

**MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, MARCH 30, 2015
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

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

PRESENT

Dick Webb, Honey Kuhn, Jill Gross, Sandy Schaefer, Larry Yeiter, Stephen Boggs.

MINUTES

Moved by Honey Kuhn and seconded by Sandy Schaefer that the minutes from the February meeting be approved as distributed. Carried.

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Donations for memorial paving bricks have been placed in the Gift Fund.

Transfer required for line 100.3.07 Dues.

Moved by Honey Kuhn and seconded by Larry Yeiter that a transfer of \$103.31 be approved from line 100.3.06 Official Bonds to line 100.3.07 Dues. Carried.

CHILDREN'S DEPARTMENT REPORT

During the month of April, the Children's Dept. will present a Kid's Spring Break Movie on Thursday, April 9th at 1:00 pm in the Bell-X room. The featured movie will be "Night at the Museum 3, Secret of the Tomb". Everyone is welcomed to come. Refreshments will be provided. During the preschool Story Hour for the month of April we will be reading books about Spring time, Easter, and April weather. Children ages 3 to 5 and parents are welcomed to attend with no sign up required. Each story time will be accompanied by a simple craft related to each theme. Story hour meets every Wednesday at 11:15 am. The Library Kids Book Club will also meet on Friday, April 3rd at 4:00 pm. Book talk and discussions will include up and coming new books at the library as well as future plans for "Library Kid's Book Club Night at the Library" coming in May. Library Kid's Book Club meets the first Friday of every month at 4:00 pm. All kids ages 8-12 are welcomed to attend. Lego Club will also be meeting on Saturday, April 11th at 1:00 pm.

Snap Circuits will also be featured at the Lego Club in April for those who want to build with electric circuit boards. A special Lego drawing will also be held for all those who attend Lego Club in April. Lego Club is opened to kids ages 3-12. However, teens and adults are welcomed to come as well.

ADULT PROGRAMMING AND YOUNG ADULT PROGRAMMING

Our Zumba program Monday evening class at 7:00 PM that has been well attended with 56 attending this month. Our PIYO classes continue to be successful. They are currently being held on Thursday evenings at 6:00 PM. Approximately 60 plus attending this month.

February's book swap party was not a



success. I guess people didn't want to swap books with those who they don't know personally. At least that was one comment made. You never know what works till you try it.

Euchre night for February was 16 and for March we had 12 attending. Several couples were out of town but a new couple came.

Our Teen Gaming night last month had 17 teens attending and 18 attending in March. I rearranged the furniture in the Bell X Room. The table and the easy chairs with the coffee table were switched. It gives me a better vantage point at the table to keep an eye on the teens and they liked the easy chairs better in that position. They actually used them. Would like to get more easy chairs/sofa and open up the Bell X for more teen gathering.

Gave the teens my demo of ninja balls for my summer reading, during gaming, to see how they liked them. They loved them and begged to make some, so I got the balloons, flour, and baggies out and we made about 8 or 9 ninja balls. That was how many balloons I had.

Our first Anime Night we had 7 teens and 9 attending in March. This is a much quieter program than teen gaming.

Working on my Teen Summer Reading program. I am doing craft demos now to pick the craft programs for summer reading and planning the bulletin board and questions the teens will have to answer about our Founding Fathers. Heroes are the intended theme.

March Newsletter printed on schedule. April newsletter is ready to print.

Book Mobile at Mentone Garden Court apartments is going well. Book, movies and magazines were delivered and picked up every other Wednesday. Beginning in April I will move it to every three weeks. Finished March's YA book order and order has been sent. Working on April's order. So many reviews to read.

Jack Fisher's iPad, iPhone planned for March 17th had 2 in attendance and the 24th had 2 in attendance. Working with just two people was more manageable. He could give them one on one attention. More classes are planned for future months.

Worked on two projects for March. We made paper bag scrapbooks and bunny brooches & barrettes. I had 5 in attendance for the scrapbooks. Lots of double-sided tape was used but everyone was happy with their books. The Bunny brooch barrette numbers will be listed in April's report. April's program we will be making an industrial pipe hall tree. Demo is on display by the circulation desk. This will probably be my most costly program so I am charging a little bit more.

For March & April's display case, local artist Gloria Paseka's work was displayed.

Will be doing a raffle of local crafter Shaun Mudd's homemade soaps through the months of April & May. Winners will be drawn in May.

2014/2015 LSTA Children's grant completed and sent. Notification was sent that I did not get the grant. Too much to hope I could win a grant the first time. It was a learning experience.

DIRECTOR'S REPORT

1. New free standing and wall mounted shelving has been installed in the mezzanine storage room (April did the free standing and I did the wall mounts).
2. Vestibule between front doors as well as area leading into the new rooms have been painted.
3. Picked-up six new to us task chairs from the Tipton County Public Library
4. We will now have four patron workstations in the media department. Going to see if we can "worry" our wireless connection until I can get a true count of the number of patrons using the machines prior to installing network wiring or



increasing our Internet bandwidth through ENA.

4.1 Computers in media will be (for now) running via wireless using Netgear wireless to wired converters.

5. Low use books in the Indiana collection have been moved to mezzanine storage and the balance will be in media as well as Reference. Books should be finished moving by the end of the week of 3/30. Planned on opening for business in Media on April 1, but may need to change the date to April 6.

