

## **Library Board Meeting**

## Minutes - January 28, 2013

Members present: Roger Moriarty, Honey Kuhn, Dick Webb, Jill Gross, Sandi Schaeffer. Also present was library director Krystal Smith.

Members absent: Cal Jackson, Jack Fisher

#### Call to Order

In the absence of the President, Vice President Roger Moriarty called the meeting to order at 6:30 PM. No members of the public were present.

Roger read the minutes from the December 27, 2012 meeting. Dick made the motion to accept the minutes as read; Sandi seconded. Motion passed all in favor.

#### **Old Business**

There was no old business brought before the Board.

#### **New Business**

January being the month to elect officers of the Board, Roger opened the floor for nominations. Honey made a motion to retain all current officers in their respective positions. Sandi seconded and the motion passed unanimously.

Roger opened the floor for nominations to elect officers of the Financial Board. Honey made the motion to retain all officers in their current positions. Dick seconded and the motion passed all in favor.

Krystal distributed copies of the Bank Register showing the balances in each account. Copies of financial reports by fund was also distributed. Questions and explanations followed. Krystal handed out copies of a financial summary for January claims and income for the month.

Copies of the letter Krystal received from Lake City Bank providing information about Regions Bank of Indianapolis which will now be in charge of our General Obligation Bond.

Krystal distributed copies of the Library's Annual Report for 2012. Krystal noted that Circulation statistics are still not conclusive, due to conflicting figures showing in Destiny reports. She will confer with other libraries that have Destiny to figure out the problem.

Decreases in holdings for Audio-Visuals were attributed to removing all Video cassettes and Books on cassette from our collections.

Roger signed the Signature page attesting to the Annual Report having been compiled. This will be mailed to the Indiana State Library.

A motion was made by Dick to approve the January claims and seconded by Sandi. All voted in favor and the motion passed.

#### **Additional Business**

Much discussion ensued concerning building renovation and landscaping. No final decisions were made.

## Adjournment

Dick moved to adjourn; Honey seconded. Motion passed unanimously.

Meeting adjourned at 7:23 PM.

Secretary's Signature:

Date of Approval:



# Wealth Advisory Group

January 18, 2013

Krystal Smith, Director Bell Memorial Public Library PO Box 368 Mentone, IN 46539

#### Dear Krystal:

As you may know, Lake City Bank has made a strategic decision to exit the corporate bond administration business. As a result of that decision, we have selected a successor that will ensure that our corporate bond clients continued to receive the service they were accustomed to. After a lengthy search and with much consideration, we selected Regions Bank as our successor.

As a result, we must inform you that we are resigning as the trustee, registrar, and/or paying agent for your bond issue(s), and are assigning those fiduciary responsibilities to Regions Bank, effective February 22, 2013. Accordingly, you will receive your next payment request from Regions Bank.

If you have questions prior to February 22, please do not hesitate to contact Susan Hayes in our Trust Operations Department at Lake City Bank at (877) 718-9198, ext. 6345.

Region's intends to service this business out of their existing office in Indianapolis. John Alexander, Senior Vice President, will be providing service for your bond issue(s) from that office. We're confident that John and the Region's team shares the same customer service philosophy as Lake City Bank. John's contact information is as follows:

John Alexander, CCTS
Senior Vice President
Regions Bank, Corporate Trust Services
One Indiana Square - Suite 115
Indianapolis, IN 46204
Phone: 317-221-6275

Fax: 317-221-6010 email: John.Alexander@Regions.com

We want you to know that we value your relationship and look forward to continuing to serve you. While we are exiting the bond administration business, we remain committed to serving our Indiana clients in the public fund sector through innovative and technology driven banking solutions.

Regards,

Vicki Martin

Vicki Martin

Vice President, Corporate and Institutional Services

# **Bank Register**

Bell Memorial Public Library

Period Beginning Date: 1/1/2013

Date of Report

1/28/2013 10:53:08 AM

Period Ending Date: 1/31/2013

Bank	Number	YR Beginning Balance	Beginning Balance	Depo	sits	Withdrawals	Transfers	Ending Balance
1	Farmers State 1	Bank	Account Nu	ımber	1223705	Check	king	
		\$153,587.11	\$153,587.11	\$6,	408.10	\$24,139.14	\$0.00	\$135,856.07
10	Farmers State		Account Nu	ımber	074906428	GOB	2002	
		\$34,708.08	\$34,708.08		\$0.00	\$31,367.50	\$0.00	\$3,340.58
11	Farmers State		Account Nu	ımber	1223705	Rainy	day	
		\$72,463.92	\$72,463.92		\$0.00	\$0.00	\$0.00	\$72,463.92
3	Farmers State 1	Bank	Account Nu	ımber	2352662	Petty	Cash	
		\$500.00	\$500.00		\$0.00	\$0.00	\$0.00	\$500.00
6	Lake City		Account Nu	ımber	101041814	9 X GIFT	WEEKLY	
		\$174,267.20	\$174,267.20		\$0.00	\$3,000.00	\$0.00	\$171,267.20
7	Farmers State		Account Nu	ımber	101041869	6 LIRF		
	American Administration and the Control of the Cont	\$250.00	\$250.00		\$0.00	\$0.00	\$0.00	\$250.00
	Grand Total:	\$435,776.31	\$435,776.31	\$6	,408.10	\$58,506.64	\$0.00	\$383,677.77

# Bell Memorial Public Library Monthly Financial Summary

## January 2013

# Claims

**New Plumbing & Heating** 

\$127.52

**Labor and parts** 

Repaired water leak in pipe under 3-basin sink.
Drained water heater as Senior Center was experiencing rusty water

**Rob's Carpet Care** 

\$121.00

Labor

Cleaned hallway following the water leak damage

Warsaw Times-Union

\$ 85.68

Legal notice published: LAR Annual Financial Report

**Sands Office Equipment** 

\$0

Serviced copier: part of maintenance agreement

Krystal/Amazon

\$108.90

Purchased Nook and accessories

## Income

Copies

\$85.20

Fines

\$153.60

Interest on Operating Fund

\$1.45

Co. Option Income Tax

\$6167.85

## Agenda BMPL Meeting

- I. Call to Order
  - A. Welcome Guests
- II. Minutes of January 27, 2013
  - A. Additions or Corrections
- III. Old Business
  - A. Additional old business
- IV. New Business
  - A. Insurance policy for terrorism
  - B. Director's Report
  - C. Approval of Bills
  - D. Additional new business
- V. Adjournment

Library Board Meeting Monday, February 25, 2013

Members Present: Honey Kuhn, Sandi Schaeffer, Roger Moriarty, Jack Fisher, and Dick Webb. Krystal Smith, Library Director, was also present.

Members Absent: Jill Gross, Cal Jackson

Meeting was called to order at 6:35 p.m.

Jack made a motion to accept the minutes of the January 28, 2013 meeting as presented. Honey seconded the motion. The motion carried unanimously.

#### **Old Business**

Sandi made a motion to rescind a motion to reduce the 2012 operating budget by \$9,700. Dick seconded the motion. Krystal felt there was not enough time to make the necessary changes at the end of the year. The motion carried unanimously.

