

**MINUTES OF THE  
BELL MEMORIAL PUBLIC LIBRARY  
REGULAR MONTHLY BUSINESS MEETING  
MONDAY, ~~DECEMBER 28, 2015~~ January 4, 2016  
6:30 p.m. Local Time**

**AGENDA**

Meeting was re-scheduled due to weather; advertising updated.

**CALL TO ORDER**

Meeting was called to order by President, Roger Moriarty at 6:30 p.m.

**PRESENT**

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

**MINUTES**

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

**PUBLIC COMMENTS**

No members of the general public were in attendance.

**TREASURERS REPORT**

**Request for transfers:**

Transfer from gas to Professional services 25.00  
Professional meeting to Professional services 25.00  
Taxes to dues .50  
Salary of assistants to employers share of perf 249.04

Moved by Sandi Schaeffer and seconded by Dick Webb that the transfers be allowed. Carried.

Balance of report was filed for audit.



**CHILDREN'S DEPARTMENT REPORT –**

Story hour was held each week of December with 1-7 children in attendance each week. On December 5, a make & take craft was held while Santa visited the library. About 30 kids made the snowman ornament.

## YOUNG ADULT/PROGRAMMING –

Zumba was not held for the month of December. Eva will be starting again in January with a new beginners Zumba class on Monday nights.

Euchre Night will be held tonight if the weather doesn't continue to get worse.

Kid's Reading Club for December just had one in attendance. I will have to take this program in another direction.

December's craft program we made paperback book Christmas trees. I had 4 adults and 5 children in attendance. There was glitter everywhere.

Demo for January's program is done and on display. It will be a sewing project and is a recipe potholder.

Shaun Mudd will be demonstrating soap making on Tuesday, December 29th as long as the weather cooperates. We may need to reschedule.

Teen Gaming will be moved to Friday nights starting in January and only teens ages 13 and up will be allowed to attend. I am considering a separate program for those 13 and under. Anime in December we had 12 teens in attendance.

January's newsletter will be ready to print on Monday, December 28th.

News articles were written and sent to Warsaw Times Union and Inkfreenews.

Worked on YA book reviews, last book order sent for December.

## DIRECTOR'S REPORT

1. Reappointment for Dick Webb has been received.

2. Reappointment for Sandi Schaeffer has been received.

Updated Trustee contact information was distributed with the new appointment dates.

3. Final initial in-service for staff has been held. Developing technology training manual particular to BMPL right now.

Question regarding any additional in-service workshops. Director plans to pick-up where the last sessions ended and add a course on the INSPIRE databases as well.

4. New Internet equipment has been installed. Went from a copper connection to fiber. Considerable increase in speed and is being advertised.

5. Most of the DVD titles have been moved into genre sections. Waiting for patron comments.

6. Had a fantastic Christmas...errr...Holiday Luncheon/appreciation for staff on 12/17. Were serenaded by Mentone Elementary 1<sup>st</sup> grade students with carols etc., the kids were fantastic! Library Friends monitored the circulation desks for us.

7. Approved expenditure of \$1,073.17 to Dallas Richardson for repairs to countertop, sink and faucet in senior center.

8. Mr. Richardson is still working on pricing for the proposed room re-configuration.

9. We are returning to a former way of doing things regarding material lending. We are going to return to stamping the date due inside of books and DVDs. This will definitely be more convenient for patrons to see when materials are due (we will still print-out a receipt).

And when we are doing inventory it will be easier to immediately see the circulation history of the title instead of having to plow through computer reports.

10. About 22 hours tech time this month. This does include working on the technology training for the staff. Repairs and updates have been standard/minimal. Total approximate tech related hours for 2015 is 181.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

1. Resolution for salaries and wages.

Moved by Sandi Schaeffer and seconded by Dick Webb to adopt the resolution.  
Carried. Form sent around for signature.

OTHER BUSINESS

1. Received a huge donation of additional puppets from the Nappanee Library. A thank you card for all they have helped us with this year was sent.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Dick Webb to approve claims as presented.  
Carried.

ADJOURNMENT

Motion to adjourn by Sandi Schaeffer seconded by Dick Webb.

Next meeting is January 25, 2016 at 6:30.



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Roger Moriarty, President

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Honey Kuhn, Secretary