

**MINUTES OF THE  
BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, SEPTEMBER 24, 2018  
6:30 p.m. Local Time**

CALL TO ORDER

Meeting was called to order by President Honey Kuhn at 6:35.

Kylene Crabb volunteered to serve as acting secretary for the meeting.

PRESENT

Honey Kuhn, Dick Webb, Jill Gross, Lee Ann Rock, Kylene Crabb, Stephen Boggs.

MINUTES

Moved by Jill Gross and seconded by Dick Webb to approve the minutes of the August meeting. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

I have started story time again. Attendance has been low, 2-3 children each week. I have invited families with young children that frequent the library.

I hosted an adult craft evening. We made FALL signs. Six women attended. I do feel that adult craft time may need a little restructuring as two of the attendees rely on staff to make their craft. I could do easier crafts but that is not what the capable crafters want to make. Any ideas?

I have begun decorating the children's room for fall and made a display for the lobby about banned books.

No one attended Lego club. I expect attendance to rise when the weather is poor. When it is nice out, it seems the kids don't come to Lego club.

Noted by Lee Ann Rock that the Library needs to be more visible at the schools and recommended that the Library participate at the upcoming "Carnival" at Mentone Elementary on October 26. It was also noted that a Booktalk program should also commence, especially at Mentone Elementary. All agreed.

## PROGRAMMING/YOUNG ADULT REPORT

Creative Corner was held on Thursday, September 20th. We had 5 ladies attend and we made Fall door hangers.

Teen Craft was also held on Thursday, September 20th. I had 3 teens attend and they made washer necklaces.

I have been working on new book and DVD lists to be posted on our website. The book list shows a picture of the front of the book along with a short excerpt about the book. They also contain the publication or release dates. The DVD lists show a picture of the DVD cover along with an editorial note and includes the DVD release date.

Elyza put up an awesome display in the teen room focused on coffee and books titled "Starbooks". She is currently working on a Banned Books Week display as well.

## MAINTENANCE

1. Back of the building has had minor repairs completed. Would now like to have it painted. Price quoted is \$1,200 (includes power washing). Paid for from Operating Fund line 100.3.05 Repairs Building and Structures, but will need to transfer some money into that line next month.

All agreed to proceed with the painting.

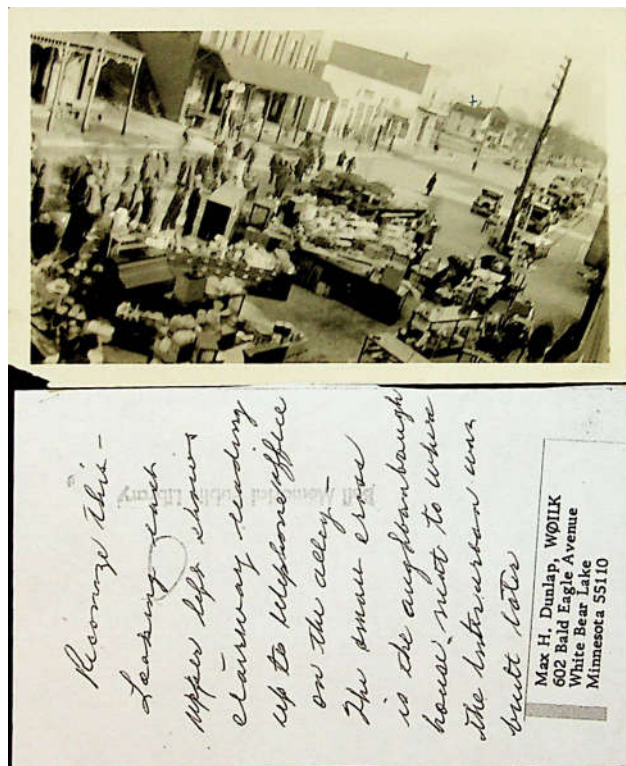
2. Will be removing the bulletin board panels from under the north wall in the Children's Room. Wall will be repaired and will paint with chalkboard paint. (Cork panels are falling off).

3. Contacted one designer, but never heard back. Have set an appointment with a vendor called School Specialty Services and will contact one more designer that I know.

