

BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, JANUARY 26, 2015
6:30 p.m. Local Time

Special meeting immediately after as Board of Finance

AGENDA

CALL TO ORDER

The meeting was called to order at 6:30 by President, Roger Moriarty.

PRESENT

Roger Moriarty, Jack Fisher, Larry Yeiter, Jill Gross, Honey Kuhn, Sandy Schaeffer, Dick Web and Stephen Boggs.

MINUTES

Moved by Dick Web and seconded by Larry Yeiter to accept the minutes of the December meeting. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Will be filed for audit by Director.

Need to note in minutes the need of a transfer that was to have been done in December. Director unintentionally left the sentence off of the agenda.

Transfer of :

\$375.00 from line 100.4.04.

Transfer to:

Line 100.4.08 Young Adult Books \$284.68

Line 100.4.01 Children Books \$90.32

Transfer of:

\$141.37 from Line 100.3.04 Utilities Gas

Transfer to:

Line 100.3.09 Utilities Electric.

Total transfers \$516.37.

Request for Additional Appropriation from Rainy Day Fund per Trustee's request in November.

Discussed the necessity of an Additional Appropriation. Funding will be short for Professional Services due to the \$875.00 per month contract with Chester Incorporated for Professional IT services. Total \$10,500.00. In addition monies from Professional Services will be used to pay for presenters for some of the Library's various programs. Finally, funds will be used for repair/replacement of computers and related hardware/software. Note that the Gift Fund is to be reimbursed for funds used to begin the room refreshing projects and updated computers.

Director noted that as per the State Board of Accounts, funds disbursed from the Rainy Day Fund are to be disbursed directly from the Rainy Day Fund and not transferred to Operating Fund.

All agreed that \$25,000.00 should be adequate for the above noted purposes.

It was moved by Honey Kuhn and seconded by Dick Webb to proceed with an Additional Appropriation from the Rainy Day Fund in the amount of \$25,000.00. Carried.

Director to have appropriate paperwork for Mr. Fisher to sign on Wednesday, January 28, for required publication. The public hearing will be held during the next regular monthly business meeting on Monday, February 23, 2015.

CHILDREN'S DEPARTMENT REPORT

February is Love Your Library month. The Children's Dept. will celebrate "Love Your Library" month with a "Love Your Library" crafts program featuring make-your-own "I Spy" Books, bookmarks, and library card holders.

The Children's Dept. will also have a "guess how many books we have in the library" drawing. Young patrons with the best guess will win a Bell Library goodie bag. A special interactive bulletin board will also be set up where patrons can write on a colored heart why they love their library and pin it to the bulletin board.

Later in the month the Children's Dept. will present a Super Science Saturday, featuring the "Tinkering Station". Young Kids can come and build their own creations with the recycled material boxes provided by the library.

The Library Kids Book Club and Legos Club will also meet at their regular times.

YOUNG ADULT DEPARTMENT REPORT

Our first Zumba program for January 5th had 6 adults attending and one more person has signed up. January 12th program was cancelled because of weather. Our January 19 Zumba program had 2 adults attending. I am working with Eva to get an evening class started. There seems to be more interest in an evening class as babysitting is an issue for some as well as those who work during the day.

I have another person interested in offering a PIYO class at our library. She currently holds a class in Akron with over 30 attending. PIYO is an exercise class that combines Pilates with Yoga.

Our first Euchre program was a success. 11 Adults attended and more have signed up. The Euchre program will be moved to the 4th Monday of each month as that was better for everyone to be able to attend.

Filled display window with diet and health information for January. Worked with Brenda Cody to fill the glass display case.

Library Book Coat Rack program had 19 attending, 16 adults, 2 teens, and 1 child. Will have a follow-up program to help those who didn't have time to finish, when we receive the drill that is on order for the library. I needed more than one drill for the program. Sorted through children's and J-fiction books in book sale room. Boxed up some to give to Goodwill (Stephen is taking them to several Goodwill stores.) and some to save for library book craft programs

Teen Gaming for January being held after January's board meeting.

Contacted Mentone Youth League about information on little league sign-ups at the library and putting the information in the newsletter. Also, Jack Fisher has given me information on an artist's workshop that I have put in the newsletter and posted on our bulletin board.

