

**MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, JANUARY 29, 2018
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

Please welcome Lee Ann Rock to the Library Board. Roger will be stopping by if he can.

The meeting was called to order by Vice-President Dick Webb @ 6:35.

PRESENT

Dick Webb, Lee Ann Rock, Sandi Schaeffer, Jill Gross and Stephen Boggs.

Sandi Schaeffer volunteered to act as Secretary of the meeting.

MINUTES

Moved by Dick Webb and seconded by Sandi Schaeffer that the minutes of the December meeting be adopted. Carried.

PUBLIC COMMENTS

None

TREASURERS REPORT

Treasurer's Report was filed for audit by Stephen Boggs. Boggs also gave a brief description of the items in the report and encouraged questions at any time for clarification.

CHILDREN'S DEPARTMENT REPORT

Two-6 children have attended story time each week. No one attended the winter lunch and movie. Lego club had 7 children and 3 parents in attendance. I have started teaching Junior Achievement. I meet with a third grade class each Tuesday afternoon. Our unit is "Our City". I helped Billie with the adult craft project for January and we have planned for the February project.

A valentine craft is planned for February 10 at 11:00 and Lego Club will be the same day at 1:00.

PROGRAMMING/YOUNG ADULT REPORT

Winter Party had no participants.



Foyer Fireplace

Creative Corner: Valentine's Day Heart Wreath had 3 ladies in attendance. Had some sore fingers, but all enjoyed how their finished projects turned out. Have started inventory and weeding of books in the YA section. Have started "showcasing" our Book Buddies Kits in the monthly newsletter to bring attention to patrons that we have them available for circulation.

MAINTENANCE

1. Sold off quite a few tables/chairs (originally purchased by the Friends). Has left us with a tad more space in the Storage/Board room.
2. Reworked the mezzanine storage room as well as the processing room. We've used all but three of the metal shelves that we purchased from Huntington P.L.
3. New ornamental fireplace for foyer/main entry.

DIRECTOR'S REPORT

1. Working on annual reports for State Library.
2. Report for Board of Accounts has been submitted.
3. Continuing to weed (withdraw) no longer used items from our collections. Working now on adult fiction and juvenile titles.
4. Please sign the Thank You card for the Tucker Foundation.
5. Working on a grant from K21 for an Automated External Defibrillator (AED). Plan on using gift funds for an additional unit. One will be near the Senior Center and the other will be near the front entry.

Lee Ann Rock noted that it may be beneficial to coordinate the grant request with other entities in Mentone. She recommended that Boggs contact Ed Rock for additional information.
6. Still working on procedures manual and will be moved to Unfinished Business.
7. Hired Charissa Richardson as a page/shelver.
8. Still no confirmation for 2018 Budgets.
9. Participating with Junior Achievement again this year. I have a second grade class with Mrs. Baker and a 4th grade class with Mrs. Dye. The JA program is generally geared toward self-owned businesses, but I edit/adapt it to include how to use the Library as well.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Election of Officers.

The following slate of officers was agreed upon for consideration and voting:

Honey Kuhn – President
Dick Webb – Vice-President
Jill Gross – Treasurer
Sandi Schaeffer Secretary

It was moved by Dick Webb and seconded by Lee Ann Rock that the above slated serve as officers for 2018. Carried.

2. Additional Appropriation for 2018.

Boggs described the reasons for the Additional Appropriation and toward what areas the money would be used. He noted that he does not want for the fund to go below \$20,000 and proceeded with authorization to publish an Additional Appropriation in the amount of \$11,873.00. All agreed. The hearing will be held during the next general business meeting on February 26.

An addendum is with these minutes for additional clarification for the request and maintenance plans.

An Additional Appropriation is the process the Library goes through for authorization to spend more money than was originally intended in a particular fund for a particular year.

The Current Additional Appropriation is being made to our Rainy Day Fund where we currently have authorization to spend \$11,127 for repairs and maintenance for 2018. Due to tax caps (Circuit Breaker) we must request an Additional Appropriation to spend more out of this fund.

OTHER BUSINESS

PAYMENT OF CLAIMS

Moved by Jill Gross and seconded by Dick Webb that claims be allowed. Carried.

ADJOURNMENT

Meeting declared adjourned at 7:20.

Dick Webb, Vice President

Sandi Schaeffer, Acting Secretary

Addendum to 012918 meeting – Maintenance and Capital Outlays plans for 2018

Plan for eventual replacement of 2 rooftop HVAC units. No firm quote yet, not sure about installation.	\$15,000
Replacement accounting system	\$10,000
Server	\$12,500
Tuckpointing at Broadway Street entrance	\$3,000
Power wash building and painting	\$6,000
Landscaping (re-mulch Reading Garden, move pea gravel to along building in Reading Garden and install larger landscaping rocks).	\$3,000
Potential Cost	\$49,500.00

Bell Memorial Public Library
Trustee information and appointments

Updated 01/29/2018

<p>President Honey Kuhn 2878 S. 775 W. Mentone, IN 46539</p>	<p>(574) 353-7746 School Board Term Ends: 12-31-2018 Current term: 4</p>	<p>Lhkuhn1@gmail.com</p>
<p>Vice-President Dick Webb 308 N. Tucker St., Box 208 Mentone, IN 46539</p>	<p>(574) 353-7273 County Commissioners Term Ends: 12-31-2019 Current term: 3</p>	<p>Dwebby69@yahoo.com</p>
<p>Treasurer Jill Gross 201 N. Yale St., Box 27 Mentone, IN 46539</p>	<p>(574) 551-1727 School Board Term Ends: 12/31/2018 Current term: 4</p>	<p>Jillgross76@gmail.com</p>
<p>Secretary Sandi Schaeffer 1261 S. 900 W. Mentone, IN 46539</p>	<p>(574) 292-0215 County Council Term Ends: 12-31-2019 Current term: 2</p>	<p>jsschaeffer@rtcol.com</p>
<p>Larry Yeiter 7650 W. Snyder Rd. Warsaw, IN 46580</p>	<p>(574) 252-9121 County Commissioners Term Ends: 12-31-2018 Current term: 1</p>	<p>llyeiter7650@comcast.net</p>
<p>Kylene Crabb 2530 S. 900 W. Mentone, IN 46539</p>	<p>(931) 639-7567 Appointing Authority: TVSC Replaced Jack Fisher Appointment Ends 12/31/2018</p>	<p>kylenecrabb@gmail.com</p>
<p>Lee Ann Rock 514 E JACKSON Mentone, IN 46539</p>	<p>574-371-5449 County Council Term Ends: 12/31/2021 Replaced Roger Morarity</p>	<p>rockl@tvsc.k12.in.us</p>
<p>Director Stephen Boggs 33767 Early Road New Carlisle, IN 46552</p>	<p>(574) 353-7234 (574) 261-0034 – cell (574) 654-3224 -- home</p>	<p>sboggs@bell.lib.in.us sbatncpl@gmail.com</p>