

**MINUTES OF THE  
BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, SEPTEMBER 28, 2015  
6:30 p.m. Local Time**

CALL TO ORDER

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

PRESENT

Roger Moriarty, Sandi Schaeffer, Jill Gross, Honey Kuhn, Larry Yeiter, Kyleene Crabb and Stephen Boggs

MINUTES

Moved by Honey Kuhn and seconded by Kyleene Crabb that the minutes of the August meeting be approved as distributed. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Transfer Requests:

From Line 100.1.02 Salary of Assistants  
To Line 100.1.06 Employers Group Insurance \$5,100.00

From Line 100.2.08 Children Program Supplies  
To Line 100.2.07 Office Supplies \$300.00

From Line 100.3.25 Repairs—Equipment  
To Line 100.3.00 Professional Services \$615.03

From Line 100.3.06 Official Bonds  
To Line 100.3.07 Dues \$385.37

From Line 100.3.08 Professional Meetings  
To Line 100.3.19 Building Insurance \$25.00

Moved by Larry Yeiter and seconded by Sandi Schaeffer that the above requests be approved as requested. Carried.

PROGRAMMING/YA REPORT

Zumba is still meeting on Monday evenings at the library with an average of 5 in attendance. I expect the numbers may increase as the weather gets colder.

September's Euchre night is being held the same night as the board meeting.

Pre-Teen Fun Night in September we had 4 in attendance. I am moving these kids to

Sharon's Boy's and Girl's Night Out program as she has started her program for this age group.

I am starting the Reading Club, (previously called Library Book Club) for kids and teens ages 12 and up. Parents requested that we do the program again. I spoke with Sharon and she said I should go ahead and run that program. Some of the younger kids, age 10, are interested in the book club are reading above their grade level so I will let them participate. I will run this program year round each month to be consistent.

September's craft program we are making book necklaces. I had done this program for the teens this summer and several adults requested that I do it for them. This program is scheduled for Tuesday September 29th.

Worked on the demo for October's program. We will be making Vintage Halloween drum shaker noisemakers.

Billie Abalos has been working on demos for November's program. She will be helping me with a program on card making. They will have two different styles of Christmas cards to make.

I have been working on a demo for December's craft program. Possibly a Christmas tree craft made from old books.

Spoke with Bobby Asher with the Mentone EMS about doing a CPR program at the library. I have at least 14 adults interested so far. I may do this program in November. Cost for this program will be \$45.00 per person, which will be paid by those attending. The library will not absorb any of the cost.

Our Teen Gaming night for September had 32 teens attending. Some played the Wii on the big screen, some played the PlayStation, some played an Xbox that another teen had brought in, I had a group playing Pokémon cards at the table, a group listening to music on the Bluetooth Boom Box, some played the foosball, some on the computers, and a group congregated on and around the easy chairs just hanging out. I could use more easy chairs. They are a great group of kids.

Anime had 7 teens in September.

October's newsletter is ready to print.

Sent September's YA book order and always reading reviews.

Quilt Club meeting in September had just 3 in attendance.

Attended Young Adult Services Roundtable in Demotte, IN. (SB attached at end)

## CHILDREN'S DEPARTMENT REPORT

Story hours were held Wednesdays at 3:00 and the third Saturday at 10:00. A total of

11 different children attended the 3 Wednesday story hours but no one attended the Saturday story hour.

Lego Club was held Saturday, September 19. Five children attended.

Boys Night Out was held on September 16. It was attended by one boy. We used books and web sites to make paper airplanes and fly them.

Girls Night Out was held on September 23. Four girls made Kool-Aid lip gloss and glittery tea lights.

Read to the Head Start class at Mentone Elementary on September 24.

Took the basketball arcade game to the Mentone School Carnival on September 18.

Information about library programs was handed out as children shot basketballs in competition with their friends.

Met with the reading specialist at Mentone Elementary to learn how to determine the reading level of new books. Mrs. Shear shared websites that will be helpful in making our rating system consistent with the school.

Story Hours will be held each Wednesday at 3:00 and the first and third Saturdays at 10:00.

Legos Club will be held October 17.