January Newsletter printed on schedule.

Starting a Book Mobile at Mentone Garden Court apartments. I am meeting with Sheryl Brown on January 28th and make a presentation to the residents there to explain the Book Mobile program.

Still working on an Anima/Manga Video night for Teens.

Worked on January's YA book order.

Jack Fisher's program on using your iPad, iPhone, and Kindle January 20th and 22nd was a huge success. 26 adults attended on Tuesday night and 24 adults attended on Thursday night. We had some who came from Warsaw and Leesburg. There is strong interest in having more of these programs. Jack is willing to do another program in March.

Worked on Book Swap party and Sweetheart bark program for February.

Worked on March's program. I usually try to do a demo to see how it works first and also so I can have an example for patrons to see.

DIRECTOR'S REPORT

1. Continuing to go through old files and determining what to keep handy and what is eligible for long term storage.

2. All books are now gone from the future media room. 5+ trips to area GoodWill and Salvation Army stores (no small job).

3. Steady progress is being made in the large conference room. Walls have been repaired, painting now. April and I will proceed to the media room when possible.

4. Working on job descriptions and policies. Had staff send to me a listing of what they currently do and I am transcribing these lists into workable/general descriptions of their duties.

5. Excellent idea to have me keep track of time I spend on computers and technology items in general. Has been very helpful. In just a few days I spent over 26 hours.

6. In going through the old files I found and have confirmed with the State Library that our Long Range Plan expired on December 31, 2012. Will expedite an update, but not sure if it will be ready for your consideration by our meeting date.

7. Need to clarify weather closing procedures for SB. Reworded policy attached.

Action conducted under New Business.

8. Meeting with Friends on January 21.

9. New "test" website has been enabled for us by ChesterTech. As soon as a "draft" of the site is available we'll let you know.

10. Held staff meeting on January 14. Two members of the Friends group watched the desk for us. Friends will also help next when we have an in-service for technology related items.

11. Printout of a budget performance report for 2014 will be handed out this evening.

UNFINISHED BUSINESS

1. Review of budget items for 2015 regarding questions from the December 2014 meeting.

The Director prepared financial forecasts regarding the allowance of a 1.5% or a 2% wage increase for staff members. After much positive discussion and review of the 2015 budgets it was decided to proceed with 2% raises for the Library staff, excluding the Director and Bookkeeper.

The motion was made by Dick Webb and seconded by Larry Yeiter to proceed with the 2% raises for 2015. Carried. The Director will have the Resolution documents prepared for signatures at the February meeting.

NEW BUSINESS

1. In meeting with people at the Library, some adjustments, I feel, are necessary in regard to the Library's policies and guidelines. If it meets with the Board's wishes and the President's permission it would be helpful for me to meet with two Board volunteers to help me with some ideas that I have to help get people back into the Library.

Volunteers can then share this information with the rest of the Trustees at a follow-up meeting. This would help still keep our meetings to one hour.

Honey Kuhn and Dick Webb volunteered. Director will contact each regarding potential meeting dates and times.

2. Due to the recent closure of the Library due to both weather and HVAC issues the Director required clarification and explanation regarding guidelines to the existing Inclement Weather Policy. Director made available to Trustees a slightly re-worded policy for consideration. Intent of the policy was not to change, but to clarify different elements of the policy.

Jack Fisher noted that when the entire policy manual was being edited it was the practice to consider any changes to the policy as a first reading and that the policy could be approved/denied at the next meeting. Director and the rest of the Trustees agreed, but since this was a clarification, not a revision that this policy could be adopted noting that it was to help clarify the policy.

Moved by Jack Fisher and seconded by Honey Kuhn that the Inclement weather policy be clarified. Carried.

OTHER BUSINESS

1. Have requested reappointment of Jack Fisher from his appointing authority. Trying to keep the appointment dates as consistent as possible, new appointee will take over Jack's unexpired term.

PAYMENT OF CLAIMS

Trustees just need to review claims. Treasurer just needs to review as well, she does not need to counter-sign monthly claims, just the Register of Claims.

Moved by Sandy Schaeffer and seconded by Dick Webb to pay claims as presented.

Carried.

ADJOURNMENT

Business meeting adjourned at 7:30.

Roger Morairty, President

Jack Fisher, Secretary