

**NOTICE OF PUBLIC MEETING
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, AUGUST 27, 2018
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

The meeting was called to order by President Honey Kuhn at 6:30.

PRESENT

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

MINUTES

Moved by Larry Yeiter and seconded by Dick Webb that the minutes of the July meeting be adopted. Carried.

PUBLIC COMMENTS

None

TREASURERS REPORT

1. Transfer request for \$1,000 from line 100.3.01 Telephone and Internet to line 100.3.32 E-Books – form provided

Moved by Sandi Schaeffer and seconded by Kylene Crabb to allow the transfer. Carried.

CHILDREN'S DEPARTMENT REPORT

Some new books have been ordered for the E and J departments.

Story time will start again after Labor Day.

Research was conducted for the 'History of Mentone School' display and the display was created.

I have started work for a 'banned books' display.

I picked up carpet samples for the children's room.

Two women attended craft night.

PROGRAMMING/YOUNG ADULT REPORT

No activities for teens this month due to back to school. Activities will resume in September.

Creative Corner was held on Thursday, August 16th. We made Apple Mesh Wreaths. Had 4 ladies signed up, but only 2 were able to attend.

MAINTENANCE

1. New gas lines were installed by Quine as per contract.
2. Cove base and carpet installed under magazines.
3. Heavy organizing in Mezzanine storage and other areas.
4. Mentone Elementary accepted the sofa from the Children's Department and the green chairs from the YA room. Rest of folding chairs that were previously used for Large Conference Room have been sold. We had other (much newer) folding chairs of the same type stored that are now in the senior hall to use as necessary.

DIRECTOR'S REPORT

1. Met with our DLGF Field Rep. On August 17. All was in order and advertising is now available online at the DLGF Gateway site as well as on our website.
2. Accounting program has been installed on Bookkeeper's machine. We will do a full change over at the end of December.
3. Arrangements have been made for the new server, but I've told the vendor to not hurry.
4. Documents signed for the Hoopla service. Director working on marketing materials and have sent information to staff on how to help patrons register for the service.
5. Thomas Teel will be leaving his position at the end of August. Have hired Seth Kersey as his replacement.
6. We hosted the Libraries Serving Communities meeting on August 3. For those who had been here before were impressed with the updates.

UNFINISHED BUSINESS

1. We need to discuss a plan and budget for the Children's Department refurbishing.

Option: We could leave the stage and install new carpet over it, but we would need to do some rearranging were we to have a staff member for that area who was unable to manage the stairs i.e. move desk to main floor area.

We discussed some type of architectural "feature" for the area. We need to eventually come to agreement on what the "feature" should be so that could be shared with a contractor/designer etc.

Have carpet samples for Trustees to look at.

Agreed to just remove the stage, but note that an investigation of what is under the stage prior to its removal.

Director noted that instead of a “fixed (permanent)” architectural feature that furnishings could also be utilized to “set the tone” of the department.

Carpet samples were looked at. The idea of the assistance of a designer with good experience in Public Libraries be the way to go to achieve the overall look of the room. Director will pursue.

NEW BUSINESS

1. Business meetings and change in October meeting. September meeting, no change, still September 24, regular meeting and 1st public hearing for our 2019 budgets.

October meeting switched to Monday, October 15, for our regular business meeting and adoption of the 2019 budgets. Change purpose was to accommodate a request by the DLGF

Times remain the same, 6:30 p.m., for both of the above meetings.

OTHER BUSINESS

1. Sandi Schaeffer will not be able to attend the October 15, meeting.

2. Director noted that in the very near future, that when the current bonds have been paid off, that it will be time for heavy duty maintenance on the facility. He noted that the following be kept in mind: new roof, completely revamp the HVAC systems including ducting and thermostats, complete re-carpeting and digital light fixtures to name but a few.

PAYMENT OF CLAIMS

Moved by Jill Gross and seconded by Sandi Schaeffer to pay claims. Carried.

ADJOURNMENT

Meeting adjourned at 7:05.

Honey Kuhn, President

Sandi Schaeffer, Secretary