

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, NOVEMBER 26, 2018
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order at 6:50 by President Honey Kuhn.

PRESENT

Honey Kuhn, Larry Yeiter, Kylene Crabb, Lee Ann Rock, Jill Gross

MINUTES

Lee Ann Rock volunteered to act as Secretary.

Moved by Larry Yeiter and seconded by Kylene Crabb to adopt the minutes of the October meeting. Carried.

PUBLIC COMMENTS

None.

TREASURERS REPORT

Transfer request was submitted by the Director for the following:

TRANSFER FROM Budget Line Item	<u>Professional Services</u> <u>100.3.00</u>	Amount: <u>\$1,773.55</u>
TRANSFER FROM Budget Line Item	<u>Building Insurance</u> <u>100.3.19</u>	Amount: <u>\$1,526.00</u>
TRANSFER TO: Budget Line Item:	<u>E-Books</u> <u>100.3.32</u>	Amount: <u>\$3,299.55</u>
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TRANSFER FROM Budget Line Item	<u>CD Music</u> <u>100.4.05</u>	Amount: <u>\$1,500.00</u>
TRANSFER TO: Budget Line Item:	<u>CD Audio</u> <u>100.4.06</u>	Amount: <u>\$1,500.00</u>

Moved by Jill Gross and seconded by Larry Yeiter to approve the transfer. Carried.

Treasurer's report was filed for audit by the Director who also noted an anticipated cash reserve balance of \$135,000 on December 31.

CHILDREN'S DEPARTMENT REPORT

I have had 2-5 children attend story time each week.

I am beginning to decorate the children's room and the display case for Christmas.

Santa will be here December 8. Children can talk to him, have cookies, and make an ornament.

Twelve children attended the Halloween party. We ate pizza, played bingo, and made slime. Everyone seemed to have fun.

I have also helped with adult crafts in November. Seven people made 'no quilt' ornaments. We will not have a craft night in December, people said they were too busy.

PROGRAMMING/YOUNG ADULT REPORT

Creative Corner: We made quilted ornaments. We had 4 ladies and 1 man in attendance. Had some sore fingers by the end, but everyone enjoyed the craft.

Creating a list of possible new programs to begin January 2019. I've had a few people share interest in starting up a Crochet-Knitting group as well as a Scrapbooking group. Am also considering starting a Recipe sharing group since the Instant Pots are a big thing now.

MAINTENANCE

1. Painted men's washroom, Deb's office and staff washroom.

DIRECTOR'S REPORT

1. Attended Indiana Library Federation conference in Indy November 12 - 14.
2. Will be looking at the "new" copier week of 11/26.
3. Attended the Carnival at Mentone Elementary on 10/26.
4. Presented to Headstart class on 11/20, have been asked to be there monthly.
5. A patron is using our microfilm files for a project. After the project is finished I'll send the files we discussed for digitizing.
6. Have contacted two people for the soon to be available Trustee positions. Kacie Zolman has agreed to serve as a Trustee and does live in Harrison Township, though with a Warsaw, address. I have a text message to Tiffany Waldo, but no word back yet.

UNFINISHED BUSINESS

NEW BUSINESS

1. Determination of salaries and wages need to be signed for the incoming year. Any increases will be on hold until the January meeting. We can't decide anything until after we have received our final budget information from the DLGF. We will revisit salaries and wages at the January meeting.
2. Moved by Larry Yeiter and seconded by Jill Gross to adopt the Salary Ordinance and adopt the resolution. Carried.

3. Discussion and adoption of Long Range Plan for 2019 - 2021. A question was put forth in regard to any mention of **active shooter training** in the Plan. No notation of such was in the Long Range Plan, but might be in the Disaster Safety Manual. Director will report on such at the January meeting.

Note: It is mentioned in the Plan that it must be added to all forthcoming agendas for regular business meetings for discussion etc.

Moved by Lee Ann Rock and seconded by Kylene Crabb to adopt the Long Range Plan and adopt the resolution. Carried.

OTHER BUSINESS

1. Take time to go through minute book and make sure all minutes for 2018 are signed.
2. We will have a Special Meeting immediately after the January (about 10 minutes) to meet as a board of finance. We just sit down and discuss the monies we have and where they are on deposit.
3. Elections for officers will be held at the January meeting.

PAYMENT OF CLAIMS

Moved by Larry Yeiter and seconded by Jill Gross to pay claims as presented. Carried.

ADJOURNMENT

Moved to adjourn by Jill Gross and seconded by Honey Kuhn (their final act since they will be going off of the board) that the meeting be adjourned. Carried. Adjourned at 7:17.

Honey Kuhn, President

Lee Ann Rock, Acting Secretary