Jill was given all the information about our situation with the old library and Robert Hudson. She will do some checking on what our options are with this situation. We will discuss next month

#### **New Business**

Krystal presented material on terrorism insurance. The Board directed Krystal to check with our insurance rep on costs and responsibilities for the library.

Krystal presented her report. She gave members Treasurer Financial Report. She also gave a Deposit Registry Summary. Brenda and Shelly would like to give a presentation to the Board on ways to increase foot traffic in the library. Krystal presented an article to Board members entitled: "Bring Back Shushing Librarians."

Discussion was held on various issues, such as outdoor area, study areas in the library, etc. More discussion will be held later.

Sandi made a motion to pay the bills. Dick seconded the motion. Vote was by signature.

#### **Adjournment**

Dick made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:12 p.m. Next meeting is March 25.

Secretary's Signature: Krystal Smith Sec. Pro Tem

Date of Approval: 25 // arch 2013

Monday, Fet )5, 2013

Treasurer Fin Jal Report Bell Memorial Public Library

2/28/2013 Bank Summary

	And the second of the second o																																
	erick om de gerale gerale gerale de de la companya																			Available Balance	\$119,165.05	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$859.42	\$3,340.58	\$46,352.98	\$3,545.77	\$0.00	\$72,463.92	\$245,977.72
	and describes place place place of a management of the control of																			Invested	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,920.87	\$0.00	\$0.00	\$0.00	\$124,920.87
Ending Balance	\$123,070.24					\$3,340.58	\$0.00	\$500.00	\$0.00	\$171,273.85	THE PARTY OF THE P		\$250.00	\$0.00	\$0.00	\$72,463.92	\$370,898.59			Ending Balance	\$119,165.05	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$859.42	\$3,340.58	\$171,273.85	\$3,545.77	\$0.00	\$72,463.92	\$370,898.59
Deposits	de designation de la confession de la co	\$7,056,16	\$0.00	\$0.00	\$7,056.16						\$6.65	\$6.65					\$7,062.81		Summary	Deposits	\$7,056.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,518.63	\$0.00	\$6.65	\$0.00	\$0.00	\$0.00	\$10,581.44
Withdrawals	alter annumbles expelled for the control bits or profess in the control and described and expelled and an annumble and an annu	\$18,957.40	\$3,240.80	\$205.00	\$22,403.20						\$0.00	\$0.00					\$22,403.20		<b>Fund Balance Summary</b>	Withdrawals	\$22,476.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,240.80	\$0.00	\$0.00	\$205.00	\$0.00	\$0.00	\$25,921.83
Beginning Balance	\$138,417.28			der et en		\$3,340.58	\$0.00	\$500.00	\$0.00	\$171,267.20	menter permet montromate a massa ant desset frances habel mass a perfect in 100 ft for in 100 projection.		\$250.00	\$0.00	\$0.00	\$72,463.92	\$386,238.98	2		Beginning Balance	\$134,584.92	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$581.59	\$3,340.58	\$171,267.20	\$3,750.77	\$0.00	\$72,463.92	\$386,238.98
Account Number	1223705	operating	Payroll Fund	Grants /Technology		074906428		2352662		1010418149 X	Gift Fund		1010418696	1010479687	9551356	1223705	Total All Bank		¥				estment										
Bank Number and Name	Farmers State Bank	100	200	200		Farmers State	Lake City Bank	Farmers State Bank	Farmers State Bank	Lake City	400		Farmers State	Lake City	Farmers State	Farmers State				es comme es que mante es participar de la colonidad de la colo	operating	Capital Projects	Capital Projects Investment	LIRF	LIRF	PLAC	Payroll Fund	GOB of 2002	Gift Fund	Grants /Technology	LEVY Excess	Rainy Day	
Bank	-					10	2	6	4	9			7	80	0	7					100	130	131	140	141	150	200	300	400	200	009	800	

\$0.00

You are Out of Balance by this Amount

Page 1 of 1

# **Deposit Register Summary**

**Bell Memorial Public Library** 

From:

2/1/2013 **To:** 

2/28/2013

For Bank Number: 1

**Farmers State Bank** 

Fund	Account Number	and Description	Month to date Deposits	Year to date Deposits
100	100.1.00	Misc. Receipts	\$40.00	\$40.00
	100.1.08	Copies	\$127.15	\$239.25
	100.1.10	operating interest	\$0.00	\$1.45
	100.1.11	Fines	\$114.20	\$310.50
	100.1.12	Utility clearing	\$575.96	\$3,067.57
	100.1.15	County Option Tax	\$6,167.85	\$12,335.70
	100.3.20	membership	\$31.00	\$31.00
		F	und Total \$7,056.16	\$16,025.47

For Bank Number: 6

Lake City

Fund	Account Numb	er and Description		Month to date Deposits	Year to date Deposits
400	400.1.05	Gift Interest		\$6.65	\$6.65
			Fund Total	\$6.65	\$6.65
				67.062.81	616 022 12

\$7,062.81

\$16,032.12

# Bring back shushing librarians

Library users plead for quiet places to read, write and study — but is anybody listening?

BY LAURA MILLER

Librarians hate to be depicted as bun- and glasses-wearing shushers, hell bent on silencing any and all noisy activities within their sacred domain. Fair enough: Librarians are highly skilled, well-educated and socially aware as a rule, and should not be reduced to a cultural stereotype ranking only a notch or two above a church lady on the hipness scale.

Nevertheless, there's a lot to be said for that shushing. I've long believed that one of the most precious resources libraries offer their patrons is simple quiet. Alas, for too long I've been forced to confine this sentiment to bar-stool rants because for all I knew I was being hopelessly retrograde. Libraries are constantly talking up the new — and often clamorous — services and activities they have added or plan to add in order to "better serve a diverse community" (and by extension, justify their continued funding in the eyes of public officials who like to appear forward-thinking). But take heart, seekers of serenity, for now we have data!

A recent survey by the Pew Research Center, "Library Services in the Digital Age," polled a nationally representative sample of 2,252 Americans about what they get, and want, from public libraries. Like many such studies, the Pew survey is so focused on unusual programs and activities not typically associated with libraries that it tends to overlook the mere provision of a peaceful place to read and think. Nevertheless, the parts of the report dedicated to what people really want from their libraries makes the public's wishes clear.

The two services that patrons regard as most essential in a library are "librarians to help people find information" and "borrowing books," each rated as "very important" by 80 percent of respondents. Next comes "free access to computers and the Internet," rated very important by 77 percent of those surveyed. No surprises there. These three services are what nearly everyone has come to regard as a public library's core mission.

"Quiet study spaces for adults and children" comes in fourth, and here is where the results go rogue. The percentage of people who consider quiet spaces to be a very important element in any public library is 76, *only one percentage point less* than the value given to computer and Internet access. A relatively silent place to read is almost exactly as valuable to these people as the Internet!

According to the Pew study, quiet matters more to library patrons than special programs for kids or job-search resources or access to fancy databases or classes and events or spaces for public meetings. It matters more to them than the ability to check out e-books or engage in "more interactive learning experiences" — areas that many library experts seem to regard as top priorities for the libraries of the future.

