

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

AGENDA

CALL TO ORDER

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

PRESENT

Dick Webb, Larry Yeiter, Sandi Schaeffer, Tiffany Waldo, Kacie Zolman, Kylene Crabb, Lee Ann Rock, Stephen Boggs

MINUTES

Moved by Kacie Zolman and seconded by Kylene Crabb that the minutes be adopted with the edit of an incorrectly spelled name. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Filed for audit by Stephen Boggs.

Treasurer requested information on a claim with a missing receipt and a claim with mismatched totals.

CHILDREN'S DEPARTMENT REPORT

Story time has had better attendance. Three new families have attended. There have been 4-8 children in attendance each week.

The process of weeding the 'E' books is about 2/3 done. It is time consuming but will make room for the more frequently checked out books.

Craft corner was held last Thursday. The women in attendance really seemed to enjoy making their Easter wreaths.

All the 19-20 Young Hoosier books have been ordered. Most have arrived and are displayed

PROGRAMMING REPORT

Advertised in weekly press releases about us digitizing documents.

Created (with Elyza's assistance) displays for Severe Weather Awareness Week as well as National Women's Month and National Nutrition Month.

Helped Elyza with Easter decor.

Booked an Instant Pot class with Jackie Franks from the Kosciusko Co Ext. Office called "Cooking Under Pressure" to be held Tuesday, April 2nd from 5:00-7:00 pm.

Creative Corner was held Thursday, March 21st. We made Pom Pom Bunny Wreaths and had 2 ladies attend.

## YOUNG ADULT REPORT

March 12th Teen Pi Day Party- I had 6 teens that came at different points of the night. We made miniature pies, talked about the Pi equation, and played Scrabble

March 19th Teen Book Club- 3 teens attended and one who reads the books but can't come to the meetings, for a total of 4 teens. We read The Librarian of Auschwitz by Antonio Iturbe, discussed it, and talked about our next book Starship Troopers by Robert A. Heinlein.

March 21st Teen Doughnut Making Night- I had 4 teens that came and made awesome donuts! We ran out of time and couldn't play a game so they asked if we could schedule a game night with pizza! Also they want to have a waffle night!

## MAINTENANCE

1. Have received information from the Design Collaborative. Draft of plans and samples will be available. These are to be considered as a starting point.

Basics of the plan: remove stage, cabinets and carpet. Install new cabinets (same location), new carpet, repaint, new desk, file cabinets (lateral) and install a countertop on-top-of the cabinets as workspace. Consider an architectural element or special piece of furniture to accent the area. Replacement shelving is not being considered at this time. New shelving will alone cost \$10,000.00.

Initial budget to consider was \$10,000, but a special piece of furniture could easily push the project to \$15,000.

I might recommend that we schedule a special meeting or have the President appoint a committee to be responsible for the "heavy lifting."

Agreed to form a committee comprised of Sandi Schaeffer, Kylene Crabb and Tiffany Waldo. Director to gather relevant information and schedule an initial meeting that is convenient for the members.

## DIRECTOR'S REPORT

1. Still trying to get the bad elements of the old server out of the new server. Most of this was planned for as far as time.

2. Finished Junior Achievement at Mentone Elementary and have started 3 JA classes at Akron Elementary; 2 5<sup>th</sup> grade classes and 1 4<sup>th</sup> grade. Will be participating in J.A. in-a-day on March 28.

3. Am considering moving our circulation system to be hosted by Follett Software in McHenry, IL. The circulation system seems to not like running beside our e-mail system and other application. Nothing has been decided yet and I am waiting on updated pricing from the vendor (Follett), but would like authorization to begin the process if finally

necessary. Cost of move is anticipated to be under \$3,000 for the initial setup and move etc. Support costs thereafter will be approximately \$1,100/year.

Moved by Kacie Zolman and seconded by Lee Ann Rock to proceed with outsourcing the circulation system to a hosted solution at Follett. Carried.

4. Worked with Librarian at TVSC to have yearbooks from 1978 - current digitized. This ended up being a no cost project. Digitization is done by Oklahoma Department of Corrections and shipping is free both ways. We will receive a DVD of the yearbooks and TVSC will receive back the yearbooks as well as a copy of the DVD. BMPL will provide to TVSC a copy of the digitized items we had done a few years ago.

5. Discussed with Librarian at TVSC a project to help get books into kids hands. I believe Scholastic still sends out a quarterly flyer with paperback books for the kids to purchase. Too often, the families have no extra money for the kids to purchase books. I told Ms. Michel to gather a list of the top 20 books that kids would like to have and we'd add the books to our collection and reserve the books for the kids after the items had been cataloged.

#### UNFINISHED BUSINESS

1. Painting the women's washroom is pending – maybe next week.

#### NEW BUSINESS

#### OTHER BUSINESS

#### PAYMENT OF CLAIMS

Moved by Larry Yeiter and seconded by Lee Ann Rock to pay claims. Carried.

#### ADJOURNMENT

Meeting declared adjourned at 7:15.

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Dick Webb, President

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Sandi Schaeffer, Secretary

