

**MINUTES OF THE  
BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, JUNE 27, 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, Dick Webb, Larry Yeiter, Honey Kuhn, Sandi Schaeffer, Stephen Boggs.

MINUTES

Minutes from the 31 May, 2016 meeting. Moved by Dick Webb and seconded by Larry Yeiter that the minutes be approved. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

About 65 children are signed up for the summer reading club. Some have already read 20+ hours!

Fitness Fridays have had small attendance (2-4) but the kids that have come have really enjoyed it.

Movie Mondays have been a hit. 20-30 kids and their parents have attended each week.

Wednesday crafts have been attended by 10-12 kids each week.

These programs will continue through summer reading club.

By parent request, we have had story hour at the usual time. It has been attended by about 6 children each week.

Cady Heller is our JAG student through TVHS. She is working 30 hours a week and has quickly learned how to help in the children's department. She will start helping out in the media room this week.

PROGRAMMING/YOUNG ADULT REPORT

Shelly injured her foot and is only now able to cruise around in a wheel chair. Look for her

report next month.

## MAINTENANCE

1. A/C unit for storage room and server room is leaking Freon. Quine will be checking for the leak and I hope it is easy to fix.
2. A/C for office area behind front desk / senior center and Bell-X room doesn't seem to be cooling very well. Director will have it checked.
3. Same unit as #2 above. Director will have Quine out one time to investigate adding ductwork to pipe more of the conditioned air out to the hallways instead of everything being "dumped" into the Bell-X room. If such is not an option, Director will call in other commercial HVAC vendors for options and opinions.
4. Storage room has been emptied of stored items. Painting/wall repair has begun and Director has contracted with Cody Stout to complete painting. Walls etc. will be photographed so that everyone concerned is aware of the condition of the room prior to the beginning of pre-school.
5. Painting will begin in the Bell-X room near the clerestory and then the storage room. Also being repaired will be the east wall of the main library and the wall under the large painting. Shelving was added under the east windows in the main library; shelving being removed under the large painting for storage/display of magazines and newspapers.
6. Parking lot has been sealed and striped. Definitely ahead of schedule.
7. Reading garden has been weeded and new mulch put down.
8. Was hoping that Certified could put pavers in for us, but they do not that type of work. Whiebrink was contacted on 6/23.

## DIRECTOR'S REPORT

1. Attended Libraries Serving Communities (LSC) meeting in Columbia City, on 10 June. Topics covered were how to interpret the new law regarding full-time employees and whether or not they are exempt or not exempt for overtime pay. Also covered was the new regulation regarding Internal Controls.
2. Attended Budget webinar put on by the Department of Local Government Finance (DLGF) and State Board of Accounts (SBOA) on 10 June.
3. Cady Heller is here as a summer intern until the end of July.
4. Noted the plan to soon begin offering e-books and e-audio through Baker & Taylor's Axis 360 program. A reduction in expenditures for cd-audio titles is planned.
5. Received a one time disbursement from the State of Indiana for \$14,968.10. Funds will be receipted into the Rainy Day Fund and disbursed by either budgeting or additional appropriation.

6. Received the following distribution from the Kosciusko County Auditor:

Property Taxes	\$139,015.83
License Excise Tax	\$10,637.81
Financial Institutions Tax	\$332.42
Commercial Vehicle Tax	\$965.29
Total distribution for Operating Fund	\$150,951.15
Total distribution for Debt Service (mortgage)	\$31,796.54

UNFINISHED BUSINESS

1. Memo of Understanding just waiting for liability insurance information and paperwork starting the not-for-profit status.

Board noted that liability insurance etc. must be in-place prior to the beginning of the pre-school program.

NEW BUSINESS

1. Director is requesting initial discussion regarding the use of the Bell-X room as a YA/Program room. A list of pros/cons will be available either at this evening's meeting or for the next meeting.

Was requested of the Director to have quotes for the following:

- Switching sprinkler heads from pointing up to pointing down.
- Adding a suspended ceiling.
- Installation of additional lighting
- Reworking the HVAC return air
- Reducing HVAC vents.
- Reworking Bell-X room from overflow for HVAC and having extra air be ducted to hallways.
- Rework/relocate thermostat for Bell-X rom.

Even if we do not follow through with the above items, we will have a baseline for costs for future improvements.

OTHER BUSINESS

1. Honey mentioned that the Board should consider a name for the rooms in the building for the sake of continuity and clarity. I.e. Bell-X1 room.
2. Requested of Director to investigate potential purchase of a replacement microfilm reader/printer.
3. Requested of Director to secure a photograph of former/current Library Directors and prepare them for display.
4. Requested Director to find out the potential cost of installation of pavers. Advised Director that the blank pavers be kept on premises.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Dick Webb that claims be approved for payment. Carried.

ADJOURNMENT

Moved by Honey Kuhn seconded by Larry Yeiter to adjourn the meeting. Meeting adjourned at 7:45.

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Roger Moriarty, President

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Honey Kuhn, Secretary