African-American and Hispanic respondents to the Pew survey rated the availability of computers and Internet access in libraries more highly than whites. The library has become a godsend to lower-income citizens who may not be able to afford their own computers at a time when society has become ever more dependent on them. But 89 percent of African-Americans (as well as 81 percent of urban residents and 81 percent of women) also consider quiet to be a very important provision. Poor people don't just feel the lack of pricey communications tools. If you live with family members in crowded conditions, it isn't easy to find the tranquility to read, study or write — which makes it that much harder to get the education you need to improve those conditions.

Granted, quiet isn't a sexy or novel topic. Perhaps that's why the handful of stories written about this survey — and the survey summary itself — ignore how highly the public rates quiet as a library service. Instead, the interpretation Pew promoted, and the angle taken up by Publishers Weekly and other trade publications, is that libraries have a marketing problem: The reason why patrons don't rate libraries' non-core activities and programs more highly is because they just don't know about them. Maybe that's true, and far be it from me to discourage any library from offering baby sitting or writing workshops or classes in estate planning — those are all boons to the community. But not at the expense of quiet.

Does expanding the library's mission demand that patrons surrender the peace they seek there? Couldn't libraries do *both?* Apparently not, to judge by the input the Pew researchers got from an "online panel of library staffers." One of these contributors announced, "We need to change the concept of the library as a restricted, quiet space — we bustle, we rock, we engage, but so many people in the community do not know this." Or maybe they're hoping, like a commuter trapped on a train with a loudly chatty cellphone user, that it will just go away. Speaking of cellphones: "Libraries should be the social hub of the community," said another library staffer, "and to do that the customers

have to be able to use cell phones in the library, congregate around computers, sit and visit, laugh out loud and be noisy."

The same person insisted that "the main part of the library should be devoted" to this hustle and bustle, while "quiet spaces should not be in any open areas, but should be in smaller cubicles." (Given the popularity of quiet space, presumably patrons would end up waiting to get at those drab little cubicles, but, hey, at least they can laugh out loud and be noisy while they're taking numbers and standing in line.) I can see why someone who works in a hushed library might prefer to see it become as lively as a cafe, street corner, park bench or the Apple Store, but we already have those places to go to when we want to sit and visit or to congregate around a screen. Where will we go when we need some peace?

For rich people, that's not a problem. They live in spacious homes, glide along in hermetically sealed cars, book weekends in restful spas, dine in restaurants where the nearest table is 6 feet away. Quiet is one of the sweetest luxuries they're able to afford. But most rich people don't use libraries. For the rest of us, refuge from this cacophonous world is getting harder and harder to come by. Let's hope librarians are listening to all the patrons asking them not to take it away.



- I. Call to Order
  - A. Welcome Guests
- II. Minutes of February 25, 2013
  - A. Additions or Corrections
- III. Old Business
  - A. Building Insurance Terrorism Clause
  - B. Landscaping project
- IV. Other Old Business
  - A. OverDrive e-Book Consortium
  - B. Additional Old Business, if necessary
- V. New Business
  - A. Improving library usage
    - 1. Presentation by Brenda and Shelly
    - 2. BMPL Policies Updates
  - B. Additional Appropriations—Motion to advertise
  - C. Resolutions to Transfer Funds
  - D. Additional New Business, if necessary
- VI. Director's Report
  - A. Future programs
  - B. BMPL website
- VII. Adjournment



Library Board Meeting March 25, 2013

Members present: Roger Moriarty, Sandi Schaeffer, Jill Gross and Dick Webb. Krystal Smith, Library Director, was also present.

Members absent: Cal Jackson, Honey Kuhn and Jack Fisher

## Call to Order

Acting as President Pro Tem, Roger called the meeting to order at 6:33 pm. Roger then welcomed staff members Shelly Krueger and Brenda Cody as guests.

Minutes from the February 25, 2013 meeting were read. Dick made the motion to accept the minutes as presented with Sandi seconding. Motion passed all in favor.

## **Presentation**

Brenda and Shelly presented their ideas to accommodate those patrons who come primarily to access the library's WiFi. Establishing a coffee bar, café, and lounge area was the predominant focus of the presentation. Handouts included photographs of other libraries' coffee areas, spreadsheet summary of Indiana librarians' input about coffee bars, and print copies of a PowerPoint presentation.

Concerns were the feasibility of removing the public restrooms to make space for a coffee/lounge area. Also mentioned was using one of the former DayCare rooms as a lounge area and converting the loft/mezzanine area into a quiet lounge space. The conclusion was that our immediate concern is providing space and appropriate seating for those using the WiFi inside the library

With that goal in mind, there was much discussion by board and those present to conclude that further research is necessary. Shelly and Brenda will address the issues raised and bring the results to the April Board meeting.

## **Old Business**

**Terrorism clause** added to Library building insurance. Krystal stated that the additional cost for this coverage is \$87/year. In her discussion with Roger Shori, Insurance agent, he stated that we really don't know when the insurance company would consider an incident to be vandalism or the cause of terrorism. The board decided that the cost is small for the peace of mind in having this coverage.

Motion by Dick to include this clause; second by Jill. Motion passed unanimously.

**Landscaping**. Krystal reported that she had not received a reply to the letter that she wrote to Ball State about designing the backyard.

OverDrive eBook Lending Library. There is only one consortium to which BMPL can belong. Because we have Follett Destiny there may be problems installing and operating OverDrive. Before we make the monetary commitment to purchase OverDrive, Krystal will research with CompuTrain. She will report at April meeting what was learned.

**Bell Museum.** Marsha Scott asked for the remainder of the money that we pledged for the Bell Museum digitization project. Motion by Jill to pay \$3000 to the museum; seconded by Sandi. Passed all in favor.

Dick wondered if we could either borrow the scanning machine to digitize our own microfilm collection, or to hire the man who is scanning the Museum collection. No conclusion was made as to how we proceed with this project. Will table for the next meeting.

**Robert Hudson paintings.** Jill stated that she will contact an attorney to write Hudson a letter asking his intent to fulfill the obligation for purchasing the former library building.

## **New Business**

**Additional Appropriation.** Krystal explained that we can ask for an additional appropriation without going before the County Council if we remained below the 2.8% AGQ. With this formula we are allowed to ask for \$10,000, which will be distributed in various budget categories.

Jill made the motion to advertise for the Additional Appropriation. Dick seconded and the motion passed all voting in favor.

**Transfers within Budget Categories.** Krystal asked the board to approve by resolution to transfer line items as follows:

\$300 from Repairs-Equipment to Travel Expense

\$200 from Repairs-Equipment to Advertising & Publishing

Resolutions were passed by signature. Krystal also said that Deb Hiers, Bookkeeper mentioned that another library did all of their transfers in October or November, thus reducing paperwork. Deb will discuss this with the auditor when he comes this summer.

## **Director's Report**

Krystal reported that Summer Reading Program would begin June 3. Jill noted that it would be a positive move to have OverDrive available for those reading eBooks to participate in SRP.

