

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, ~~JANUARY 28, 2019~~ FEBRUARY 4, 2019
6:30 p.m. Local Time**

AGENDA

Meeting rescheduled and re-posted for February 4, 2019 due to weather.

Library closed early on Tuesday, January 29, and was closed Wednesday, January 30, and Thursday, January 31, all due to weather.

CALL TO ORDER – Do note special meeting after our regular meeting to meet as a Board of Finance (will last no more than 10 minutes tops).

The meeting was called to order by Dick Webb at 6:30 p.m.

PRESENT

Dick Webb, Sandi Schaeffer, Lee Ann Rock, Tiffany Waldo, Kacie Zolman, Jill Gross (at @ 6:45) and Stephen Boggs.

WELCOME NEW MEMBERS!!!! – Tiffany Waldo and Kacie Zolman.

MINUTES – Due to no meeting in December, we will have the November minutes to review. Be sure they are signed so Director can submit them to the state.

Moved by Dick Webb and seconded by Sandi Schaeffer that the minutes be adopted. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

1. Full 2018 financial statistics will be presented at the February meeting.

For budget year 2018 we ended with a cash reserve of \$134,528.00 (best in many years). We spent \$332,594.00 and after our tax draw (receipt of tax monies from the county auditor) we had a final balance of \$325,197.00 to begin the year.

Our Operating Fund budget for 2019 is \$430,394.00

CHILDREN'S DEPARTMENT REPORT

Bad weather and school cancellations have affected attendance at story time. The weeks that we were able to meet were attended by 4 children. We have started putting



Snowman Reading

more detail about story time in the press releases.

Several new books have been ordered. Some were requested by patrons and others were library publication recommendations.

I have started teaching Junior Achievement on Tuesday afternoons. I visit a first grade room and read to them on Mondays.

PROGRAMMING

December:

Creative Corner for December was cancelled due to the holidays.

Santa's visit on Saturday, December 8th brought in 15 kids and parents. They enjoyed making reindeer ornaments using candy canes.

January:

Creative Corner had 2 signed up, but only 1 person in attendance. We made "Love Story" signs using wood, paint and stencils cut using our Cricut. They turned out very nicely.

I have begun advertising our T.V. Series on DVD in the weekly press releases. Hopefully, this gets them circulating.

Have had Anne put the word out about starting a Recipe Swap group here at the library.

MAINTENANCE

1. Two more thermostats had to be replaced and the one for the storage room is beginning to fail as well.
2. Electricians repaired faulty plugs in the Senior Center.

DIRECTOR'S REPORT

1. About 40 hours tech time. (Director is also the IT person for all of the Library's computers ((except for the server)). Time spent on recreating the website and helping (somewhat) with the new server.
2. 2019 budgets were approved by the Department of Local Government Finance on December 20, and we received our full budget.
3. Working on finishing annual reports for the DLGF and State Library.
4. Working on an orientation manual for newer trustees. Some I have seen can well be over 300 pages and that is far TOO much to throw at a new member. I'm attempting to have no more than 10 pages of basic information, but I do need to include our updated Long Range and Technology plans.
5. Will be doing Junior Achievement at Mentone Elementary for 5 weeks beginning January 29. Was to begin January 22, but school had to close early for weather.
6. New copier was installed in December (EXCELLENT choice). New unit has 4 papers online, fax directly from machine, scan and e-mail from machine, sort, staple, 3 hole punch and fold.

UNFINISHED BUSINESS

NEW BUSINESS

1. Election of officers. The Vice-President opened the floor for nominations and they were:

Dick Webb – President
Larry Yeiter – Vice President
Lee Ann Rock – Treasurer
Sandi Schaeffer – Secretary

Hearing no more nominations the Vice-President called the question. Moved by Sandi Schaeffer and seconded by Lee Ann Rock that the slate be elected. Carried.

2. Setting of salaries and wages. Attached should be a sheet denoted proposed raises for 2019. There were no raises in 2017 or 2018. Information distributed and will be discussed under Unfinished Business at the next regular meeting.

3. Sign forms for Internet Connectivity for the Indiana State Library.

Moved by Kacie Zolman and seconded by Tiffany Waldo to adopt the resolution for the Internet Consortium. Carried.

OTHER BUSINESS

1. Discussion regarding updates for the Children's Department. Director noted a company from Fort Wayne has volunteered to assist in the design etc., but couldn't begin the project until after the new year. Director will contact them to set-up an initial meeting. Kacie Zolman noted that participation in the annual Egg Festival could be a good way for the Library to communicate the project. Maybe even having the kids march in the parade.

2. Discussion regarding Trustee appointment dates etc. Director will double check terms and make sure information on the Trustee list is correct.

PAYMENT OF CLAIMS – signatures required, remind Director to explain claims to the new folks.

Moved by Lee Ann Rock and seconded by Sandi Schaeffer that claims be approved for payment. Carried.

ADJOURNMENT

Meeting adjourned at 7:27. – see below for minutes for the special meeting as a Board of Finance.

Dick Webb, Vice-President

Sandi Schaeffer, Secretary

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
SPECIAL MEETING TO FORM
AS A BOARD OF FINANCE
FEBRUARY 4, 2017**

Meeting was called to order by Vice-President Dick Webb at 7:27.

Officers at the opening of the Regular Business Meeting retained those roles.

PRESENT

Dick Webb, Sandi Schaeffer, Lee Ann Rock, Jill Gross, Kacie Zolman, Tiffany Webb and Stephen Boggs.

DISCUSSION

The Director offered the following information and noted all monies are in checking accounts due to minimal interest being earned on certificates of deposit.

**Bell Memorial Public Library, Kosciusko County, Indiana
Annual Financial Report - 2018
Cash & Investments Combined Statement**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1, 2018	Receipts	Disbursement	End Cash & Inv Bal Dec 31, 2018
Governmental Activities	100	Operating	\$240,796.64	\$422,088.21	\$329,895.68	\$332,989.17
	140	LIRF	\$300.00	\$0.00	\$0.00	\$300.00
	150	Plac Card	\$65.00	\$130.00	\$65.00	\$130.00
	200	Payroll	\$2,390.10	\$32,667.93	\$32,647.93	\$2,410.10
	300	Gob Of 2002	\$10,734.85	\$37,636.06	\$38,324.00	\$10,046.91
	400	Gift	\$73,803.96	\$5,042.88	\$2,894.75	\$75,952.09
	401	gift donation program	\$8,378.59	\$9,990.40	\$6,925.47	\$11,443.52
	500	Grants/Technology	\$3,569.42	\$6,531.01	\$5,866.02	\$4,234.41
	800	Rainy Day	\$45,526.33	\$0.00	\$25,518.42	\$20,007.91
		GRAND TOTAL	\$385,564.89	\$514,086.49	\$442,137.27	\$457,514.11

There being no further items for discussion the meeting was declared adjourned at 7:37.

Dick Webb, Vice-President

Sandi Schaeffer, Secretary