4. Cleaned out the roof drains. I had never realized that we have two roofs here, not just one.

## DIRECTOR'S REPORT

1. Tech time @ 8 hours.
2. Continuing work on procedures manual, but need to devote even more time to our Long Range and Technology Plans which are due to the State Library at the end of the year.
3. For those members not being able to serve in 2019 and later. Please contact your potential replacements and then have them contact me. SB learned it's technically improper for Director to do this.
4. Purchased a CZUR book scanner to digitize larger items that will not fit on a flatbed scanner. This scanner a few years ago would have cost @ \$1,000+, our cost was \$429.00.



Sample Scan

(Honey had a thought about proceeding with the landscaping and microfilm projects, so I've edited the agenda from last week to attempt to make it more understandable).

5. Quote from Wihebrink for re-landscaping attached.

SB will contact Certified for an additional quote.

Received an additional quote from Sara & Matt Davis for the garden area project. With their price etc., their quote is recommended.

Noted that for 2019 maintenance fees for the Reading Garden etc. be taken from the Operating Fund budget instead of either the Gift Fund accounts.

6. We had a quote some time ago about digitizing our microfilm. At that time it was a "one shot" deal. The vendor has come up with "phase pricing" where we determine the amount we can afford to spend for that particular phase and then proceed from there. Pricing remains the same throughout the project.

We could potentially begin with an initial cost of \$2,500-\$5,000 and at least get the project moving. Honey mentioned a potential grant from Kosciusko County Community Foundation, which I had not thought of to secure funding for the balance of the project.

7. Funding for the landscaping and/or the digitization of our microfilm will come from the Gift-Donations Fund #401 (Separate from our Gift Fund #400). We account for the Smith Grant and the Tucker Grant separately, but it is all in one account.

Tucker Grant balance	\$2,432.94
Smith Grant balance	\$6,836.61
Total	\$9,269.55

The current balance in the Gift-Donations Fund (less one outstanding invoice of \$429.00) is \$12,125.92 which includes both of the above. Were we to do both of the above the final balance in the Gift-Donations Fund would be \$2,856.37. We receive approximately \$4,800 yearly from the Smith Grant.

Balance in the Gift Fund (#400) is \$72,943.13.

Depending on the 2<sup>nd</sup> quote for the garden areas, both are achievable.

The re-landscaping quote for \$2,000 labor and the Library purchasing the supplies plus beginning the digitizing program with a beginning amount of \$5,000 was moved by Kylene Crabb and seconded by Dick Webb. Carried.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

1. First Public Hearing for the 2019 budgets.
2. Director would like to ask that the Library be closed on Sunday, December 23. We

have generally been closed on Christmas Eve. Don't forget that we decided to not hold a December meeting.

Moved by Jill Gross and seconded by Dick Webb to close on Sunday, December 23.  
Carried.

#### OTHER BUSINESS

1. Please remember that the October meeting will be on Monday, October 15, as per request from DLGF. Same time, 6:30 p.m.
2. Honey Kuhn strongly urged that the Library needs to find better ways to represent itself in the community. Even if it takes closing the Library for a day to distribute flyers etc.

#### PAYMENT OF CLAIMS

Moved by Kylene Crabb and seconded by Lee Ann Rock that the claims be approved.  
Carried.

#### ADJOURNMENT

Meeting adjourned at 7:30.

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Honey Kuhn, President

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Kylene Crabb, Acting Secretary



**WIHEBRINK LANDSCAPE MANAGEMENT, INC.**

**Wihebrink Landscape Management, Inc.**

# Proposal

**Client Name:** Bell Memorial

**Project Name:** Bell Memorial

**Jobsite Address:** 101 w main st Mentone, IN

**Billing Address:** 101 w main st Mentone, IN

**Estimate ID:** EST1070304

**Date:** Sep 18, 2018

**Flagstone area in the back door \$2,060.74**

Removing some of the vinca and kill the rest of plant material and fixing the grade against the building. Raising to 5-6" grade against the building allowing water to move away from it. Use leftover pavers and pea gravel to fix this issue. Add weed fabric throughout this area for weed control

**Left side of entrance door \$1,352.97**

Take out pea gravel and add weed fabric through the whole bed. Leave paver edging along sidewalk for wash outs.

**Right side of entrance door \$1,384.97**

Take out pea gravel and add weed fabric and mulch. Keep paver edging along sidewalk for washouts

**lighting \$85.55**

<b>Subtotal</b>	\$4,884.23
<b>Taxes</b>	\$71.26
<b>Estimate Total</b>	<b>\$4,955.49</b>

All work is to be completed in a professional manner according to industry standards. Any alteration or deviation from specifications above involving extra costs will be executed only upon written orders and will become an extra charge over and above the said price.