Krystal mentioned that staff would like to create a new website that is more conducive to our services now. Staff would also like to have much easier access to add and update information on-site. Jill will contact Jesse Straeter, who designed the website for her employer.

Claims were approved by signature.

## **Adjournment**

Dick motioned to adjourn. Sandi seconded. Motion passed all in favor. Meeting adjourned at 7:35 pm.

Attest:	Krysta y of Appropriat	O Smith ing Body	, Sec.	Pre	Tem
Date approve	d: <u>29</u>	april 20	7/3	_	



April 29, 2013

# Agenda

# I. Call to order Public Meeting 6:30 PM

A. Welcome guests

## II. Minutes March 25, 2013

- A. Additions and corrections
- B. Approved as presented

#### III. Old Business

- A. Robert Hudson painting presentation
- B. Staff presentation on loft utilization
- C. Building / Maintenance
  - 1. Landscaping issues
- D. OverDrive e-Book Lending Library update
- E. Additional old business, if necessary

## IV. New Business

- A. Additional appropriation
- B. Resolution to adopt Non-resident fee
- C. Income from CD disscusion
- D. Krystal's reports
  - 1. AWE Early Literacy Computer Grant
  - 2. A-V Circulation Policy change
  - 3. Library volunteers
- E. Approval of bills
- F. Additional new business if necessary

## V. Adjournment



Library Board Meeting Monday, April 29, 2013

Members Present: Jill Gross, Cal Jackson, Honey Kuhn, Sandi Schaeffer, and Jack Fisher. Krystal Smith, Library Director, was also present.

Members Absent: Roger Moriarty and Dick Webb

Meeting was called to order at 6:32 p.m.

Guests present are Brenda and Shelly, library employees. They were here to make a presentation.

Jill made a motion to accept the minutes of the March 25, 2013 meeting as presented. Sandi seconded the motion. The motion carried unanimously.

#### **Old Business**

Mr. Hudson will deliver the second painting by the end of this year. The Board was pleased with the first painting.

Brenda and Shelly returned to discus the establishment of a coffee bard, cafe, and lounge area. They returned tonight to show changes in their plan. See the attached plan as presented by them. This will be a place for patrons to come read and use their computers. They would be able to bring their own drinks and snacks while in that area. Cal was wondering about supervision of the area. Would it create additional cleaning issues for Martha? Consensus of the Board is to continue planning.

Jill made a motion to provide \$1,000 from the Gift Fund for the redecorating project of the loft. Dick seconded the motion. The motion carried unanimously.

Krystal received no response from Ball State University for landscape design at the library.

Discussion continued on completing a plan for landscaping on the outside of our building. Krystal presented an overview for a plan by Metzger Landscaping and Design (Lisa Metzger). Krystal will contact them to do a consultation meeting. Roger Moriarty has been appointed by Cal to meet with the landscaper and Krystal. Krystal will make the contacts.

Jack made a motion to purchase the Overdrive ebook lending library program allocating \$1,500 from the current budget. Sandi seconded the motion, and the motion passed unanimously.

#### **New Business**

Krystal will be going before the Kosciusko County County on May 9, 6:45 p.m., to request an additional appropriation of \$10,000.

The non-residency fee has increased for this year to \$101.71. Krystal will present this proposal next month.

Krystal presented for discussion the income received from the Certificate

of Deposit. Honey made a motion to put the interest of \$1,171.30 in the Investment Account. Sandi seconded the motion, and the motion carried unanimously.

Krystal wrote an AWE Early Literacy Computer Grant for around \$3,000 to provide a self-contained computer. for children ages 2-8. She has not heard anything about receiving the grant.

Krystal presented an AV Circulation Policy change. A change in policy would be to check out dvd's for three days instead of two days. (See attached policy). Honey would like to see dates put on Board policy changes to show when any changes took place.

Krystal presented information about a volunteer policy for the library. She will present this policy at the next meeting.

Krystal wanted to redo the website so that it is easier to update. Computrain will be having a workshop on training in website maintenance. Cal reminded Krystal that she can go ahead if the cost is below \$500.

Maddie will be attending the District I Conference in Michigan City, Indiana, on May 7.

Dick made a motion to transfer \$200.00 from Building and Structures to Advertising and Publication. Honey Seconded the motion. The motion carried unanimously by signature on the resolution.

#### **Adjournment**

Jack made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:46 p.m. p.m. Next meeting is Tuesday, May 28, 2013, at 6:30 p.m.

Secretary's Signature: Kryptal Smith Sec. Pho Tem

Date of Approval: May 28, 2013

#### Agenda

- I. Call to Order
  - A. Welcome guests
- II. Minutes April 29, 2013
  - A. Additions and corrections
  - B. Approved as presented
- III. Old Business
  - A. OverDrive e-Book lending program
  - B. Loft area update
  - C. Additional Appropriation
  - D. Metzger Landscaping
  - E. Additional Old Business, if necessary
- IV. New Business
  - A. DEKKO grant—AWE computer station
  - B. CompuTrain Summit workshop
  - C. Additional T1 line
  - D. Library Website
  - E. ISL Standards
  - F. Patron self check-out station
  - G. Workshops
  - H. Approval of bills
  - I. Additional New business, if necessary
- V. Director's Report
- VI. Adjournment



#### Library Board Meeting Tuesday, May 28, 2013

Members Present: Jill Gross, Honey Kuhn, Sandi Schaeffer, Cal Jackson, and Roger Moriarty. Library Director Krystal Smith was also present.

Members Absent: Dick Webb and Jack Fisher

Meeting was called to order at 6:34 pm. No members of the public were present.

Following a review of the minutes, Jill made a motion to accept the minutes as presented; Sandi seconded. Motion passed all in favor.

#### **Old Business**

OverDrive. Krystal updated the Board about the e-book lending program OverDrive. Contract was signed. Krystal received an application for vendor information. She will contact CompuTrain to assist in completing the form and will keep the Board updated on the progress.

**Loft.** Updates for the loft area include these purchases: sofa from Time after Time for \$400. Tables from Ind. Restaurant Supply were \$579. Chairs already owned by the library will be used in this area.

Some decorating and possibly painting will be done later. When Krystal mentioned that a valance may be hung in one of the windows, Sandi cautioned to make certain that the fabric is fire-proof and that they not be hung too close to the ceiling, as per fire code.

**Additional Appropriation.** Approved both by the County Council and the DLGF. She noted that the process was more involved and more time-consuming by going before the Council than when the process was locally controlled. She will contact legislators to let them know of this inconvenience.

**Metzger Landscaping.** Roger and Krystal met with Leesa Metzger.. Lengthy discussion was held on wants and needs for this area. Leesa will submit a proposed plan for the Board to examine. If received before the June Board meeting, Krystal will mail the design to Board members. Still looking for someone to take the pea gravel in order to keep landscaping costs down.

## **Additional Old Business**

<u>Fire Pull Station Broken.</u> Senior Room was rented out for a baby shower on May 19, one of the children present pulled the fire alarm. Brenda Cody, BMPL staff was here so she tried to silence the alarm. She contacted Cottage Watchman, who sent a repairman. The pull station's toggle switch had been broken in the process, making the unit damaged beyond repair. A new pull station was installed.

