt commented that it was very attractive and also that Mr. Pearson had given the andirons as a gift to the library.

Mrs. Hunt will arrange to have an electric outlet installed in the meeting room, near the fireplace.

Furniture for the meeting room was discussed. Mrs. Hunt will contact Pendleton Reformatory and Mercy Hospital for information about furniture.

Mrs. Hunt advised the Board that the AAUW has volunteered to stock a supply of reading material at the Elwood Nursing Homes. Ten or twelve of their members are interested in the project and will contact Mrs. Hunt to set up a plan to keep reading material for the residents at the nursing homes.

The Library Policy and Personnel Policy of the library has been revised by Mrs. Hunt. A copy of the revised material was given to each member present. The Board will review the contents and approve them, after making any necessary revisions.

The Board discussed the steps leading into the Children's Room. Mrs. Hunt will contact Art Lane and ask him to come in and look at the steps. He should then contact Mr. Kennedy or Mr. Allen for specifications for the job so he will be in a position to submit an estimate.

Mrs. Hunt asked the Board to approve an increase in the mileage rate for travel in view of the increased cost of gasoline. Mr. Kennedy motioned that the rate be increased to 12¢ a mile. Mr. Allen seconded and the motion passed unanimously.

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

*Patricia Fitzpatrick,*  
Sec.

MINUTES OF NOVEMBER 6th 1974 MEETING - BOARD OF TRUSTEES

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

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

The Minutes of the October meeting were read by Mrs. Fitzpatrick and approved as read.

LIBRARIAN'S REPORT:

There are 72 Non-Resident patrons registered at the Library. 128 books were cataloged during October, bringing our total book stock to 31,652. During October 5232 books, 58 records and 10 pictures were circulated. This was an increase in book circulation of 663 over the same month in 1973. 87 information questions were answered, 37 by telephone. The story hour attendance was 160.

Total receipts for October \$174.34 - disbursements \$4,431.15. Operating balance as of October 31st \$12,719.82. There is \$411.51 in the LIRF Account. The Library holds Certificates of Deposit in the amount of \$21,000.00. Balance in the Memorial Fund is \$511.51 - in the Gift Fund \$313.54.

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Mrs. Hunt advised the Board that she will write to Mr. Sydney Harris of the Chicago News for copies of his talk at the ILA-ILTA dinner in Indianapolis on October 18th.

Mrs. Hunt advised the Board that she had had a meeting with a representative from Remington Rand Company regarding additional stacks for shelving books in the Adult section of the Library. He will submit a proposed plan of what the Library needs and it will be discussed at a future Board meeting. Should the Board desire, he also agreed to explain his plan at a Board meeting.

The Board members agreed to bring with them to the next meeting their copy of The Library Policy and the Personnel Policy. They will be discussed and revised at the November meeting.

Mr. Kennedy suggested that the Library plan some sort of display and recognition of the Centennial celebration in 1976. The Board members agreed to think of some ideas and discuss them at some future board meeting.

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

*Patricia Fitzpatrick  
Secretary*

MINUTES OF DECEMBER 4th MEETING \* BOARD OF TRUSTEES

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

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

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

LIBRARIAN'S REPORT:

There are 76 Non-Resident patrons using the Library services. Total registered patrons 3626. 235 books were cataloged during November and our total book stock is now 31,873. We circulated 5,194 books during November. This was 749 books circulated above the book circulation in November 1973. 55 records were circulated and 27 pictures. 99 Information questions were answered in November, including 33 by telephone.

Total receipts for November \$142.44 - disbursements \$4,835.02. Operating balance as of November 30th \$8,027.24. There is \$494.01 in the LIRF Account. The Library holds Certificates of Deposit in the amount of \$21,000.00. Balance in the Memorial Fund is \$578.08 - in the Gift Fund \$313.54.

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Mrs. Hunt will be on vacation from December 19th to January 20th. During this period Mary Kay Stout will be responsible for the pages' schedules and conferring with the Board on any major problems that may arise.

Mrs. Hunt advised the Board that Eaeanna Merritt had offered, in the name of Tri Kappa Sorority, to help financially on a Bi-Centennial program theme to be sponsored by the Library. There will be further discussion on this later.

Mr. Pearson has asked permission to cut out the big bush at the corner of the Library grounds and plant a rose bed in its place. The Board willingly agreed that Mr. Pearson should do this, weather permitting.

Mr. Allan motioned and Mr. Kennedy seconded that \$4,000.00 be transferred from the LIRF Operating Account No. 56 to the Library Improvement Reserve Fund. The motion passed unanimously.

Mr. Hadley motioned and Mr. Allan seconded that \$350.00 be transferred from Account 71 Building and Improvements to Account 72 Equipment. The motion passed unanimously.

The Board terms of Mrs. Fitzpatrick and Mrs. Scircle will expire in January. Mr. Hadley will take care of requesting reappointment of Mrs. Fitzpatrick by Judge Smith. Mrs. Hunt will write the School Board and request reappointment of Mrs. Scircle.

The January 1975 Board meeting will be held on Wednesday, January 8th.

Paul Lane submitted an estimate of \$253.37 for new steps at the entrance to the Children's Room. Mr. Allan motioned and Mr. Hadley seconded that this Estimate be accepted and that the funds be taken from Account 24, Repairs. The motion passed unanimously.

Mrs. Winings appointed a Nominating Committee for Officers for the year 1975. The Committee will be Mrs. Winings, Mr. Hadley and Mrs. Fitzpatrick.

Mr. Allan advised the Board that he is resigning as a Park Board member and requested that a replacement be named in his place. Mr. Hadley suggested Mr. Kennedy who said he would be happy to serve on the Board. Mrs. Hunt will write a letter to Mayor Smith advising that the Library Board has appointed Mr. Kennedy to serve on the Park Board as a replacement for Mr. Allan.

Mr. Hadley suggested that all possible funds be spent from the 1974 Budget, anticipating increased expenses in 1975. Miss Farnworth will follow through on this suggestion.

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

*Patricia Fitzpatrick,  
Sec.*