

**BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, JUNE 25, 2018
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order at 6:40 by President Honey Kuhn.

PRESENT

Honey Kuhn, Dick Webb, Larry Yeiter, Sandi Schaeffer, Lee Ann Rock and Stephen Boggs.

MINUTES

Moved by Dick Webb and seconded by Lee Ann Rock that the minutes of the May meeting be adopted. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

1. June tax distribution was received earlier than anticipated:

General Fund:	
Property Taxes	\$143,600.87
License Excise	\$11,464.88
Financial Institutions Tax	\$287.04
Commercial Vehicle Tax	<u>\$975.27</u>
Total	<u>\$156,328.06</u>
Less Audit Fee	<u>\$2,288.00</u>
Final Total	<u>\$154,040.06</u>
Debt Service (Mortgage)	
Property Taxes	\$18,220.90
License Excise	\$1,442.71
Financial Institutions Tax	\$36.12
Commercial Vehicle Tax	<u>\$122.73</u>
Total	<u>\$19,822.46</u>
Net Total Received	<u>\$173,862.52</u>

2. Debt service payment was made in early June.
3. Less receipts in the general fund we have a solid cash balance of approximately \$127,441.00. At this time in 2014 it was just over \$17,000.00.

The balance of the Treasurer's Report was filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

Fifty-six children have signed up for the Children's Summer Reading Program. Of those 56, about 28 have been actively participating. Wednesday crafts have been well attended with as many as 12 children attending some weeks.

Movie Mondays have had inconsistent attendance. Some weeks there have been 8 people in attendance and some weeks have not had anyone attend.

The adult craft for June had 7 women attend, making 11 decorative flags. The sample for the July adult craft, has been made. It is a watermelon wreath made of fabric.

Discussion also followed regarding booktalks during the school year at Mentone Elementary. This is difficult due to the tight schedules that teachers must follow, but Lee Ann Rock did note an App about "trailers" that is available for the iPad. Director will look into this.

PROGRAMMING/YOUNG ADULT REPORT

Summer Reading Program is off to a great start! I currently have 29 adults signed up and 19 teens/young adults signed up. I have 4 teens that have already completed the program and 2 that are only pages away from completion :)?

Summer Reading Program Activities have had a great turn out so far! My activities are held every Thursday at 1:00 pm. So far, we've made the following projects:

Week 1: Ear Bud Holders - kids REALLY loved these and they turned out awesome! I had 5 teens in attendance.

Week 2: String Art - These were time consuming and aside from sore arms, these were a big hit! Projects were music themed. I had 7 teens in attendance.

Week 3: Stained Glass CD Mobile - These were also lots of fun! This project took more than 1 day to complete due to needing time for the paint to dry in order to color them in with sharpie markers. I had 3 teens in attendance.

Week 4: Inspirational Rock Painting - this project will be held on Thursday, June 28th.

Creative Corner: Paint Stick Flags- I had 7 ladies in attendance for this craft.

MAINTENANCE

1. Garden re-mulched and attempting to keep ahead of weeds, "dead" lilac bush at main entrance has been trimmed to its base, removed dead rose bush.
2. Area under stairs to Mezzanine has been "re-purposed" to be a reading nook for kids. Purchased small "chairs" etc. for the area. Still need better lighting; something more "fun."
3. Decorative ivy is now adorning the railing at the Mezzanine.
4. Edited toy/kit display near Children's Department entrance and have also purchased STEM type toys for circulation as well (the Tinker Toys were a must)!

5. Have created a “floorplan” of the Children’s Department and will distribute at meeting.
6. Looking at lamps, end tables, coffee tables etc. for Mezzanine, just need a budget to work with. Looked at one of the local consignment shops, but nothing looked as if it would compliment the area.
7. We recently had Leon Beery do some work on the back of the building, his work definitely did the trick to keep water from coming into the building from the south door. I’m afraid we need the same job done on the west door to the storage room as well...water leaked in during a heavy rain last week.
8. The following is either in-progress or not yet started:

Cove base/carpet near magazines – not yet started

White board to Large Conference Room – not yet started

Mezzanine – in progress (need budget) have images of potential items

Children’s Department – in progress – need guidance as to just how far to take the refurbishing Director will have options and alternatives at meeting for your consideration.

“J” section – in progress – have removed metal shelves and one table – will be purchasing chairs and small side table, but cost could exceed \$500, so Director needs authorization to proceed – anticipated budget less than \$1,000, probably nearer \$700 for 2 chairs, small side table. Future plan to install shelving under the windows is highly recommended.

DIRECTOR’S REPORT

1. Attended online budget workshop on 6/19. Some additional monthly/annual procedures now required by State Board of Accounts (SABOA). Information regarding how much of an increase to plan for from the Department of Local Government Finance (DLGF) us to be released sometime around July 2. This is called the State Average Growth Quotient (AGQ) and was 4% for last year. Director currently working on figures and inputting data into the online submission site called “Gateway.” Deb and I will be meeting with our DLGF Field Representative and will have information on the budget as well as public hearing meetings and budget adoption meetings (Director tries to have these meetings concurrent with our regularly scheduled meetings).
2. Received letter from State Library that we ARE in compliance with State Standards.
3. Was invited to Mentone Elementary’s Summer Camp as a reader. Brought puppets and we read “Pigs” by Robert Munsch.
4. Continue discussion and evaluate Hoopla service. Director recommends to proceed with the service.

All requested the Director resend the login information for Hoopla for the trial period.

5. Director noted a potential expenditure of about \$500 for replacement toner for a laser printer.

UNFINISHED BUSINESS

1. Discussion from maintenance walk through.

NEW BUSINESS

1. Some time ago a discussion was held regarding our current accounting system. The current program will no longer be supported (September I believe is the last update). Two vendors were consulted and a demonstration of each was given.

Keystone from Boyce Systems. Cost \$9,137.50 which does not include data conversion. Data conversion is an additional \$1,250 bringing the cost of the system to \$10,387.50. Director does not recommend system.

The other product was from AVC technology at a cost of \$5,700 + \$40/month cloud backup. Product support is included in the first year and is \$1,716.00 per year thereafter. Their charges for data conversion are included in the quoted price. Director recommends this system.

2. A discussion was also held earlier in the year regarding the upgrade of our existing server.

Recommended. The price from Joe Tredway is from back in March, so the final price will be slightly more. His price was \$7,978.11. A copy of his estimate is attached for your review.

Not Recommended. Pricing from Chester Technologies was \$10,549. Estimate is also attached.

Since the accounting system will reside on the server it would be better to have the server installed first then the accounting system.

Doing both above will leave about \$829 in our appropriation for the Rainy Day Fund, but we still have about \$7,650 in the general fund for maintenance.

After a discussion it was moved by Lee Ann Rock and seconded by Sandi Schaeffer to proceed with the purchase of the accounting program and the server. Carried.

OTHER BUSINESS

1. Honey Kuhn noted that for clarification purposes that room names be established for the Library's various areas. Also noted that "for a fee," a room could be named for a particular donor i.e. "Webb Meeting Room."

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Dick Webb to allow claims as presented.
Carried.

ADJOURNMENT

Meeting adjourned at 7:52.

Honey Kuhn, President

Sandi Schaeffer, Secretary.