

**MINUTES OF THE  
BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, JANUARY 30, 2017  
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order by President Roger Moriarty at 6:30 p.m.

PRESENT

Roger Moriarty, Dick Webb, Sandi Schaeffer, Kylene Crabb, Jill Gross, Stephen Boggs.

GUEST

Karissa Cody representing Jack and Jill pre-school.

MINUTES

Sandi Schaeffer very graciously offered to be Acting Secretary for the meeting.

Moved by Dick Webb and seconded by Sandi Schaeffer that the minutes be approved as distributed. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Received budget order for 2017 – specifics will be under Director's Report

CHILDREN'S DEPARTMENT REPORT

Story time has been held each Wednesday afternoon with 3-5 children in attendance.

Lego Club was held on January 21st (3rd Saturday from 1-3) and had 8 children plus parents in attendance.

Kids Kraft time has been moved to the 4th Saturday of each month at 10:00. This was done in an attempt to boost attendance. E-mails were sent to all children that participated in summer reading that were of the appropriate age. No one attended craft time.

I attended the mock Caldecott training in Mishawaka on January 23. It is a great opportunity to learn about new books and network with other librarians.

New programs starting in February will be a family movie time and a family game night.

We will be partnering with the Akron Arts League to display some student art.

## PROGRAMMING/YOUNG ADULT REPORT

1. Had hired Rachel Johnson, but her “day job” offered her a full-time position with an increase in pay and benefits. Her last day was January 19.
2. Due to her interest, Director has placed Sierra Navarro as the Interim Coordinator in the department. Pending review and performance, she will take the position permanently.

## MAINTENANCE

1. Heat Exchanger on the heating unit for the Children’s Department has been replaced. Unit replacement was not timely, not sure if reason was backorder, hard to locate parts?

## DIRECTOR’S REPORT

1. January is annual report/statistics generation time.
2. Will be participating in Junior Achievement with Mentone Elementary. Will be doing three classes two 4<sup>th</sup> grades and one 2<sup>nd</sup> grade. Have done JA for many, many years.
3. Installed a wireless audio/video security camera in the YA department. Unit can be viewed at any (with the correct passcode) computer in the building as well as on my cell phone. @\$70.00. A sign noting video and audio monitor has been added around the room.



Video Camera

4. (From last month) Purchased wireless motion sensor for YA room and entrance to main library.
5. Visited Beaver Dam pre-school w/ my puppet helpers.
6. Working on digitizing our current microfilm holdings. Have one price in so far for machine/software that is a bit expensive. A grant is available through the Indiana State Library under LSTA (Library Services and Technology Act), but I want to make sure what I’m applying for etc.



Wireless motion detector/doorbell

## UNFINISHED BUSINESS

1. Need to have signatures on old minutes as well as on resolution for internal controls which was adopted on 25 January, 2016.

## NEW BUSINESS

1. Karissa Cody discussed with the Board the potential of housing the pre-school for another school year. The Board discussed both pros and cons of the venture and were later going to consider a special meeting to be held on Monday, February 6.

Ms. Cody thanked the Board for their support this past year and left to attend another meeting.

A discussion followed where Trustees continued to debate providing the space.

At the close of discussion it was moved by Sandi Schaeffer to not continue providing the space to Jack and Jill and that the final move out date be June 10. A second to the motion was made by Dick Webb. Motion carried.

2. Budget Order report. Budget was reduced from \$400,000 to \$396,489 due to maximum levy limits.

### General Fund:

Budget \$396,489

Levy \$239,595

Rate .1657

### Debt Service (mortgage):

Budget \$38,858

Levy \$31,497

Rate .0206

### Rainy Day Fund:

Budget \$16,398

Levy -0-

Rate -0-

The official order for the 2017 budget was received on January 23. Trustees were given revised copies of the budget. Trustees requested information on potential salary and wage increase for the balance of 2017 for the next meeting on February 27.

3. Election of officers.

Moved by Jill Gross and seconded that the slate be the current officers for 2017.

Seconded by Dick Webb. Carried.

4. Painting Children's Department. A maximum budget was given to the Director for the project.

5. Will probably do an Additional Appropriation for just under \$10,000 from Rainy Day (same procedure as last year). Total fund available should be around \$25,000. Want to be prepared for potential replacement of heating/cooling unit (will be more than \$25k, but will make initial deposit). Potential purchase of a new server as well.

Consensus was to proceed with the additional appropriation for \$10,000.00.

## OTHER BUSINESS

1. Need resolution by Trustees to allow Director Administrative access to our bank accounts for viewing and informational purposes. Not a signatory.

It was moved by Jill Gross and seconded by Dick Webb to allow the Director administrative access to the Library's bank accounts. Carried.

## PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Jill Gross that claims be allowed. Carried.

## ADJOURNMENT

Meeting declared adjourned at 7:47.

