

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, SEPTEMBER 26, 2016
6:30 p.m. Local Time**

CALL TO ORDER

Meeting was called to order by President Roger Moriarty at 6:30.

PRESENT

Roger Moriarty, Honey Kuhn, Kylene Crabb, Sandi Schaeffer, Larry Yeiter, Stephen Boggs.

PUBLIC

Cathy Whetstone.

MINUTES

Moved by Honey Kuhn and seconded by Larry Yeiter that the minutes be approved as distributed. Carried.

PUBLIC COMMENTS

Later

TREASURERS REPORT

Filed for audit by S. Boggs

CHILDREN'S DEPARTMENT REPORT

Story hour is held each Wednesday with 4-6 kids in attendance each week.

Options and alternatives were requested of the Director to assist with increasing story hour attendance.

Kid's Night Out was held on September 22. Two girls attended and made beautiful stone bird pictures.

Lego Club was held September 17. Seven children attended.

All the 2015-2016 Hoosier Book Award nominated books have been ordered. Most have arrived and are being cataloged.

A pumpkin decorating contest will be held in October.

PROGRAMMING/YOUNG ADULT REPORT – n/a

MAINTENANCE

1. Drip pan for one of the a/c units above the Bell-X room became clogged and condensate water ran down the wall into the room, under the wall and into the main library. Thank you Dick for helping clean up the mess. Luckily we have a good quality wet vac. that helped draw up the water. Now fixed.

2. Director met with a representative from D.A. Dodd regarding any hope of fixing the problem/s with two of the HVAC units on the roof. Overcooling/heating and noise is the main issue in the Bell-X room as well as overcooling/heating in other areas.

Rep. had a few ideas. Some very cost effective, but he did note that with the age of the units, much repair and re-working would not be money well spent.

No word yet from Quine Freeman about a quote regarding same.

Discussion noted that an energy audit may only tell us what we already know.

Noted that the HVAC systems never worked properly and that a five year plan at a minimum be developed to begin replacing the units and reworking the ducting as necessary.

3. Working on "slatwall" display shelves for Children's Department. Plan to move the tall yellow units out of the room.

4. Leon Beery was here to look at the crumbling concrete under the transformer on the west side of the building. I have also asked him to work on a water leak near the exit door on the south side of the building. A recent hard rain drove water in between the cinderblocks and into the media room. Will also have him repair/replace some of the aluminum trim around the wood on the windows on the south side of the building.

If no word soon, Director will do what he can until full repairs can be accomplished.

Noted that whoever does the tuckpointing, that they are qualified to perform the job.

5. Purchased blackout/thermal curtains for Deb's office as well as Brenda's office. Temperature control/comfort is not possible due to solar gain in these areas.

DIRECTOR'S REPORT

1. Posted job ads in the Rochester paper and held three interviews. Hired Sierra Navarro as a Clerk. She starts on September 26.

2. As per request from last meeting, NIPSCO does not do energy for commercial accounts such as ours. We know that the HVAC units and lights are the biggest draws for power, but would you like for me to investigate further?

3. Due to unfortunate behavior of some teenaged patrons, law enforcement had to be contacted. I have been working on a safety manual for some time and it is mostly ready. Now seems to be a good time to distribute it and put some of the guidelines specified in it into practice. A copy will be available at the meeting.

4. To help strengthen our Internal Controls (required by State Library and State Board of

Accounts) I am editing how employees are scheduled. Goal is to have one senior staff member on duty during evenings and weekends, two senior staff members will no longer be scheduled together so as to give us better authority/control during these hours. This is known as a Manager on Duty. One senior staff member and one support staff member will always be available during evenings/weekends.

Example: Say Sharon and Anne are both scheduled for a Saturday with a support staff scheduled to cover during lunch breaks etc. The revised schedule will have Anne and a support staff member both scheduled for 9-5 and another support staff scheduled from 11-2.

Point is to always have a "point person" always here if an issue arises etc. This person would be responsible for questions regarding a patron's account or even for contacting law enforcement for assistance.

UNFINISHED BUSINESS

1. Final public hearing and adoption of 2017 budgets. Signatures and a checkmark in the yes/aye box is required. Imperative that signatures and checkmarks are legible etc. (past experience etc.)

Moved by Larry Yeiter and seconded by Kylene Crabb to adopt the budgets for the 2017 calendar year. Carried.

2. Policy regarding Petty Cash.

Amount of Petty Cash was discussed and Director will see that the Trustees have a resolution at the next meeting.

3. Do the Trustees have any questions from job descriptions that were distributed?

No questions, but Roger requested that a set of the job descriptions be sent to him.

4. Action pending on:

Customer Service training for staff.
Video security for mezzanine area.
Still considering logistics of workstation of new hire.

NEW BUSINESS

1. We need to have on the books a policy (or even a statement in the policies) about employee use of social media while on Library time as well as noting what is to be posted to the Library's social media account and by whom.

A policy will be available for consideration at the next meeting.

OTHER BUSINESS

1. Cathy Whetstone requested clarification re: #s 3 and 4 in the Director's Report. A short discussion followed.

Control of meeting was handed temporarily to Sandi Schaeffer.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Honey Kuhn that the claims be allowed.
Carried.

ADJOURNMENT

Meeting declared adjourned at 7:35

Roger Moriarty, President

Honey Kuhn, Secretary