The repair technician also checked the panel box in the equipment room and found a short in

the alarm board. Cost to repair will be approximately \$850, which includes the new pull station and labor.

Discussion followed as to who is ultimately responsible for these types of expenses because using the Senior Room is not authorized by the Library. Cal asked Krystal to draft a letter requesting that a representative of the Seniors be present during those activities when the Senior room is being rented.

Because staff who were working that day were uncertain as to what procedures to follow, Sandi and Honey suggested that the Staff have a fire drill and learn safety procedures. Krystal will address this problem and report on progress at next meeting.

#### **New Business**

**Grant.** Krystal met with Ashlee Slone, representative of the DEKKO Foundation to finalize the grant that the Library is applying for to purchase an AWE Early Learning Station. Ashlee's assistance was very informative. Our grant will be in the next cycle which falls in July. Krystal will keep us informed.

**CompuTrain Summit Workshop.** Deb attended both days. Updates on the bookkeeping module was the primary focus. She noted that the Computer Time Management module would work for our library.

New legislation to take effect July 1, 2013 will mandate libraries and other municipalities establish written contracts with maintenance vendors. Deb and Krystal will ask for more details at the Budget Workshop.

**Additional T1 Line.** Is scheduled to be installed some time in June. This should help with the overload that we have been experiencing.

**Website.** CompuTrain is working on a new website design for the library. As Krystal did not attend the Summit workshop, this was tabled until the next meeting.

**ISL State Standards.** Krystal read a note from ISL Librarian Roberta Brooker that BMPL is in compliance with state standards for 2013.

**Patron self check-out station.** Krystal received one quote and will pursue finding other vendors for comparison pricing. Tech Logic Corp. quoted the following: Software, installation & training \$2600. PC, scanner, Touch-screen monitor and Printer are also needed, but could be purchased locally.

Board inquired if Destiny Follett had the capability for patrons to renew materials on-line remotely. Krystal will investigate and report back.

Workshops. Krystal noted that the 2014 Budget workshop will be June 5 as a webinar here

at the Library. Deb will also participate. DLGF is holding a Gateway demonstration/workshop on June 7 in Peru. Krystal will attend to learn the modifications that have been made to the online budget program.

**Approval of Bills.** Jill motioned to accept the payment of claims as presented. Honey seconded. Motion passed unanimously.

## **Additional New Business**

**Non-Resident Fee.** Honey made a motion to approve the Resolution to establish the Non-Resident fee to be \$101.71 effective June 1, 2013. Roger seconded; motion passed all in favor.

**Library Property maps.** Krystal distributed maps showing the library property. Discussion focused on which land parcels are legally owned by the library. One map indicates the back area is owned by the Railroad. Jill will try to find out who owns the land in back and adjoining properties.

**June Board Meeting.** Cal informed the Board he will not be present for the next Board meeting, leaving Roger to fill in as President Pro Tem.

## **Director's Report**

The Library Book Sale will be Thursday & Friday, May 30 & 31 from 9-5 both days. Shelly and Brenda will be in charge with proceeds going towards Teen programs.

Krystal asked that the Library be closed on Saturday, June 1 as Mentone Egg Festival and Parade will be that day. In the past, staying open created more complaints and additional maintenance work. Roger made the motion to close that Saturday; Sandi seconded. Motion passed all in favor.

## **Adjournment**

Date of Approval

Roger made a motion to adjourn with Sandi seconding.	Motion passed unanimously.
Meeting adjourned at 7:29 pm.	
Secretary's Signature	

# Agenda Bell Memorial Public Library

- I. Call to Order
  - A. Welcome guests
- II. Minutes May 27, 2013
  - A. Additions or corrections
  - B. Approved as presented

#### III. Old Business

- A. OverDrive update
- B. Loft area
- C. Metzger Landscaping
- D. Fax machine/new Fire Alarm Box
- E. Patron self check-out station
- F. Library property lines
- G. Additional Old Business, if necessary

## IV. New Business

- A. Quine Freeman annual inspection
- B. Cottage Watchman Video security system
- C. 2014 Budget
- D. Staff evaluations
- E. Additional New Business, if necessary
- V. Approval of Bills
- VI. Adjournment

## **Library Board Meeting**

## Minutes - June 23, 2013

Members present: Roger Moriarty, Honey Kuhn, Dick Webb, Jill Gross, Sandi Schaeffer, and Jack Fisher. Also present was Library Director Krystal Smith.

Members absent: Cal Jackson

Roger called the meeting to order at 6:30 p.m. Dick made a motion to accept the minutes of the May Board meeting. Honey seconded the motion. The motion carried unanimously.

#### Call to Order

In the absence of the President, Vice President, Roger Moriarty called the meeting to order at 6:30 PM. No members of the public were present.

Roger read the minutes from the December 27, 2012 meeting. Dick made the motion to accept the minutes as read; Sandi seconded. Motion passed all in favor.

#### **Old Business**

Krystal gave a report on Overdrive.

The Loft area was discussed. They are not doing much right now because of the summer reading program.

A new Fire Alarm box was installed because the previous one did not work properly because of a short.

The Patron self check-out station was discussed. Krystal will seek more prices for systems.

Krystal will check into the issue with the property line.

#### **New Business**

Krystal gave an update on Quine Freeman annual inspection. They made a worksheet for each unit and every unit is working properly. The price for maintenance for the coming year remains the same as this year (\$910.00).

Cottage Watchman gave a quote for a video security system. It is \$5,280 for this cost. Krystal has a detailed quote. She will get more quotes and wait until the end of the year to do anything in this area.

Krystal gave a Budget Calendar 2014 to Board Members. Sept 12 is the County Council non-binding review. Krystal will attend that meeting. (See attached copy of 2014 Budget Calendar.)

Krystal has decided to wait on evaluation of staff until budgets are established to look at money available for salaries and raises. That will probably happen in a couple of weeks.

Krystal talked about the issue of no computer policy to address persons listing a purpose for what they are doing on the computer.

We received \$2,899 for our certified levy (the old June Tax Draw).

Honey brought up the double doors or a gate to be put in the Senior section to prevent people from running throughout the building. Dick mentioned that it is a fire hazard to only have one exit. A gate was mentioned, but that presents the same safety hazard.

Roger brought up if the Board would be interested in opening a day care/preschool program. The consensus of Board members was no.

Roger led a discussion of the landscaping project. The estimate is \$51,700. The Board went out to check the layout. Krystal discussed the possibility of using one of the cd's from the Gift Fund. There would be a penalty for early withdrawal of the cd. That would be approximately \$300.00. Some further clarifications are needed before final decisions are made. Roger asked about permits. Jill says we have our own building inspector and would not have to go through the County. Roger would like to see a walkway in front of the fencing. This would act as a barrier to keep a car from getting too close to the fence.

