

**MINUTES OF THE  
BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, FEBRUARY 27, 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.

ATTENDANCE

Roger Moriarty, Dick Webb, Honey Kuhn, Larry Yeiter, Sandi Schaeffer, Kylene Crabb, Stephen Boggs.

MINUTES

Moved by Dick Webb and seconded by Kylene Crabb that the minutes of the January meeting be approved. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Need permission to pay the health insurance bill electronically to avoid late charges due to billing date etc. Resolution required.

*ELECTRONIC FUNDS TRANSFER – PAYMENT OF CLAIMS*

*A library board may adopt a resolution to authorize an electronic funds transfer method of payment of claims. If a library board adopts a resolution, the library may pay money from its funds by electronic funds transfer. A library that pays a claim by electronic funds transfer shall comply with all other requirements for the payment of claims by the library. Electronic funds transfer” means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, that is initiated through an electronic terminal, telephone, or computer or magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account. (IC 36-12-3-16.5)*

Moved by Larry Yeiter and seconded by Honey Kuhn to adopt the above resolution. Carried.

CHILDREN'S DEPARTMENT REPORT

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

Lego Club was cancelled on February 18.

I attended the Area Children's Librarian Lunch on February 9. Lots of ideas about Summer Reading Programs were shared.

I have started planning the Summer Reading Program.

No one attended the family movie on February 5. I will try again on March 5. Trolls will be the movie.

The children's room is painted and I have been working on cleaning, sorting and organizing as I reassemble the room.

Note from discussion – would like to see the addition of a morning storytime in the very near future.

## PROGRAMMING/YOUNG ADULT REPORT

Still working on how to get more teens to come into the Bell-X Teen room outside of the regular kids that come. Hoping the upcoming events will boost morale and attendance.

Valentine's Day party was held on February 14th from 5:00-7:00 with around 15 teens in attendance. They had pizza, punch, cookies, crafts, popcorn, Wii games, and music. They had a lot of fun and very much enjoyed hanging out.

Putting together a Teen Advisory Board. I have 3-4 teens currently interested and wanting to be a part of it. I had a meeting scheduled on Friday, February 24 but none of the teens were able to make it.

Family Game Night will be a quarterly event.

The first one will be held tomorrow, February 28, from 5:00-7:00pm in the Bell-X Teen Room.

Thursday, March 16, from 5:00-7:00 will be St. Patrick's Day event for the teens.

In March we will start the monthly Arts n Crafts for teens and adults. The teen craft is March 14 from 5:00-6:30 and they will be creating bags out of bandanas.

The adult craft is March 21 from 1:00-3:00. They will be painting/decorating wooden picture frames.

Every month there will be a special event for the teens and the adults.

For the teens this month will be the St. Patrick's Day event.

For the adults it will be a Basic Computer Skills Class on March 30 from 1:00-3:00.

I have a tentative yearly outline for what special events will be done each month through December.

Anime movie night is a monthly teen event from 5:00-8:00pm with popcorn and water. The first anime movie night will be March 23.

Currently working on a plan for Makerspaces for the teens and coloring stations for teens and adults.

## MAINTENANCE

1. Painter was hired to paint upper areas of the Children's Department and has completed the task. Director finished painting the rest of the department.

2. HVAC unit for Children's Department has been repaired.
3. Have pricing on replacing existing light fixtures with ones that have an energy saving digital ballast.

Director noted he would like to have at least one more price quote for comparative purposes prior to proceeding.

4. By June Director is to have a plan for reducing the amount of items required for storage. Storing items in a storage unit that is not heated will lead to rust forming on metal shelving etc., so such is not a viable option.

#### DIRECTOR'S REPORT

1. Annual report has been submitted to the State Library. Need Roger to sign the signature page. Trustee version of annual report is scheduled for the March meeting.
2. Finished Junior Achievement @ Mentone Elementary.
3. Working on a LSTA (Library Services and Technology Act) grant from the State Library. Grant is for \$10,000 and will be used to purchase a digital microfilm reader/scanner. Grant Application is due on March 10. Not sure of our success, but want to at least try.
4. Pre-School update. Superintendent of TVSC heard of the necessity of the pre-school needing to find a new location and has offered space at the former Burkett Elementary.
5. We posted a note about needing another Trustee for next year. Surprisingly, two folks expressed an interest.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

1. Discussion regarding salaries and raises.

Proposals were distributed to Trustees for consideration. It was decided to request the Director meet with employees individually for an evaluation.

Using the proposals as presented, the Director is to use an equitable evaluation score to assist in determining any wage increases. No raise will be more than 3%, increases will be effective April 1.

Moved by Sandi Schaeffer and seconded by Kylene Crabb that the above be approved. Final paperwork will be adopted and signed at the March meeting. Carried.

2. A discussion was held in regard to the Director's current annual salary of \$46,000.00. It was discussed that by taking over a majority of the technology duties as well as some maintenance (painting etc.) duties that the Library has been able to save over \$10,000.00.

It was moved by Dick Webb and seconded by Honey Kuhn that the Director's salary be increased for the current annual amount to \$49,000.00 carried. Increase effective April 1.

#### OTHER BUSINESS

#### PAYMENT OF CLAIMS

Moved by Kylene Crabb and seconded by Sandi Schaeffer that claims be paid as presented. Carried.

#### ADJOURNMENT

Meeting adjourned at 7:40

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Roger Moriarty, President

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Honey Kuhn, Secretary