

**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>
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TRANSFER FROM Budget Line Item	<u>Building Insurance</u> <u>100.3.19</u>	Amount: <u>\$1,526.00</u>
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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>
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TRANSFER TO: Budget Line Item:	<u>CD Audio</u> <u>100.4.06</u>	Amount: <u>\$1,500.00</u>
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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
Dick well



Lee Ann Rock, Acting Secretary

The following information is for your information only. It is not intended to be used as a substitute for professional advice. The information is provided for your information only and should not be used as a basis for any investment decision.

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John Doe
123 Main Street
New York, NY 10001


Jane Smith
456 Elm Street
New York, NY 10002



Bell Memorial Public Library
 Stephen Boggs, Director
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**RESOLUTION TO ADOPT THE LONG RANGE AND TECHNOLOGY PLAN
 FOR THE BELL MEMORIAL PUBLIC LIBRARY FOR 2019 - 2021**

WHEREAS, the Board of Trustees of the Bell Memorial Public Library, Mentone, Indiana wishes to be in compliance with rules and standards promulgated by the Indiana State Library.

NOW THEREFORE, LET IT BE RESOLVED, that the Library Board has reviewed the above mentioned plan and wish for it to be on record as having at a duly called meeting adopted this plan and wish to submit it to the Indiana State Library to maintain our compliance with the Standards for Indiana Public Libraries.

Duly adopted by the Board of Trustees of the Bell Memorial Public Library at its regular meeting held on the 26th day of November, 2018, at which meeting a quorum was present.

AYE

NAY

Lee Ann Rock _____

[Signature] _____

[Signature] _____

[Signature] _____

[Signature] _____

ATTEST Lee Ann Rock
 Secretary of the Library Board

Bell Memorial Public Library
 101 W. Main St.
 Mentone, IN 46539

**RESOLUTION FOR THE TRANSFER OF LIBRARY FUNDS
 WITHIN MAJOR CLASSIFICATIONS**

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one line item to another within a budget category,

WE, the Board of Trustees of the Bell Memorial Public Library, do resolve that the following transfers be made within the library general fund:

TRANSFER FROM	<u>Professional Services</u>	Amount: <u>\$1,773.55</u>
Budget Line Item	<u>100.3.00</u>	
TRANSFER FROM	<u>Building Insurance</u>	Amount: <u>\$1,526.00</u>
Budget Line Item	<u>100.3.19</u>	
TRANSFER TO:	<u>E-Books</u>	Amount: <u>\$3,299.55</u>
Budget Line Item:	<u>100.3.32</u>	
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TRANSFER TO:	<u>CD Audio</u>	Amount: <u>\$1,500.00</u>
Budget Line Item:	<u>100.4.06</u>	
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Presented to the Bell Memorial Public Library Board of Trustees, read in full and adopted this 26th day of November, 2018 by the following aye or nay vote:

AYE	NAY
<i>Larry Gartin</i>	
<i>Kelvin Crabsy</i>	
<i>Joseph Kuhse</i>	
<i>Joe Swann</i>	
<i>Lee Ann Rock</i>	

ATTEST:

Lee Ann Rock

Secretary
 Bell Memorial Public Library Board of Trustees

REGISTRATION FOR THE LIBRARY OR READING ROOM
 WITHIN MAJOR LOCAL INSTITUTIONS

It is the policy of the Montreal Public Library to provide library services to all persons who are unable to visit the library for physical reasons. It is the policy of the Montreal Public Library to provide library services to all persons who are unable to visit the library for physical reasons.

Library Name	Address	Phone Number	Registration Fee	Annual Fee
TRINITY R. SCHOOL	100 St. Mary St	514 392 1234	\$10.00	\$5.00
ST. ANNE'S SCHOOL	100 St. Mary St	514 392 1234	\$10.00	\$5.00
ST. JOSEPH'S SCHOOL	100 St. Mary St	514 392 1234	\$10.00	\$5.00
ST. MICHAEL'S SCHOOL	100 St. Mary St	514 392 1234	\$10.00	\$5.00
ST. PATRICK'S SCHOOL	100 St. Mary St	514 392 1234	\$10.00	\$5.00

Persons who are unable to visit the library for physical reasons may apply for registration at the following address:

Name	Address	Phone Number

**Bell Memorial Public Library
2019 Salary Ordinance**

WHEREAS, it has been determined that the employees of the Bell Memorial Public Library previously were paid according to the 2019 Salary Rates adopted by the Board of Trustees:

NOW, THEREFORE, BE IT RESOLVED that the Classifications, and Hourly Rates/Ranges shown below accurately represent the salaries being paid to the staff members of the Bell Memorial Public Library and is officially the Salary Ordinance for 2019, effective January 1, 2019.

Presented to the Bell Memorial Public Library Board of Trustees, read in full, and adopted this 26th day of November, 2018 by the following Aye and Nay vote:

<u>Classification</u>	<u>Hourly</u>
Bookkeeper	\$14.42
Department Heads	\$10.04 - \$10.66
Admin Asst.	\$11.22
Clerk	\$7.88 - 9.50
Custodian & Clerk	\$10.30
Page Staff	\$7.25
Director	\$49,000.00 – salary

AYE

NAY

<u>Lee Ann Rock</u>	_____
<u>[Signature]</u>	_____
<u>Honey Kuhn</u>	_____
<u>Karen Crabb</u>	_____
<u>Larry Justice</u>	_____
_____	_____
_____	_____
_____	_____

Attest:

Lee Ann Rock _____, Secretary