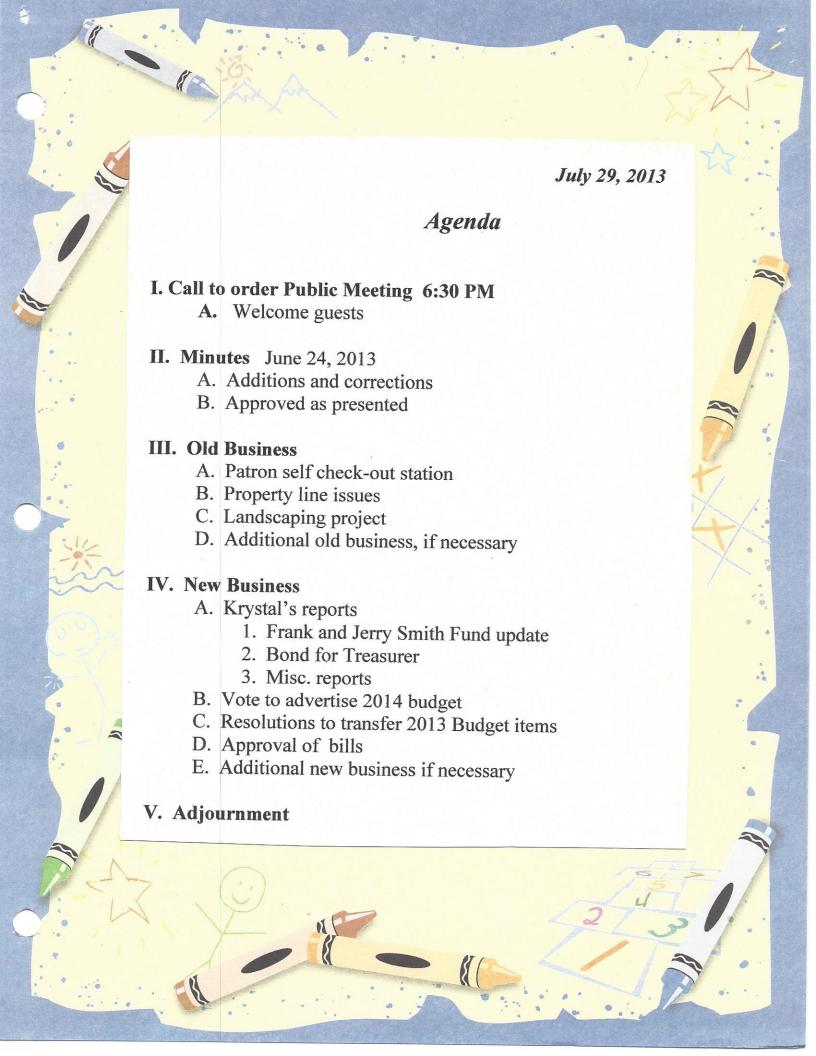
Sandi made a motion to pay the bills. Honey seconded the motion. The motion carried unanimously.

Jack brought up the sign and the messages left on too long. We will check on having a young person do it. Jack will come in and look at the program. Sandi has an idea for someone helping with the program.

Ad	jo	u	rn	m	eni	L
----	----	---	----	---	-----	---

Jack made a motion to adjourn.	Dick seconded the motion.	The motion carried
unanimously.		

Secretary's Signat	ture:	
Date of Approval:		



## **Library Board Meeting**

## Minutes - July 28, 2013

Members present: Cal Jackson, Honey Kuhn, Dick Webb, Jill Gross, Sandi Schaeffer, and Jack Fisher. Also present was Library Director Krystal Smith.

Members absent: Roger Moriarty

#### Call to Order

Cal Jackson called the meeting to order at 6:34 PM. No members of the public were present.

Cal called the meeting to order at 6:34 p.m. Jill made a motion to accept the minutes of the June, Board meeting, with corrections. Honey seconded the motion. The motion carried unanimously.

Roger read the minutes from the December 27, 2012 meeting. Dick made the motion to accept the minutes as read; Sandi seconded. Motion passed all in favor.

#### **Old Business**

Property Line Issues - Jill reported on the issue of the Honey made a motion to give pea gravel to the town of Mentone in exchange for the pea gravel on Library property. Dick seconded the motion. Discussion was held. The town will move the pea gravel to opposite of the fence. We will give the town the remainder of the pea gravel. This will all occur when the Board redoes the fenced in area. The motion carried unanimously.

Landscaping Project - Honey wanted to obtain other bids for the fenced-in area so that the library obtains the best pricing. In other discussion on the issue, Jill would like to see the library personnel sweep the sidewalks and pick up trash. The Board felt that the cost is quite hefty. The Board would like to do something to address the looks of the outside of the building, but the cost may be too much.

Jack made a motion to remove the fencing, trees, pea gravel and cover the area with mulch and this would be called Phase 1 of outdoor restoration. Dick seconded the motion. The motion carried unanimously.

Sandi reported that her son is willing to help learn how to do the outdoor sign. He will come in and talk to Krystal. The question of nepotism came up, and Sandi recommended that Krystal talk to the ICE program.

#### **New Business**

Frank and Jerry Smith Fund Update – Krystal gave the Board members a copy of the Kosciusko County Community Foundation Memorial Fund for the Bell Memorial Library. (See attached sheets.) There will be a distribution given to the library during the 2014 year.

Bond for Treasurer - Jill's bond has been approved.

Transfers in Budget – Jill made a motion to move \$500.00 from Repair and Maintenance to Other Office Supplies, \$250.00 from Office Supplies to Operating Supplies, \$80.00 from Other Insurance to Official Bonds, \$12.50 from Dues and Fees to Freight and Express, \$900.00 from Repairs – Equipment to Professional Services, and \$200.00 Software Public to Equipment – Technology. Honey seconded the motion. Approval was by signature, and the motion carried.

Vote to Advertise the 2014 Budget – Krystal gave copies of fiscal information for the 2014 Budget. (See attached copy.) She also gave "Amortization Schedule for 2014 (See attached copy.) Also, Krystal provided the Budget Estimate for "Debt Service" and "Budget Estimate – Financial Statement – Proposed Tax Rate." (See attached copy.) She also gave "Budget Estimate for General Fund." (See attached copy.) Cal asked about what the Affordable Health Care Act will do to our budget. Krystal said she thought that it applied to firms with 50 employees. Sandi made a motion to advertise the General and Debt Fund Budgets for 2014. Dick seconded the motion. The motion carried unanimously.

Krystal reported the August meeting will be held to have a public hearing and the September meeting will be to adopt the budget.

Honey made a motion to pay the bills as presented. Dick seconded the motion. The motion carried unanimously.

## **Adjournment**

Honey made a motion to adjourn the meeting. Jill seconded the motion. The motion carried unanimously.

Secretary's Signature:	**
Date of Approval:	



Where Donor Dreams Shine.