Boys Night Out will be held October 21. They will make fall I Spy Bottles and have snacks.

Girls Night Out will be held October 28. They will make fall felt air fresheners and have snacks.

If attendance at BNO and GNO does not improve on Wednesday evenings, we may need to try a different night of the week.

On October 11, our first Super Sunday will be held. The plan is to teach the attendees to make tacos, eat, and watch a movie.

The Mentone Head Start class is scheduled to visit on October 29.

## DIRECTOR'S REPORT

1. 12 hours tech. time.
2. Need to discuss staff hierarchy when Director is absent and completely unavailable.
3. Increased Internet bandwidth should be available sometime between mid-December and mid-January.
4. Completed a draft of a Trustee Orientation manual. SB needs to provide Roger with a hard copy. Was everyone able to download the file from the link that was sent?
5. Picked up a "new to us" newspaper rack from the Starke County Public Library and

wooden shelving from the Nappanee Public Library. 150+ miles, will take comp. time in lieu of mileage reimbursement.

6. Hoping to have a draft of the Technology Plan available at the meeting. No discussion/action until October meeting.

7. Very seriously looking into realignment of some Library spaces. Following are just discussion points.

- Moving Children's Department to Bell-X room – will result in more space as well as adding a programming area toward the south east corner. Minor logistics have already been considered, but could involve providing access to this department from the main library like we currently have to the current Children's Room. (Gentle words for cutting a hole in the wall between the main library and Bell-X).
- Moving Young Adult to current Children's Department – past the point of being crowded. We have both YA and juvenile fiction in the same location, hard for patrons (young and older) to find materials. Juvenile rated titles are generally up to 5<sup>th</sup> / 6<sup>th</sup> grade and are commonly shelved with the rest of the children's materials. Young Adult patrons really do need a space they can call their own and not feel as if they are in limbo.
- Revamping current storage room into an additional meeting/conference room. This will also allow easier access to the Reading Garden as well. While the room is currently very well used for storage it is indeed better utilized as additional meeting space as well as promoting the new Garden area.
- Moving genealogy to existing Young Adult area and move Indiana books out of Mezzanine Storage to this area as well. Will also plan to add study tables/chairs as well as moving the microfilm reader/printer to this area and out of media. – We desperately need more study areas/tables.
- Lighting above computers in main library.

8. April started and SB finished sealing the wood on the pergola.

9. Scheduling computer classes. Director will be teaching the course on two concurrent Wednesdays. Wanted to start in October, but since October is going to be here in a few days and I work two Wednesday's in October, I'll have to see what I can get worked around.

Creating my own guide for the class. If a volunteer takes over we can just have that person review some of the materials currently in publication for Windows 7 training and have attendees purchase their own copy of the manual through the Library.

## UNFINISHED BUSINESS

1. Review proposed CIPA resolution from last month. All agreed to have the proposal in a resolution for adoption at the next meeting.

2. Review personnel policies and general policies from last month. There were no general questions at this time.

3. Final public hearing and adoption of 2016 budgets. Signatures required. Be sure to

both sign and place a checkmark in the appropriate box. DLGF will deny the budget if these aren't done exactly.

After reading the resolution it was moved by Larry Yeiter and seconded by Honey Kuhn that the 2016 budgets be adopted. Carried.

4. Discussion regarding Director's vacation.

After a discussion it was moved by Jill Gross and seconded by Kylene Crabb that the Director be given 4 additional vacation days in 2015, that for calendar year 2016 he receive 3 weeks and for 2017 he receive 4 weeks. The Director agreed with the discussion. Carried.

NEW BUSINESS

OTHER BUSINESS

1. That Quine be contacted in regard to potential replacement costs for some of the HVAC equipment. Director informed Trustees about a forthcoming "second opinion" to be submitted by New Plumbing and Heating.

PAYMENT OF CLAIMS

Claims were approved by acclamation.

ADJOURNMENT

Moved by Sandi Schaeffer and seconded by Kylene Crabb that the meeting be adjourned. Meeting adjourned at 7:30.

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Roger Moriarty, President

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Honey Kuhn, Secretary