

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

CALL TO ORDER

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

PRESENT

Roger Moriarty, Jill Gross, Dick Webb, Sandi Schaeffer, Kylene Crabb, Larry Yeiter and Stephen Boggs.

MINUTES

Moved by Dick Webb and seconded by Kylene Crabb that the minutes be accepted as distributed. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Filed for audit by Stephen Boggs.

NOTE

Sandi Schaeffer volunteered to act as secretary for the meeting. All agreed.

CHILDREN'S DEPARTMENT REPORT

I have scheduled a hair braiding class for November 21 at 11:00. This will be taught by a hairdresser. The cost to the library is \$25. It will be free to the people who attend.

Story hour on Wednesday as had 4 children in attendance each week. No one has attended the Saturday session.

8 children and 3 adults attended Lego Club on 10/17.

The Head Start Class from Mentone Elementary is coming to the library on 10/29 for a story and craft.

Boys and Girls Night Out will be combined in November and held on the 19th. Kids have requested it be moved to another night of the week because Awanas is on Wednesday.

PROGRAMMING/YOUNG ADULT REPORT

Zumba is still meeting on Monday evenings at the library.

September's Euchre night had 16 in attendance. October's Euchre Night is being held the same night as the board meeting.

Quilt Club meets October 19th.

Our first Pre-Teen, Teen Reading Club for October had 4 kids in attendance. We made notebooks for their reading club and picked images to put on their book bags, which we will do for our next meeting November 13th. They asked if they could meet more than once a month so we will meet twice a month for the reading club starting in November.

October's program we are Vintage Halloween drum shaker noisemakers. 14 people signed up for that program.

Tactical Edge did a program at Bell Library October 22nd.

Billie Abalos has made the Christmas card demos for November's program on display at the circulation desk. She will be helping me with a program on card making. They will have two different styles of Christmas cards to make.

The demo for December's program is a Christmas tree craft made from old books on display at the circulation desk.

Made some calls seeking another organization to do the CPR program at the library. Program is set for November 12th at 6:00 PM and will be \$15.00 per person instead of the \$45.00 per person, quoted by the other organization. It pays to shop around.

Our Teen Gaming night has been moved to Friday, October 30th and it will be a Halloween party.

Library will be open Saturday night for Trick or Treating, from 6:00 to 7:00 or 7:30 or until I run out of candy. We had over 500 people in the library last year for Trick or Treating.

Anime will be held October 23rd.

November's newsletter will be ready to print for the Library Board meeting.

Worked on YA book reviews.

Worked on setting up a static home page for our web page and added pertinent information on our home page. Added a blog page with a link on our home page.

Listened to an online webinar about adult programming. This was a short webinar, only an hour. I will be getting further information from some of the questions that were asked after the webinar. Some things that I learned were:

- Their library did a telephone marketing survey, although it was in the Seattle area and unless we could make the calls as local calls, I'm not sure it would be cost effective.
- Some of the things they found were the most desired programs
- Creative arts
- Health & Fitness
- Current events
- Education
- Some important considerations were
- Time of day
- Free parking (probably not a problem for us)

- Quality of the instructor
- They found that Saturdays and Tuesdays were good programming days. For us Thursdays are also good.
- They found that having large visible signage in the library was helpful instead of smaller signs.
- Some programs they did were done in partnership with their community college, a real benefit. Maybe Grace College or Ivy Tech would be willing to partner with us for some programs if it would bring more students into their classrooms.
- Job skill programming. I can see a real need for this one, especially teaching people how to write resumes and do an interview.

## DIRECTOR'S REPORT

1. About 12+ hours Tech Time. Technician here from Chester Inc. He noted that since the servers have been updated/fixed there isn't much for him to do in-house that he couldn't also do remotely. Since I take care of the staff and patron machines am considering shortening the length of time contracted for the Technician to be here.

### 2. HVAC report:

A. George was here from New P & H and looked at our existing setup. He said he would be contacting us with a quote as well as some proposals.

B. "Logic Control Board" burned out on the HVAC unit that serves the office area and the Sr. Center. Technician Mike from Quine was here and put a jumper on the board to at least provide heat to the Sr. Center until the new board is replaced.

C. Dave, Engineer from Quine, was here and looked at our situation. Dave is the engineer who did all of the design work for us for the existing systems and knew extremely well how things worked. I noted that since we were going to be using additional rooms in the building that the HVAC units as they are currently running are not adequate for the long run. More at meeting. He too will provide a quote for the requested updates.

Attached will be a copy of our "current" HVAC setup, for whatever reason we didn't have one of these after they reconfigured the system.

Larry Yeiter and Dick Webb volunteered to assist the Director in reviewing the proposals.

3. Took down black "drapes" from Bell-X room and scrubbed woodwork and blinds.

4. Held computer class on 10/21 with a follow-up class on 10/28. Had two participants, but since we only have three laptops and that this was our first one, two was aplenty. :-)

5. Deep cleaned roof drains of all debris. With fall here I'll need to check the roof frequently for leaves clogging the drains, but our new wet/dry vac can also be used as a blower and makes the job much easier.

6. May be attending the ILF conference in Indy on November 16-18.

7. Will be coordinating with staff some technology in-services starting in November. I'll only be working with two staff members at a time, so there is no reason to consider closing.

8. Anne is leading the charge on shelving our DVD holdings into genre sections instead of being shelved alphabetically. No small job.

9. Attended same webinar as Shelly as well as started two courses on Lynda.com.

10. Installed two sets of paint rails along the main hallway. Third one will be up in a week or two.

11. We closed on Christmas Eve and New Year's Eve last year. Would like to do the same this year.

Moved by Dick Webb and seconded by Jill Gross to close the library on December 24, and again on December 31. Carried.

#### UNFINISHED BUSINESS

1. Technology plan final discussion and approval.

Moved by Dick Webb and seconded by Kylene Crabb that the Technology Plan for 2016 - 2018 be adopted and submitted to the Indiana State Library. Carried.

2. Personnel and general policies discussion.

Tabled until all Trustees were able to be in attendance.

#### NEW BUSINESS

1. With your permission would like to place an additional item onto the monthly agenda entitled "Maintenance Updates." I'd like for these to at least be listed so that everyone knows (especially myself) what has yet to be repaired and what is upcoming. Agreed.

#### OTHER BUSINESS

1. The resolution to adopt the Commitment To Join the Indiana State Library Consortium For Public Library Internet Access was read. Moved by Dick Webb and seconded by Sandi Schaeffer to adopt the resolution. Carried.

2. Trustees noted that room in which they meet (storage room) is becoming quite untidy. Requested that the room be less so for next meeting. Director to look for a company to haul away old photocopier.

3. Requested that the Library promote the paving bricks as excellent Christmas "gift" and that such be noted in all upcoming publicity.

4. Director requested to consult with Chamber of Commerce regarding potential Christmas tree display at the Library.

#### PAYMENT OF CLAIMS

Approved by signature

#### ADJOURNMENT

Moved by Sandi Schaeffer and seconded by Larry Yeiter to adjourn the meeting.

Carried. Meeting adjourned at 7:10 p.m.

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Roger Moriarty, President

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Sandi Schaeffer, Acting Secretary