#### FUND REPORT JUNE 30, 2013

# FRANK D. AND GERALDINE "JERRY" L. SMITH MEMORIAL FUND FOR THE BELL MEMORIAL LIBRARY

Beginning Fund Balance 7/1/12	Year-To- Date 0.00
Plus Receipts:	
Contributions	100,000.00
Interest & Dividend Income	2,090.54
Realized Gain/(Loss) on Sales	599.84
Unrealized Gain/(Loss) on Market	2,958.65
Total Receipts	105,649.03
Less Disbursements: Grants Paid Investment Expenses Credit Card Gift Processing Costs KCCF Administrative Fees Legal/Miscellaneous Expenses Total Disbursements	0.00 184.91 0.00 530.18 0.00 715.09
Net Transfers	0.00
Ending Fund Balance	104,933.94
Dollars Available for Distribution	0.00

Contribution detail this period:

Donor	Date	Amount
Frank D. and Geraldine "Jerry" L. Smith Administrative Trust	12/11/2012	100,000.00
*** Total Gifts:		100,000.00

#### No grants this period.

This e-mail message has been scanned for Viruses and Content and cleared by MailMarshal

#### **Krystal Smith**

From: Sent: Amy Donley [amy@kcfoundation.org] Thursday, July 25, 2013 9:35 AM

To:

Krystal Smith

Subject:

Fund Report for June 30, 2013

**NOTE: Not a Duplicate** 

(If you receive multiple emails, each one contains a different fund report at the bottom.)

#### Greetings:

Thank you for choosing the Community Foundation to help you and your family with your charitable giving. It is our great pleasure to serve you. We understand that gifts to us from families like yours impact our community, now and in the case of endowment funds, forever.

Did you know that while some folks decide to make gifts during their lives, others choose to make their largest gifts at the time of their death? These powerful testaments to their values and character make a lasting impression on their families, their friends and their communities. They leave a path of footprints for others to follow.

Thoughtful estate planning is one means we all have to make a print in the sands of time, to help others recall our priorities. Consider the effect of a plan that not only includes provisions for family members, but also provides resources for charitable organizations, or establishes an endowment fund for your favorite charity at the Community Foundation.

It was St. Francis of Assisi who wrote: "Remember that when you leave this earth, you can take with you nothing that you have received – only what you have given: a full heart enriched by honest service, love, sacrifice and courage."

There is something about a well-planned estate gift that influences others "to go and do likewise". Call the Community Foundation today for more information about leaving a legacy. We are here for you.

The Fund Report for the Frank D. and Geraldine "Jerry" L. Smith Memorial Fund for the Bell Memorial Library follows. It covers the period beginning July 1, 2012 through June 30, 2013. Remember, you will receive a separate report for each fund you hold at the Foundation. Please let us know if you have any questions.

Sincerely,

Amy Donley Director of Finance

Kosciusko County Community Foundation, Inc. 102 E. Market Street, Warsaw, IN 46580 P. 574-267-1901 F. 574-268-9780

www.kcfoundation.org



Confirmed in compliance with National Standards for U.S. Community Foundations

# Agenda

# I. Call to order Library Budget Public Hearing 6:30 PM

## II. Call to order Public Meeting 6:45 PM

A. Welcome guests

## III. Minutes July 29, 2013

A. Additions and corrections

#### IV. Old Business

- A. Landscaping project
- B. Additional old business, if necessary

#### V. New Business

- A. Krystal's reports
  - 1. Building issues
    - a. Carpet cleaning---Rob's carpet Service
      - b. Fire alarm inspection
  - 2. e-Rate Consortium Resolution for approval
  - 3. Employee evaluations
  - 4. NICCL-IT contract renewal
  - 5. Book Buddies Kits
- B. Resolutions to transfer 2013 Budget items
- C. Approval of bills
- D. Additional new business if necessary

# VI. Adjournment

## **Library Board Meeting**

## Minutes – August 26, 2013

Members present: Cal Jackson, Honey Kuhn, Dick Webb, Jill Gross, and Jack Fisher. Also present was Library Director Krystal Smith.

Members absent: Roger Moriarty and Sandi Schaeffer.

#### Call to Order

Cal called the Regular Board Meeting to order along with the Public Meeting at 6:30 p.m. Dick made a motion to accept the minutes of the July 28, 2013 Board meeting, with corrections. Jill seconded the motion. The motion carried unanimously.

The Public Meeting was closed at 6:45 p.m. with no public members present.

#### **Old Business**

Krystal gave Board members a synopsis sheet of a possible Landscape project presented by Price Nursery of Plymouth, Indiana. A complete design will be submitted.

Some discussion was held as to what the timeline was for the outdoor project. Jill still needs to talk with Josh about the pea gravel and the fence.

#### **New Business**

Krystal had Rob's Carpet Service do all of the carpet except Day Care area and Seniors area. The cost was \$1,000, and she wants to have all of the carpets cleaned at one time.

Cottage Watchman came and inspected the fire alarm system at a cost of \$325.00. Everything passed inspection.

The Board was presented with the e-Rate Consortium Resolution Contract. Dick made a motion to approve the e-Rate Consortium Resolution. Jack seconded the motion. The motion carried unanimously.

Krystal will be attending the County Council meeting on September 12 for approval of the budget.

Employee evaluations will be coming.

Krystal presented the NICCL-IT contract for renewal. This is the technology group. Chester is the current company. Two other companies can be chosen. They will make a decision in October.

Brenda, Shelly, and Maddy are working to make the Book Buddy Kits available. They will make a display out front to promote the kits which can be checked out.

Krystal presented Resolutions to Transfer. Jill made a motion to make the following transfers: \$500 from Other Repair Supplies to Repair Parts, \$500 from Other repair Supplies to Operating supplies, and \$32.25 from Taxes and Assessments to Dues and Fees. Then between major budget classifications: \$750 from Building Insurance to Young Adult Books and \$500 from Building Insurance to Other Office Supplies. Dick seconded the motion. The motion carried unanimously.

Bob's Lock and Key came and cleaned the Main Door and the Employee Bathroom door. A new break bar will be purchased for \$100.

Jill made a motion to approve the bills and Honey seconded the motion. The motion carried unanimously.