6. So far for March I have a tad over 18 hours dedicated to technology issues.

7. Or Additional Appropriation was approved by the Kosciusko County Commissioners, haven't yet received final paperwork.

7. Next on my "To Do" list:

7.1 Painting of the hallway between Media and the main library. Need to speak to Sandy about having as much art as possible displayed here by her students (art that would hang on the wall as well as in the display cases).

7.2 Hanging the big picture in the main library.

7.3 Adding more lighting in the main Library near where the big picture hangs (unnecessarily dark in that entire area).

8. Telephone extensions are now working in the new rooms. Am having a representative from Rochester Telephone here to rework the voicemail, bring 3 new telephones and give us a brief reminder on features of the system of which we are unaware.

UNFINISHED BUSINESS

None

Roger Moriarty arrives at this point and control of the meeting was handed over from Dick Webb.

NEW BUSINESS

1. Updated mid-2015 to 2018 Long Range Plan which will be available for your consideration at the meeting (did I already e-mail this?). The plan needs to be adopted to satisfy our compliance with ISL State Standards. The plan can be changed, updated, etc. at any time for any reason but we do need to expedite adoption; was due at ISL at the end of 2013.

After a discussion it was moved by Jill Gross and seconded by Honey Kuhn that the Long Range Plan be adopted and submitted to the Indiana State Library. Carried.

2. Small policy updates. Each of the following were discussed.

2.1 Director noted that patrons are only allowed to check-out DVD titles for two days. This is extremely prohibitive to patrons due to the distance that some folks have to travel and for those with children. Was requested that extend the loan time to seven days and allow for the DVD titles to be renewed.

Moved by Jill Gross and seconded by Sandy Schaefer to increase the loan time for DVD titles to 7 days with the caveat that the per day late fee be increased from \$1.00 per title per day to \$2.00 per title per day. Carried.

2.2 With more than considerable interest by the public in using our meeting rooms Trustees were requested to consider small changes to the meeting room fee schedule. The following as presented for discussion.

Non-profits	No charge
Private in district	\$35.00, but note that a tax deductible donation is always appreciated.
Private out of district	\$50.00 with the same notation regarding the donation.

It was moved by Honey Kuhn and seconded by Jill Gross to adopt the following fee structure for the Library's meeting rooms.

Non-profits – No Charge, but a refundable \$25.00 deposit
Private in district – \$35.00, with a refundable \$70.00 deposit.
Private out of district – \$50.00, with a refundable \$100 deposit.

2.3 Was requested to not be open Sundays this summer due to staff requirements in the media department. Library would be open again on Sundays after school starts. Depending on the 2016 budget we can investigate the viability of Sunday hours throughout the year again.

Discussion included the following: Close Sundays one week after egg festival, close Sunday of egg festival. Larry Yeiter noted that he liked the library being open on Sundays in the summer, but agreed that this is just a trial.

Suggested that a short verbal survey be conducted while patrons are checking items out to inquire about their opinion of being closed on Sundays during the summer.

It was moved by Sandy Schaefer and seconded by Dick Webb to close the first Sunday in June to the first Sunday in August. The vote was five yes and one no. Motion carried.

3. Director requested a small increase in the maintenance budget for the Media room renovation. Quite a few things that were recently purchased came out of the Media room budget, but were for the Library in general and not just for Media such as:

Industrial strength shelving for the main storage room and mezzanine storage
Additional shelving for Media (shelves I was able to get were not as wide as the standard Library shelving we have in the building).
2 utility carts (one large for moving furniture, small one for cases of paper etc.)
3 laptops for patron use when the rest of the computer stations are full (less waiting for patrons).

The Library received about \$3,800 from the Kosciusko County Community Foundation Director would like permission to use those funds until the project is complete.

Moved by Honey Kuhn and seconded by Jill Gross to allow the above noted increase. Carried.

OTHER BUSINESS

1. Honey Kuhn asked of the whereabouts of the custom furniture that was purchased for use around the free standing glass display cabinet. Director noted that the items are not in the building. Roger with pursue the topic.
2. Open house scheduled for June. Director to call and confirm about assistance of Friends and Staff wishing to attend/participate. Director to also invite local representatives.
3. Roger to contact Wabash Valley about pricing for benches for new patio area.
4. Director talked about having art students from Tippy Valley schools (elementary to high school) display their artwork around the Library. Director was given the name of Angie Gillman who is the Art teacher for the elementary and middle school.
5. Trustees would like a mentioning of current displays on our LED sign, website, facebook and newsletter along with artist names if they agree.
6. Charles Rockhill Custom Fencing, (574) 267-3986 or (574) 491-3081 – Director to contact for potential gate repairs.
7. Discussed a potential replacement for Jack Fisher. Sandy Schaefer agreed to ask someone who may have interest in serving on the Library Board.

PAYMENT OF CLAIMS

Moved by Honey Kuhn and seconded by Jill Gross to pay claims as presented. Carried.

ADJOURNMENT

Meeting declared adjourned at 8:15.

Roger Moriarty, President

Honey Kuhn, Acting Secretary