The proposed price does not include any unforeseen circumstances due to unnatural materials buried underground. In the event these materials (such as large blocks of concrete, metal banding, or building bricks, etc.) impede digging, a service charge will be assessed above and beyond what has been proposed.

**Public Underground Utilities- WLM's Responsibility**

Wihebrink Landscape Management is responsible for calling Diggers Hotline prior to the start of the job, to identify any public utilities.

**Private Underground Utilities- This is YOUR responsibility!**

Only you can tell us if there are any private underground lines or structures that may interfere with our work. You must identify and locate these prior to our work. If we hit something that you have not told us about, and located for us, we cannot be held responsible for the repair of the damaged items.

**The following underground utilities exist on the property: (circle all that apply)**

- post lights      security lights      invisible dog      drainage lines
- gas grills      irrigation lines      septic lines      yard lights
- sump      stumps      Other \_\_\_\_\_

Location: \_\_\_\_\_

**Site Access**

We would like to use your driveway for access during the job. We will be as careful as possible with your drive during construction. In rare cases, cracks may develop. We cannot be responsible for repairs. All damage can be avoided by keeping all equipment off the drive, which could necessitate extra material handling charges being added to the contract.

- MAY WE USE YOUR DRIVEWAY FOR**                      **Yes**      **No**
- MAY WE USE YOUR LAWN FOR ACCESS?**                      **Yes**      **No**

Wihebrink Landscape Management is **NOT** Responsible for Broken/Damaged TV Cable Lines, Telephone/Computer Lines, Underground Dog Runs or any other underground wiring/plumbing that is not buried to a depth of at least sixteen (16) inches and/or is marked clearly with appropriate marking flags/lines. We are also not responsible for ground settling due to irrigation, electrical, and/or utility holes or trenches.

All agreements are contingent upon strikes, accidents, or delays that are beyond our control. Our workers are fully covered by workmen's compensation insurance. Wihebrink Landscape Management has Comprehensive General Liability Insurance. The insurance policies will not be canceled or modified in any way that would reduce or limit coverage during the term of this contract. Certificates of insurance will be furnished, if requested, prior to the commencement of services.

Either party may cancel this contract in writing within a 30-day period; provided, however, the customer shall pay Wihebrink Landscape Management for all expenses prior to the Notice of Termination pursuant to this Contract.

**III. Terms**

Terms of payment are as follows:

Project Price:	Terms
Up to \$ 3,500.00	10% due upon the signing of the contract, remainder due upon completion.
\$ 3,501.00 - \$ 12,000.00 upon completion	10% due upon the signing of the contract, 50% due before construction, remainder due upon completion
\$ 12,001.00 - \$ 65,000.00	10% due upon the Signing of the contract, one third due before construction, one third due after 60% of completion, remainder due upon completion.

Because of increasing credit card fees, WLM, Inc. asks that your payment be in the form of a check or via the Intuit payment network. If payment is made by credit card, we will charge a 2% processing fee for all credit card payments over \$5,000.00. There will be a 2% finance charge applied per month for delinquent accounts. In the event this account is turned over to a collection agency, the customer shall pay for any attorney fees, court costs, and interest due.

Estimate authorized by: \_\_\_\_\_  
Company Representative

Signature Date: \_\_\_\_\_

Estimate approved by: \_\_\_\_\_  
Customer Representative

Signature Date: \_\_\_\_\_



Landscape Proposal  
Matt & Sarah Davis - 574-551-8783

West Wall

Trimming/plants cut back  
Removal of stone & current border  
Weed barrier put Down  
New landscape edging down  
Lay new mulch

(2 Posts w/ solar lights)

Parking Lot Triangle

Trimming and/or removal of plants  
Remove mulch  
Replace w/ new mulch  
Landscape edging added

Back Wall

Remove vinca & transplant  
Dig out by foundation  
Lay plastic  
Lay pea gravel/mulch  
Bury electrical wires

Labor Charge - \$2,000

- Bell Memorial to buy materials
- sm. roll plastic for back
  - mulch by truckload from Shirk's
  - Black landscape edging
  - Weed Barrier
  - 2 posts, 2 solar lights, 2 bags concrete