

**MINUTES OF THE REGULAR MONTHLY BUSINESS MEETING
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, APRIL 27, 2015
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

The meeting was called to order by President Roger Moriarty at 6:35.

PRESENT

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

MINUTES

Approved by acclamation.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

1. Requested transfers as follows:

From Lines:

100.3.21 Publicity Promotional \$500.00 (this zeros out the line)
100.3.03 Other Insurance \$500.00 (this zeros out the line)

To Line:

100.3.00 Professional Services – Total transfer is \$1,000.00

For the above noted line there was insufficient line funding to for IT support for Chester Inc., which runs about \$800.00 per month. With the Additional Appropriation we can meet our contractual obligations for the balance of the year, but we will have to either build this amount into our general fund budget for 2016 or create a budget for Rainy Day (we've already discussed a budget for Rainy Day, but wanted this to be in the official record).

From Line:

100.3.24 Freight and Express \$35.00

To Line:

100.3.07 Dues

From Line:

100.3.05 Repairs Building and Structures \$1,716.00

To Line:

100.3.19 Building Insurance

Increase was due to new patio area.

Moved by Jill Gross and seconded by Honey Kuhn that the above requested transfers be allowed. Carried.

CHILDREN'S DEPARTMENT REPORT

1. During the month of April, the Children's Dept. sponsored a Lego Building Contest for the April Lego Club. The children had fun building their creations and various adult patrons and staff voted on the winners.

The Duplo's winner was Eva Graham.

The Legos winners were 1st place-Connor Bahney, 2nd place-Grace Graham, 3rd place-Bella Graham.

Honorable Mention winners were Ian Graham and Ayden Yaprak. Attendance was down due to Spring Break, however we did have a family group come for the first time to Lego Club. 12 people attended, 6 adults and 6 children.

2. During the Library Kid's Book Club plans were made for the LKBC "Night at the Library" event set for Friday, May 1st. 6 kids attended and a "movie based on a book" was also chosen for the Night at the Library event.

3. During story time for the month of April, the children enjoyed books about spring, rain and windy weather, and birds in spring. The children had fun with the various crafts they made throughout the month, such as, an umbrella with sparkly raindrops, a kite picture, and a hanging net ball filled with nesting material (yarn, feathers, and bits of material) for the birds to use to build their nests. Total attendance for the month of April, (not including Wednesday, April 29th), was 20 children and 14 adults.

4. Jack and Jill Preschool children will be coming for a Library visit on Wednesday, April 29th and Mentone Elementary School class visits to the library are being planned for the month of May.

PROGRAMMING/YA REPORT

1. Zumba and PiYo groups met just three times this month because of spring break.

2. Euchre night for April is the 27th. Will have to find a different day that will work for everyone for May as the fourth Monday is a holiday.

3. Our Teen Gaming night will be April 30th and Anime Movie night was April 24th with 9 attending.

4. Wrapping up the Teen Summer Reading program planning.

5. Teen Summer Reading newsletter is ready to print. Still waiting to hear back from Grissom Air Force Base concerning a program on their EOD team this summer for the teens.

6. May newsletter is ready to print. Waiting on information concerning the open house in June. Worked on June's newsletter.

7. Delivered books and movies to the Mentone Garden Court apartments April 8th and will deliver again the 29th.
8. April's YA books ordered and a partial May order was made. Worked on June and July's book order.
9. The Bunny brooch barrette program in March had 7 ladies in attendance.
10. Industrial Pipe Hall Tree program has 10 people signed up and is scheduled for the 28th. Getting parts was a challenge. Menards does not have a good quantity of parts on hand. Had to order parts, which is a guessing game, not knowing how many will sign up.
11. Worked on May programming and did the demo. It is a flower painting on wood for the home or garden.
12. Local artist Gloria Paseka's work will be displayed through most of May. Madeline will then be using the display case for her summer reading program.
13. Created a library survey that will run through the month of May.

DIRECTOR'S REPORT

1. Purchased tables and credenza from a Friends of the Library sale at the Huntington Public Library.
2. Have spent at least 24 (conservative guess) hours this month on technology items:
 1. Refurbishing two old patron computers for very limited use.
 2. Working with consultant from Chester Tech. (Pete Newcomb) regarding their proposed server upgrades (old server is now a backup, but never had the required amount of memory etc. installed, upgrades are approximately \$1,500. Director is investigating whether or not the server is worth this amount or if funds are better spent on a new server)
 3. Working on installing two dedicated computers for the Children's Department. Plan is to utilize two of the older patron desktop machines for this purpose. These machines will be running a version of Linux that is tailor made for children and will not require an Internet/network connection except for maintenance purposes.
 4. Wireless connection is working as planned in the Media Department, but will eventually need to bring a wired connection to the area.
3. Patrons are definitely enjoying the increased loan time for DVDs etc. Have heard many positive comments on this, the rooms and definitely the exercise classes. Parking lot was totally full one evening last week!
4. April and I trimmed the bushes along the main entrance.

