

**MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, AUGUST 31, 2015  
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

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

PRESENT

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

President Moriarty welcomed Kylene Crabb as the newest member of the Library Board.

Mr. Moriarty also expressed the Board's condolences to Larry Yeiter whose wife passed recently.

MINUTES

Minutes of the June and July meeting were adopted as distributed.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Filed for audit by Director Boggs. Larry Yeiter questioned as to why our electric bill has increased. Boggs noted the older air conditioning units and Honey Kuhn also noted the increased use of the Library's rooms and especially the opening of the three new rooms (former daycare rooms).

All agreed that it is time to begin investigating the viability and return on investment of continuing with our existing units and to begin investigating the replacement of these units.

CHILDREN'S DEPARTMENT REPORT

Inserted at end of agenda.

PROGRAMMING/TEEN COORDINATOR

Inserted at end of agenda.

DIRECTOR'S REPORT

1. Tech. Time about 15 or so hours.
2. Working on: Trustee Orientation Manual, Staff Training Manual, Emergency/Disaster

Response and Technology Plan. Noted that Technology Plan is due to the Indiana State Library by the end of the year.

3. Held staff meeting on August 18 (note highlights).
4. Madeline Treiber resigned her position as Children's Coordinator effective August 19.
5. Hired Sharon Kindig as Children's Coordinator. Compensation to be decided. Moved by Dick Webb and seconded by Sandi Schaeffer that the compensation for the new Children's Coordinator be set at \$9.75. Carried.
6. Organized supplies for Children's Department and Shelly did the same for Programming.
7. Will be working on paint rails along hall between main library and media.
8. Cottage Watchman was here to inspect emergency lights and pull stations etc.
9. Leaky a/c unit repaired by Quine.
10. Outside program at Jack & Jill Preschool.

#### UNFINISHED BUSINESS

None.

#### NEW BUSINESS

1. Minor updates on general policies and personnel policy will be distributed. No action at this meeting is requested.

Trustees were requested to review the policies as distributed and discuss these items at the next meeting.

2. Director vacation leave.

After his first complete year, the Director is requesting four weeks of vacation. Board will take this into consideration.

3. 1<sup>st</sup> public hearing for the 2016 budgets.

No members of the general public were present to voice any opinions regarding the 2016 budgets.

#### OTHER BUSINESS

1. Would like to see a hierarchy of staff as far as who is subordinate to whom. Director was requested to research the minutes from 2014 to refresh everyone's memory and to add such to the Personnel Policy.

2. Honey Kuhn requested that we find photos of former Library Directors to be placed in a visible spot in the Library.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Kylene Crabb that the claims be approved as submitted. Carried.

ADJOURNMENT

Meeting declared adjourned at 7:36.

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Roger Moriarty, President

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Honey Kuhn, Secretary