

**MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, FEBRUARY 29, 2016  
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

The meeting was called to order by President Roger Moriarty at 6:30 p.m. Note that Kylene Crabb volunteered to be acting secretary.

PRESENT

Roger Moriarty, Kylene Crabb, Jill Gross, Dick Webb, Larry Yeiter, Stephen Boggs.

MINUTES

Moved by Jill Gross and seconded by Kylene Crabb that minutes of the January meeting be approved. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

Purchased two used fish tanks. One will have fish, the other will have some sort of reptile, probably chameleons. I'm just waiting to get the water right before adding fish.

Story time was held each Wednesday. Five children have attended each week.

I attended a Children's Librarian Luncheon in Milford. It was very helpful to talk to other librarians about summer reading programs. I have lots of ideas and have booked two special speakers.

YA/PROGRAMMING REPORT

Zumba is still going at Bell Library every Monday.

Euchre for January we had 19 in attendance and February had 15.

February we made Valentine cards with two in attendance. We also made a Burlap Love Wall Hanging. There were 12 in attendance and they made a total of 15 wall hangings.

Working on demos for March, April, May, and June programs. I am working ahead so I

can finish working on my Teen Summer Reading program.

March and April's craft program demos are finished and on display.

Another CPR program is planned for March.

Anime in February had 14 in attendance.

Teen Gaming in January had 22 in attendance. Changing the age limit to 13 and up made a big difference in the program. I also passed out new rules and overall it was a very well behaved group. Teen Gaming for February was cancelled due to illness.

March's newsletter is done and ready to print.

News articles are written and ready to send to Warsaw Times Union and Inkfreenews.

Worked on YA book reviews, order was sent for February.

Attended a Teen Counterparts meeting in Culver on February 18<sup>th</sup>. Topic of discussion were Homeschoolers and those with handicaps.

Tax forms are finally here. I have made copies of some forms that they didn't send and they are displayed on a table in the library.

## DIRECTOR'S REPORT

1. We received four FULL truck loads of donations from the Syracuse Public Library. Items included: @50 stackable chairs, @20 child size seating, wooden book shelves, two computer tables (one adjustable), two small storage cabinets.
2. Repairs to Senior Center are complete: faucet and counter top.
3. Purchased an electric "fireplace" for main library.



## UNFINISHED BUSINESS

1. Discussion regarding policies that were distributed at the last meeting.

After good and relevant discussion it was moved by Larry Yeiter and seconded by Dick Webb to adopt the General Policies, Job Descriptions and Personnel Policies excepting the section regarding grievances which requires additional attention. Carried.

2. Additional Appropriation discussion and adoption.

Moved by Jill Gross and seconded by Dick Webb to proceed with the Additional Appropriation for \$15,800 as advertised on February 8, 2016 in the Warsaw Times Union. Carried.

NEW BUSINESS

1. Election of officers.

It was moved by Jill Gross that the current slate of officers continue to serve in that capacity. Seconded by Dick Webb. Carried.

President – Roger Moriarty

Vice-President – Dick Webb

Treasurer – Jill Gross

Secretary – Honey Kuhn

2. Director submitted for consideration and adoption a Resolution To Establish Internal Controls. Documents notes that the Bell Memorial Public Library will follow minimum internal controls as promulgated by the Indiana State Board of Accounts.

Moved by Larry Yeiter and seconded by Kylene Crabb. Carried.

3. Discussion of room reconfiguration project.

Options considered:

A. Close large conference room and put Young Adult in there. Put Children's Department in Bell-X room. Put Indiana materials, microfilm etc. and study tables in current YA area.

Pros: Using all available space.

Cons: Cost of cutting hole in Bell-X room, permission from county for building permit, visual control of little ones, alarms on south door of Bell-X as well as regular entrance to the room when staffing not available, cctv for visual control, cost of additional staff.

B. Put Children's Department in Bell-X and put Young Adults in current Children's Room. Indiana materials etc. in current YA area.

Pros and Cons were same as in "A" above.

C. Put YA in Bell-X room, leave materials marked as juvenile in current YA area. Leave Children's Department as is.

Pros: Keeps large conference room (folks do seem to like this room over the Bell-X room due to no noise from HVAC and temperature is better controlled). Good use of space for YA gaming etc. in Bell-X room.

Cons: Additional staff person still needed, may still need to put hole in wall, but not as imperative as with having Children's Department in Bell-X. *YA Department may need to close one day for voting.* Still important to re-work HVAC due to noise and lack of temperature control in Bell-X room as well as lighting.

D. Put YA department in Large Conference Room, leave juvenile materials in YA area, but refurbish area. Current Children's Department remains as is, except for refurbishing room.

Pros: Keeps Bell-X for large groups (we don't have many large groups use the room though).

Cons: Still need an additional staff member. How soon will YA Dept. outgrow room? HVAC noise and lack of temperature control in Bell-X for groups.

Director would like to propose letter "C" above.

We may use existing tall double sided shelving as a room divider. One side for shelving books, the other side (non-public side could be used for storage which would enable us to create a storage "nook" for tables, chairs and even storage items from the existing storage room.

Would use some of the existing industrial style shelving as additional book shelving in the new YA area.

Current storage room would be refurbished for use as a conference room. I say conference room because the table would have to remain where it is.

Remove small toilets and sinks to afford us additional space for storage. Just removal of the fixtures and capping off drains and pipes. We already have extra shelving to use, just need additional heavy duty brackets like I used up in the Mezzanine storage area.

May need to purchase some additional shelving for juvenile collection, but we need add attractive and "fun" shelving under the windows.

Thoughts?

Would like to have a final decision no later than the March meeting if possible.

#### OTHER BUSINESS

1. Discussion was led by Roger Moriarty regarding the memorial paving bricks in the Reading Garden. He would like to have another drive to sell additional paving bricks. All agreed. An announcement will be placed in local newspapers, Facebook, the Library's website and newsletter as well as the electronic sign.

#### PAYMENT OF CLAIMS

Moved by Jill Gross and Dick Webb that claims be allowed. Carried.

#### ADJOURNMENT

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Roger Moriarty, President

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Kylene Crabb, Acting Secretary