UNFINISHED BUSINESS

1. For the record, our Additional Appropriation for \$25,000 has been approved by the DLGF.

2. Update requested regarding June 28, Open House:

Benches.

By May meeting we need to have arrangements for: food, outdoor/indoor seating, volunteers (staff and Friends have been contacted by Director). Other items? Director saw some perfect benches @ Huntington PL and will gladly contact for information. Benches were of recycled plastic and were quite substantial and attractive.

Action required:

Director to contact Huntington PL about benches along the outside of their building along with seeing that the public is invited to the upcoming open house via social media, newsletter, LED sign and newspapers

Roger and Honey are to confer and create a list of invitees. Mentioned were:

Jacki Walorski, all appointing authorities as well as Township Trustees from Harrison and Franklin Townships, former Library Directors, staff and trustees, Town Board, police and fire departments, Susie Lite etc.

Use Bell-X1 room for refreshments. Director to confirm in early May with Friends and Staff to assist.

3. From last month's meeting:

1. Custom furniture around display cabinet. Furniture was discarded due to excessive wear and tear. Discussion continued and Director to investigate further.

2. Items remaining for informational purposes: Tippy Valley Art students displays, displays on LED sign etc, fencing, potential replacement for Jack Fisher.

Sandi Schaeffer will do further research regarding a replacement for Jack Fisher.

NEW BUSINESS

1. Credit card policy. Review this evening and adopt at next month's meeting. Draft attached at end of agenda. Most of this was covered at the December, but a formal, written policy is recommended.

Sample provided for final action at May meeting.

2. Need guidance on new patio area regarding care/upkeep etc.

Director received name of installer and will contact for information and any necessary arrangements.

3. Upcoming building maintenance items:

1. Tuckpointing on SE side of building above/near Senior Center.

Discussion noted this had been done previously, but not sure when or whereabouts on the building. Director will investigate potential repair people and report findings.

2. Some aluminum wrapping has come of the south side of the building.

Same company that repairs brickwork may also be able to repair this item.

3. Building is needing to be power washed.

Discussed that it has been some time since building exterior was washed. Director to investigate etc.

4. SB cleaned out the roof drains earlier this month. Roof looks to be in reasonably good shape. Had a very tiny leak due to heavy rain earlier in April, but was from skylight over Bell X-1 room and not the roof. Rooftop HVAC units are (in Director's opinion) going to be requiring of a bit more intensive maintenance or more frequent preventative maintenance above our current maintenance agreement. Director will be contacting Quine regarding this.

5. Shelly just reminded me that our next monthly business meeting is on Monday, May 25, which is also Memorial Day. We can reschedule for either the Monday prior which is May 18, or the next day which is Tuesday, May 26.

All agreed to move the meeting to Tuesday, May 26, at the regular time.

OTHER BUSINESS

1. Roger noted we ought to get a plaque for Jack Fisher for his years of service on the board.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Dick Webb. Carried.

ADJOURNMENT

Moved to adjourn by Larry Yeiter and seconded by Jill Gross. Adjourned at 7:40.

Roger Moriarty, President

Honey Kuhn Secretary

Resolution allowing credit cards...sample from the Indiana State Library.

Credit Card Resolution

This policy is following information forwarded by the Development Office of the Indiana State Library. The Development Office sent to Indiana public libraries a flyer stating that an audit exception could be issued by the State Board of Accounts regarding use of credit cards by Indiana libraries. The State Library was aware of no specific statutory authority for use of credit cards by libraries. However, if the library board were to pass a resolution to allow the use of a credit card and a policy is adopted for the use of a credit card, the Indiana State Board of Accounts would not take exception to that use.

Draft:

It is the intent of the Bell Memorial Public Library to follow accounting rules and procedures promulgated by the Indiana State Board of Accounts and hereby adopt the following policy regarding the use of credit cards by authorized staff members only.

- 1) The Library Director will search for a business type credit card that will best fit the organizations needs, yet have a competitive annual fee.
- 2) Only the Library Director and Bookkeeper will be allowed access to the card/s.
- 3) Statements will be paid in a timely manor to avoid any interest, carrying charges, or penalties due to late payments.
- 4) Claims filed in connection with the use of the credit card/s must be itemized before being approved and paid.
- 5) Any interest or penalty that is incurred due to the late filing or furnishing of documentation by an employee will be the responsibility of the employee using the card.
- 6) Any and all charges incurred and charged with the credit must be business related and not personal in nature. A reasonable "tip" or gratuity is allowable where service has been provided. No personal charges will be allowed.
- 7) In the case of the card being lost or stolen the issuing credit card company must be notified immediately. Notes of this loss must also be presented to the Board of Trustees for inclusion in the monthly minutes for audit purposes.