

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, DECEMBER 19, 2016
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, Larry Yeiter, Stephen Boggs.

Sandi Schaeffer volunteered to act as Secretary for the meeting.

MINUTES

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

PUBLIC COMMENTS

No members of the general public were in attendance.

TREASURERS REPORT

Transfer resolution was read. Moved by Larry Yeiter and seconded by Sandi Schaeffer that the transfer of funds within major categories be adopted and filed for audit. Carried. Copy of resolution is in minute book

Rainy Day Fund

Discussion about potential year end balances etc.

Our maximum to spend from Rainy Day was \$25,000.

For 2016 we have spent @\$5,900 for Technical Support from Chester Tech. No other expenditures have been made and any costs for Technical Support for December will be minimal.

Line Item	Adopted	Disbursed	Unexpended Balance
Technical Support/Other Services & Charges	\$17,600.00	\$5,900.00	\$11,700.00
Capital Outlays	\$7,400.00	-0-	\$7,400.00
Balance	\$25,000.00	\$5,900.00	

Projected Balance in Rainy Day Fund at end of year			\$65,074.03
--	--	--	-------------

Operating Fund

Some disbursements yet to come. Projected bank balance for Operating Fund at end of 2016 is @\$37,000.00. I believe this is better than what we had at the end of some previous years.

Balance of the Treasurer's Report was filed for audit.

CHILDREN'S DEPARTMENT REPORT

We made snowman ornaments on the Saturday that Santa was here. About 12 kids participated.

Story time is being attended by 1-3 families each week.

One girl attended craft night on December 15.

Some new books have been ordered so that we have all the books on the "100 Books Every Child Should Hear Before Kindergarten" list.

PROGRAMMING/YOUNG ADULT REPORT

1. Hired Rachel Johnson who begins work on Monday December 19.
2. Bell-X "Teen Zone" is open. Have purchased a wireless "doorbell" to help w/ patron traffic when room is not staffed. Also planning on getting a wireless audio/video monitor for room.

MAINTENANCE

1. Heat exchanger on rooftop unit for children's department has cracked. Quine has turned off the unit and is awaiting replacement. I have requested an estimate of costs to include in the transfer resolution for this month, but have not received it.
2. Adding a telephone extension to the Bell-X room.
3. Have purchased a wireless doorbell for Bell-X along with a wireless audio/video monitor. Will need to post that surveillance for both audio and video is being used in the room.

DIRECTOR'S REPORT

1. New hire as Young Adult/Program Coordinator (see #1 under Programming Report)
2. Hired Patricia Swanson as a Temporary Clerk.
3. Continued working on Bell-X room as well as kitchen.

4. We have been quoted a price of \$1,200 to paint the Children's Department. I may do half of it and have the painters do the more difficult half.

5. Finished with replacing shelves etc. in the Juvenile section. Most of the items (except for a few shelves) are displayed within easy reach for that age group. Also added two study tables in the area.

UNFINISHED BUSINESS

1. Review/adopt Social Media Policy. The policy was distributed and discussed at the October meeting. It was moved by Dick Webb and seconded by Larry Yeiter that the policy be adopted. Carried.

Policy will be added to the existing policy manual, a notation will be made on the policy manual noting the update and will be distributed.

NEW BUSINESS

1. Resolution for salaries and wages for 2017. Director has no information regarding our 2017 budget figures. Will need to have a resolution maintaining current wages/salaries for early 2017. After the approval has been received, a new resolution can be adopted.

Moved by Dick Webb and seconded by Larry Yeiter to adopt the proposed salary/wage schedule for 2017.

2. Discussion about potential network printer purchase. Discussion followed. When a unit is available for inspection, the Director will examine the unit and relay his findings to the Board President and determine potential purchase at that time.

OTHER BUSINESS

1. A note was read by Sandi Schaeffer regarding a possible gift from a former Mentone, resident. It follows:

My reason for writing this tome is very specific: The Bell Memorial Public Library. A number of years ago, Janet and I set up the Tom and Janet Tucker Family Legacy Foundation so that we could specifically donate funds for good, well-intentioned, long-lasting, Christian and community-oriented endeavors beneficial to the general public. We, along with Janet's sister, Judy, funded the Everett and Fern Besson Memorial Scholarship Fund at the Kosciusko Community Foundation and have also done some things here in Tennessee as well. Mentone is the place where we were married. Mentone, is the place where we raised our family. No matter where we've been or what we've done, "home" is where you raise a family and Mentone is our home and always will be. Therefore, we want to do something special that will last a long while for the citizenry of Mentone.

Ideas for using these funds could be targeted to support continuing programs funded by existing donor funds, including scholarly initiatives, musical concerts, special library publications, literary programs used to get youngsters interested in reading, exhibitions, or some type of additional educational outreach. Of particular interest to Janet and me, perhaps there is a brand new program about which the library board has been contemplating ... we don't know, you'll have to tell us. I can tell you that the donation won't be \$50,000 ... but it won't be \$500 either.

We would like to talk with you about it sometime when life has settled down to a roar for you. You may call me at 615-598-6078, or call Janet. Janet's number is 615-499-2064. These are our iPhones ... we haven't had a land line in 12 years.

PAYMENT OF CLAIMS

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

ADJOURNMENT

Moved by Dick Webb and seconded by Sandi Schaeffer that the meeting be adjourned.
Adjourned at 7:18.

Roger Moriarty, President

Sandi Schaeffer, Acting Secretary

Bell Memorial Public Library

Library Employee Social Networking Policy – Adopted 19 December, 2016

- The Bell Memorial Public Library recognizes that social media is regularly used as a form of communicating. The Library trusts and expects employees to exercise personal responsibility whenever they participate in social media.
- The Library has the right and duty to protect itself and the Library Patrons from the unauthorized disclosure of information and to protect its reputation as a business and employer. The Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and Library work rules and policies. This policy includes basic guidelines for each employee.
- “Social media” and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the Library. This policy also includes future social media technologies and applications that may not yet be contemplated.
- Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including patrons.
- Employees are responsible for protecting confidential and proprietary library information. Employees may not disclose any confidential or proprietary information on or about the Library, its patrons or its employees.
- At all times, including when using social media during non-work hours, employees must comply with the Library’s policies regarding the confidentiality of library operations. Employees may not, at any time, use social media to discuss confidential work-related matters.
- Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the Library or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.
- Library employees are prohibited from taking photos of work related information and posting this information on a social media site, unless expressly authorized by the Director or the Library Board.
- Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Library.
- The Library requests employees to report all suspected violations of this policy to the Director. The Library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The Library reserves the right to take legal action if deemed necessary to protect the Library, employees, patrons, or any other affiliated individual or group.