

**BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, JANUARY 25, 2016  
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order by Dick Webb at 6:30 p.m.

PRESENT

Dick Webb, Larry Yeiter, Sandi Schaeffer, Kylene Crabb, Jill Gross and Stephen Boggs.

Sandi Schaeffer volunteered to act as Secretary.

MINUTES

Moved by Kylene Crabb and seconded by Sandi Schaeffer that the minutes of the previous business meeting be approved. Carried.

PUBLIC COMMENTS

There were no members of the general public in attendance.

TREASURERS REPORT

Filed for audit.

CHILDREN'S DEPARTMENT REPORT

I attended a Caldecott Workshop in Mishawaka on January 11. Was interesting and informative to learn about the Caldecott award process. I was also able to talk to other children's librarians and share ideas about programs.

I have arranged displays of the past 10 Caldecott winning books and the Young Hoosier Nominee books for this year. Many children try to read all the Hoosiers so this has made it easier for them to find the books.

Three or Four children have attended story hour each week. Lego Club was held on Jan 16 and Kids Night Out was Jan 21.

YA/PROGRAMMING DEPARTMENT

Zumba has started again. Eva's class is for new beginners. She had 8 in attendance.

Euchre Night for December was cancelled because of weather. Euchre for January will be the same night as the Board meeting.

Kid's reading club in January had three in attendance.

In January we made recipe potholders. I had 6 in attendance. One lady brought an old

family recipe on a recipe card. I was able to scan the card and copy it to publisher. From there I was able to adapt the recipe card and add a border. It turned out great and she made two for family members.

Demos for February's card making program are done and on display. We will be making Valentine cards for one program and a Valentine Burlap Wall Hanging for the other.

Shaun Mudd's soap making program had 22 people in attendance.

Anime in January we had just 4 in attendance. The day change threw them off. I expect them to return in February.

February's newsletter is done and printed.

News articles were written and sent to Warsaw Times Union and Inkfreenews.

Worked on YA book reviews, order was sent for January

Listened to an hour long webinar on the Teen Summer Reading program for 2016. There were lots of great ideas. My theme will be "Sports is Life." The teens will be required to read 1,600 pages and answer questions about famous sports figures who also have accomplished more than just being great athletes. I want them to learn there is more to sports than just physical achievement. I am working on requesting donations. I have contacted several sports teams and colleges. I have one confirmation from Grace College. They were happy to donate some items for my program.

Tax forms have been ordered. They are sending fewer forms each year. I have asked Steve to put short cuts on the patron computers to both irs.com and in.gov tax form websites. He has kindly obliged.

I have shifted books in the YA, J FIC, and J NON-FIC sections. I was able to move the Manga section along the ramp and made room for the Graphic Novels at the end of the J NON-FIC section. This gave me two extra shelves for the YA NON-FIC and seven extra shelves for my YA FIC.

## DIRECTOR'S REPORT

1. Indiana State Library annual report has been submitted. Roger needs to counter-sign the signature page.
2. Deb has finished the Annual Financial Report for the Indiana DLGF and it will be submitted soon.
3. Have worked on detailed statistics, some from 2004, regarding circulation. Some "interesting" observations prior to 2010, but numbers became more consistent after that. Must have been a glitch in the circulation system.
4. Also worked on statistics regarding finances for about the same time period as above. Will attempt to e-mail, but the print-outs will be quite tall and wide. Will have proper print-outs at meeting.

5. Our circulation system does allow for patrons to view their accounts etc., place holds and renew materials (if there are no outstanding fines). Will begin advertising this. A username/password has to be entered for each patron on an as requested basis.

All attending requested that their online accounts be activated.

6. Water softener has been repaired. Many years (my opinion) that it hasn't worked. RUST galore for a time, but now seems better.

7. Due to #6 above have contacted New Plumbing to check the condition of our water heater. Takes a VERY long time to recover. Looking into separate (smaller) unit for just Senior Center and/or on demand unit to replace existing unit.

8. No Tech. Time of consequence this month.

#### UNFINISHED BUSINESS

1. Discussed some time ago some updates to general and personnel policies. We just need to formally adopt these for the public record.

All agreed to have another look at these documents. Just contact the Director if another copy is needed.

2. Director working on job descriptions and will have them available for review at the February meeting.

#### NEW BUSINESS

1. Need to begin procedure for an Additional Appropriation from the Rainy Day Fund, similar to what we did last year at this time. Due to circuit breaker laws we couldn't do everything necessary during the regular budget season. Amount will be for \$15,800.00.

Moved by Dick Webb and seconded by Larry Yeiter to proceed. Honey Kuhn should sign the advertising form.

2. Election of officers – on hold until the February meeting.

#### OTHER BUSINESS

1. Noted that by default we should have New York Times bestsellers available as soon as possible for patron use. Director will see that this is done weekly.

PAYMENT OF CLAIMS

Approved by signature.

ADJOURNMENT

Meeting declared adjourned at 6:54 p.m.

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Dick Webb, Vice President

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Sandi Schaeffer, Acting Secretary