

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, FEBRUARY 25, 2019
6:30 p.m. Local Time**

CALL TO ORDER

Meeting was called to order at 6:30 p.m. by President Dick Webb.

PRESENT

Dick Webb, Sandi Schaffer, Kacie Zolman, Tiffany Webb, Lee Ann Rock, Kylene Crabb, Stephen Boggs.

MINUTES

Moved by Sandi Schaeffer and seconded by Kacie Zolman that the minutes of the rescheduled January meeting on February 4, be adopted. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Filed for audit by Stephen Boggs

Noted to advertise memorial pavers in the Reading Garden during Egg Days.

CHILDREN'S DEPARTMENT REPORT

1. The children's room is decorated for Dr. Seuss' birthday.

Story time has been attended by 1-4 children each week

I have started planning for summer reading club and have ordered some prizes.

Several new books have been ordered and have started arriving.

Junior Achievement is going well - when we have school.

Lee Ann Rock noted that it is essential that the summer Library programs be advertised at Mentone Elementary with in-class visits. If fliers are prepared, there are @470 students plus teachers at Mentone Elem. May 24 is the anticipated end of school. Director and Children's Librarian need to schedule class visits maybe during the last week or so of school.

PROGRAMMING REPORT

1. Creative Corner: Coffee & Canvas and had 3 ladies signed up, but only 1 in attendance.

Advertised part-time position in the weekly press release and will continue to do so until

the position is filled.

YOUNG ADULT REPORT

1. Jan 15th: Teen Book Club – 2 teenagers attended and another participating for 3 total.
- Feb 12th: Anti-Valentine's Day Party – had 4 kids in attendance.
- Feb 19th: Teen Book Club: 1 teenager attended and 4 teens who will be reading the book but couldn't make it to the program because they were sick.

Note for all programming events that a core group of supporters need to be sought to help advertise these programs via their sharing on social media as well as regular media.

MAINTENANCE

1. Met with representatives from The Design Collaborative on February 19. They noted initial design ideas may be ready by the end of March.
2. Hoping to finish women's washroom painting by the end of March and hope do something with the water damage near the custodian's room. (Water leak about 7 years ago or longer).

DIRECTOR'S REPORT

1. Worked on and submitted Annual Report for the Indiana State Library, same for Debt Service report for DLGF via Gateway.
2. Seth Kersey, Page, had to resign his position for personal reasons. I have two potential new hires; one for weekends and another to replace Charissa Richardson who is leaving toward the end of March to work at the new bakery.
3. New server is working well. Old server is causing us considerable issues. Circulation system is finally loaded onto the new server, but due to many corrupt files the installation took much longer than planned. I am seriously considering, after ferreting out the corrupt files that we have the system moved to the "cloud," hosted by Follett.
4. Continuing to work on the website, but it is functioning.
5. I go monthly to the Head Start class at Mentone Elementary. Was just asked to do the same for TVSC special ed. preschool.
6. Continuing Junior Achievement around snow/ice events. Have been asked to do Junior Achievement at Akron Elementary. Another Library was not interested in participating :- (I will also be participating with Junior Achievement In-A-Day at the middle school on March 28.
7. All annual reports have been submitted to the DLGF and the State Library. I do have circulation stats (sb very unhappy with the numbers) as well as financial stats (very happy).
8. Received back our first set of microfilm that was digitized. Samples of the end product were distributed. Anne Taelman is working on cataloging all of the digitized images to enable online access to patrons.

UNFINISHED BUSINESS

1. Staff wages. After a discussion it was moved by Sandi Schaeffer and seconded by Lee Ann Rock to adopt the wages as proposed by the Director as well as a 5% increase for the Director. Carried.

NEW BUSINESS

1. Sign Annual Report form. Dick Webb signed the form.

OTHER BUSINESS

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Kacie Zolman that claims be paid as presented. Carried.

ADJOURNMENT

Meeting declared adjourned at 7:39.

Dick Webb, President

Sandi Schaeffer, Secretary