

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
TUESDAY, NOVEMBER 1, 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.

PRESENT

Roger Moriarty, Dick Webb, Larry Yeiter, Sandi Schaeffer, Jill Gross, Stephen Boggs.

MINUTES

Moved by Dick Webb and seconded by Larry Yeiter that the minutes of the September meeting be approved. Carried.

Jill Gross graciously volunteered to act as Secretary.

PUBLIC COMMENTS

None

TREASURERS REPORT

1. Transfers required.

From Line 100.3.04 Gas \$300 to line 100.3.02 Advertising and Publication.

From Line 100.4.04 DVDs \$1,000.00 to line 100.4.01 Books–Children

From Line 100.4.09 Books–Adult \$1,000.00 to line 100.4.08 Books–Young Adult

Balance of Treasurer's Report was filed for audit.

CHILDREN'S DEPARTMENT REPORT

Story time is being held on Wednesdays at 3:00. Three different families have attended during October. I have invited other families with small children and asked them of alternate times that would be better. They say the current time is ok. Their reasons for not attending were varied, usually they get busy and forget or they are too busy.

Lego club will continue to meet on the third Saturday of each month from 1-3. One child attended in October.

Kids Craft Night will continue to meet on the third Thursday of each month from 4-5. No one attended in October. I will make reminder calls for the November night.

The Hoosier Nominee books have all arrived. They are located together on a display shelf.

Twelve children participated in a pumpkin decorating contest. The pumpkins were furnished by the library (for \$1). The child was supposed to do the decorating without cutting or carving the pumpkin. Prizes were awarded for 1st, 2nd, and 3rd place in each age category.

PROGRAMMING/YOUNG ADULT REPORT

MAINTENANCE

1. Met with a representative from D.A. Dodd regarding HVAC repairs. Proposal was mailed earlier to Trustees.
2. Will report on meeting with representative from New Plumbing Heating. Meeting rescheduled.

DIRECTOR'S REPORT

1. Continuing work on transforming the Bell-X room into "Youth Services."
2. Posted employment advertisement in Warsaw Times Union. Ad had typographical errors and is being republished at no cost.
3. Will be contacting Leon Beery for snow removal again for this year.
4. Will be traveling to Indy on November 8 - 10 for the Indiana Library Federation annual conference. (Pre-conference on Nov. 8 so voting early and then high tail it to Indy).
5. Professional painter has quoted \$400 for finishing the Bell-X room and will discount price if we post a note for his business on the electronic sign.

All agreed.

6. Hired Sierra Navarro as part-time clerk.

UNFINISHED BUSINESS

1. Social Media Policy

Disbursed for consideration.

2. Petty Cash Fund resolution

Resolution acceptance was moved by Sandi Schaeffer and seconded by Jill Gross. Carried.

NEW BUSINESS

1. Draft of Safety Manual was distributed.
2. Need Board's opinion/permission to close the Library on Friday, November 25, (day after Thanksgiving) and Monday, December 26, (day after Christmas). Usage is near zero and staffing is an issue for these times.

Moved by Jill Gross and seconded by Dick Webb to close Friday, November 25, and all

day Christmas Eve, Saturday, December 24. Carried. The Library is closed for the Thanksgiving holiday on Thursday, November 24 and Sunday, December 25.

3. Signatures required for participation in the state Internet Consortium.

Moved by Jill Gross and seconded by Sandi Schaeffer to adopt the resolution joining the State Consortium. Carried.

OTHER BUSINESS

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Dick Webb that claims be allowed. Carried.

ADJOURNMENT

Meeting adjourned at 7:35.

Roger Moriarty, President

Jill Gross, Acting Secretary

Library Employee Social Networking Policy

1. The Bell Memorial Public Library recognizes that social media is regularly used as a form of communicating. The Library trusts and expects employees to exercise personal responsibility whenever they participate in social media.
2. The Library has the right and duty to protect itself and the Library Patrons from the unauthorized disclosure of information and to protect its reputation as a business and employer. The Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and Library work rules and policies. This policy includes basic guidelines for each employee.
3. "Social media" and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the Library. This policy also includes future social media technologies and applications that may not yet be contemplated.
4. Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including patrons.
5. Employees are responsible for protecting confidential and proprietary library information. Employees may not disclose any confidential or proprietary information on or about the Library, its patrons or its employees.
6. At all times, including when using social media during non-work hours, employees must comply with the Library's policies regarding the confidentiality of library operations. Employees may not, at any time, use social media to discuss confidential work-related matters.
7. Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the Library or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.
8. Library employees are prohibited from taking photos of work related information and posting this information on a social media site, unless expressly authorized by the director or the Library board.
9. Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Library.
10. The Library requests employees to report all suspected violations of this policy to the Director.

The Library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The Library reserves the right to take legal action if deemed necessary to protect the Library, employees, patrons, or any other affiliated individual or group.