

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

CALL TO ORDER

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

PRESENT

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

No members of the general public were in attendance.

MINUTES

Approved as distributed.

TREASURERS REPORT

Transfers required

Transfer from Line 100.1.02 Salary of Assistants to Line 100.1.01 Salary of Librarian, \$3,800.00

Transfer from Line 100.1.02 Salary of Assistants to Line 100.1.06 Employers Group Insurance, \$400.00

Transfer from Line 100.2.01 Operating Supplies to Line 100.2.03 Cleaning and Sanitation, \$150.00.

Transfer From Line 100.2.08 to Line 100.2.07 Office Supplies, \$840.00.

Transfer from Line 100.4.05 Music CDs to Line 100.4.06 Books on CD, \$500.00

Moved by Larry Yeiter and seconded by Dick Webb that the above transfer requests be allowed. Carried.

**CHILDREN'S DEPARTMENT
REPORT**

November was a busy month!!!

A hair braiding class was held on 11-21. Four moms and their daughters attended.



Wednesday story time is being attended by 3 or 4 children each week. No one has attended the Saturday morning story time so it will not be held in December.

November Lego Club was a hit. 11 Children attended.

Kids Night Out was held on 11-19 and attended by 5 youngsters. We painted a fall "Thankful" tree.

On December 5 Santa will be at the library to visit with children. I will host a make-it and take-it project during the time Santa is here.

All of the 2015-2016 Young Hoosier Nominated Books have been ordered and are starting to arrive.

PROGRAMMING/YOUNG ADULTS

Zumba is still meeting on Monday evenings at the library.

Euchre Night in October had 16 in attendance and November's Euchre Night had 15.

Quilt Club in October had 3 in attendance and November had no one in attendance. I'm not sure Monday night is a good night for the program. I will revamp the program in January and probably do a sewing program with a simple sewing project instead of the quilting and change the name, also.

Kid's Reading Club met Friday, November 13th and we made book bags. There were 2 in attendance.

October's program, Vintage Halloween drum shaker noisemakers had 16 crafters.

Tactical Edge program had 18 in attendance. Steve Cooper did a great job demonstrating the software. Many of the kids and adults tried shooting with the program. Mr. Cooper also offers gun courses for women and children and teaches gun safety as well.

The Christmas card program had 6 in attendance. Most of them made more than one card. Billie did a great job helping with this program.

CPR class had 11 attending. The instructor did a great job and they are willing to do another program anytime.

Our Teen Gaming night in October 30th had 20 teens in attendance and in November we had 32 teens attending.

Saturday night's Trick or Treating we had over 600 kids, teens, and adults. We had over 500 people in the library last year for Trick or Treating.

Anime in October had 12 teens. November's Anime we had 8 teens attending.

Worked on library's web page and also added a "Resources" tab with links to jobs information. I will be adding information on Genealogy, also.

December's newsletter is done and printed.

News articles were written and sent to Warsaw Times Union and Inkfreenews. Newsletter was given to Rita Simpson and she will broadcast our information on the radio. I will be giving her a newsletter every month for that purpose. Newsletters put in post office, Java Jacks, and Allen's Country Market.

Worked on YA book reviews, book order sent for November.

DIRECTOR'S REPORT

1. About 10 or so hours Tech Time. Just regular maintenance.
2. Began computer in-service sessions for Library staff. Was extremely beneficial to me. Now I have a firm baseline from which to start and prepare for future sessions.
3. Purchased additional shelving from Nappanee P.L.
4. Technology Plan submitted and approved by State Library.
5. Working on finishing job descriptions and subsequent personnel evaluation forms.
6. Staff Shirts. Director distributed a sample photo of shirts that the staff thought would look nice to wear. Gift funds will be utilized for payment.

Question was asked in regard to staff name badges. All agreed that name badges are required for all staff while on duty from hereon. Director to meet with staff to determine the most appropriate and proceed.

Motion made by Sandi Schaeffer and seconded by Kylene Crabb to allow all items in number six above. Carried.

7. Sold old photocopier to Bell Museum for \$100.00. Only thing left to un-acquire is the old microfilm reader/printer that no longer prints. Old microfilm reader/printer is to be declared as excess and removed. No funds allotted for removal.
8. Incident at Teen Gaming night. Discussion held and Director is to see that the proper course of action is taken.

MAINTENANCE UPDATES

1. Cleaned roof drains.
2. Spoke to Dallas Richardson today to replace the countertop in the Senior Center and to provide a price for opening the wall between the main library and the Bell-X room.
3. Installed new lighting in main Library.
4. Purchased and had installed a replacement stove for Library.
5. Requested repair work to be done by Quine on the exhaust fans that have burned out.
6. Installed final paint rail in main hall.
7. Re-organized and cleaned the storage room.
8. Installed room darkening drapes in large conference room. Will probably add some in the Bell-X room...very attractive. All agreed that this type of window covering is quite appropriate and would like to see same in Bell-X room.

Added 11/30/15

9. Looking to add additional weatherstrip on the doors at the main entry and probably

at the Senior entrance as well. Considerable gap between the exterior doors.

UNFINISHED BUSINESS

NEW BUSINESS

OTHER BUSINESS

1. Note. Honey Kuhn will be unavailable for the next meeting on December 28.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Jill Gross that claims be allowed for payment. Carried.

ADJOURNMENT

Meeting adjourned at 7:08.

Roger Moriarty, President

Honey Kuhn, Secretary