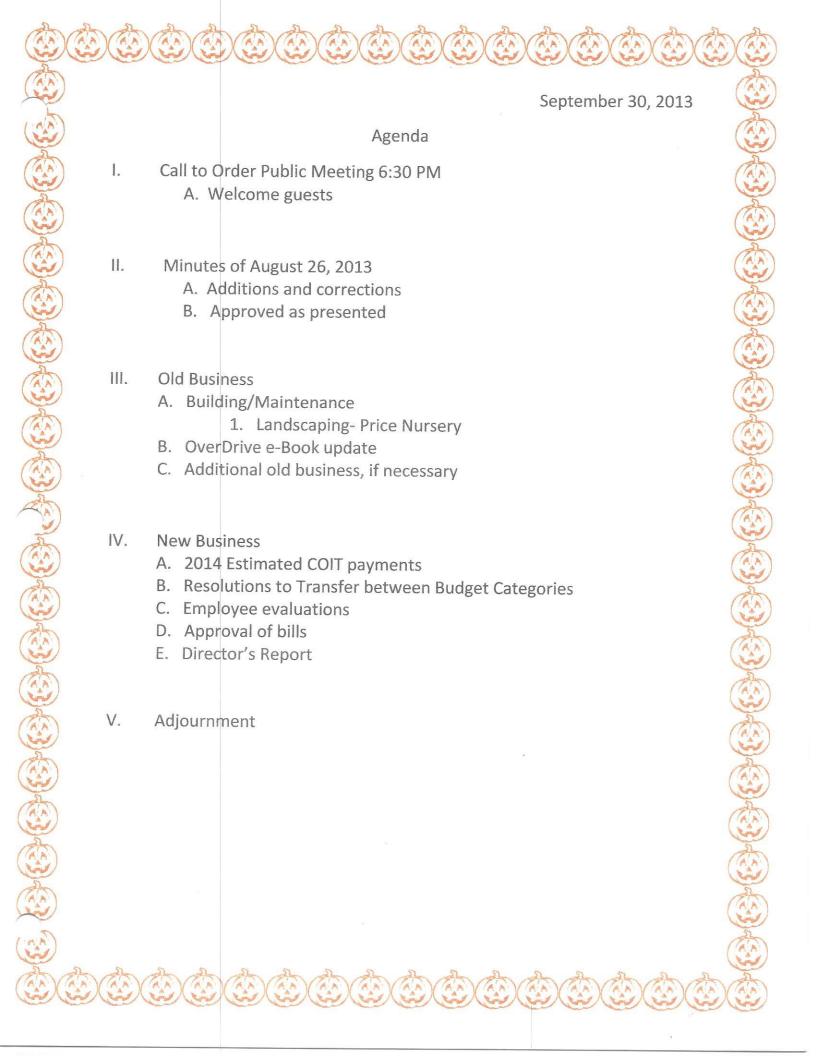
Jill asked about the ebooks and where we were at with acquiring them. Krystal will be checking on other sellers.

Cal asked about anything that has been done about getting someone to do the signage. Krystal said no. Sandi's son could not do it.

## Adjournment

Jack made a motion to adjourn the meeting.	Dick seconded the motion.	The
motion carried unanimously. The meeting w	as adjourned at 7:20p.m.	

Secretary's Signa	ture:	
Date of Approval:		



## **Library Board Meeting**

#### Minutes – September 30 2013

Members present: Cal Jackson, Honey Kuhn, Dick Webb, Jack Fisher, Roger Moriarty, Jill Gross and Sandi Schaeffer. Also present was Library Director Krystal Smith.

Members absent

#### Call to Order

Cal called the Regular Board Meeting to order along with the Public Meeting for the 2014 at 6:35 p.m. Honey made a motion to accept the minutes of the August 26, 2013 Board meeting. Dick seconded the motion. The motion carried unanimously.

The Public Meeting was closed at 7:00 p.m. with no public members present.

#### **Old Business**

Discussion was held on a plan to landscape the outdoor area. (See the attached design.) The Board was presented with a plan from Price Nursery. Discussion involved an amount of money to spend. Jill made a motion to spend up to \$55,000 from the Gift Fund for the landscaping of the outdoor area and a bid on an annual maintenance contract. Roger seconded the motion. The motion carried unanimously. Krystal will relay the Board's feelings about changes to the plan.

Krystal gave an update on OverDrive ebooks. All you need is your barcode and your zip code. It came online today.

#### **New Business**

The estimated amount the Bell Library will receive from COIT payments for 2014 will be \$73,929.25.

Krystal presented Resolution To Transfer between Major Budget Classifications within the Library Operating Fund. Jill made a motion to transfer \$400 from Advertising and Publishing to Children's supplies and \$600 from Building Insurance to Operating Supplies. Honey seconded the motion. The motion carried unanimously.

Krystal presented the evaluation of Bell Memorial Library employees. Cal suggested that Board members take the evaluations and read them at a later time. These records are strictly confidential, and these records needs to be kept private. If there are are concerns, we will discuss next month.

Library received approximately \$1,500 from the LSTA grant of our internet service.

Cal asked about the project with the Bell Museum on scanned pictures. Krystal indicated the project has just been completed and the Board will have to decide how they want to display these pictures. Krystal will ask the tech people if the pics can be attached by hard drive to our web page.

The Auditor is coming Wednesday, October 2 to Thursday, October 9, 2013.

Jack made a motion to pay the bills. Roger seconded the motion. The motion carried unanimously.

Honey would like Krystal to come up with guidelines for a maintenance person. Going along with this, the Board will spend time focusing on future plans for the library building.

## Adjournment

Roger made a motion to adjourn	the meeting.	Honey seconded	the motion.
The motion carried unanimously.	The meeting	was adjourned at	7:50 p.m.

Secretary's Signature:	
Date of Approval:	

# Agenda

# I. Call to order Public Meeting 6:30 PM

A. Welcome guests

## II. Minutes Sept. 30, 2013

A. Additions and corrections

#### III. Old Business

- A. Landscaping project--Price Nursery
- B. Audit Review
- C. Maintenance position?
- D. Additional old business, if necessary

## IV. New Business

- A. Krystal's reports
  - 1. Building issues
    - a. Quine-Freeman inspections repairs report
- B. Approval of bills
- C. Additional new business if necessary

## V. Adjournment

a. Quine-Freeman inspections repairs report

2. Resolution to adopt 2014 budget

3. Board members appointments (Roger and Cal) — atwood

4. Other general reports if time permits

pproval of bills

dditional new business if necessary

Bldg and

Past affice

## Library Board Meeting Minutes – October 28, 2013

Members present: Cal Jackson, Honey Kuhn, Dick Webb, Jack Fisher, Roger Moriarty, Jill Gross and Sandi Schaeffer. Also present was Library Director Krystal Smith.

Members absent: None

#### Call to Order

Cal called the Regular Board Meeting to order along with the Public Meeting for the 2014 at 6:35 p.m. Roger made a motion to accept the minutes of the September 30, 2013 Board meeting. Honey seconded the motion. The motion carried unanimously.

#### **Old Business**

Price Nursery did not get a price for outdoor landscaping. They will not provide the pergola. The Board will wait for a quote.

The auditors from the State of Indiana completed their audit on the Bell Library financial books. Krystal has not received an official written report from the State Board of Accounts. We do need to adopt a salary ordinance every year. It was suggested that the sheet contain current salary, years of experience, and position. The next sheet needs to be updated by December 31, 2013.

Honey brought up the need to make a job description for a maintenance position for the 2015 budget. Cal wondered about having a Temp service to provide someone for certain days to come in and complete a list of items that need to be done. Cal asked that a list of maintenance items be developed by the staff that a person could do.

SANDI BROUGHT UP ABOUT THE PAINTINGS WE HAVE COMING FROM ROBERT HUDSON. Krystal has a letter that says paintings are to be completed by December 30, 2013.

#### **New Business**

Krystal is looking at changing schedules to accommodate the use of tablets by High School students. More information to follow.

Krystal brought up the possible change in the way the Internet is being provided to the library.

After the first of the year, Krystal wants the library to come up with a new brochure for Memorials and Gifts.

Krystal presented two resolutions for Board approval:

1. We, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library Operating Fund:

Transfer from Software-Public, \$500.00 to Books-Young Adult, adopted October 28, 2013.

2. We, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library Operating Fund:

Transfer from Misc. Program Supplies, \$500.00 to Cleaning Supplies, adopted October 28, 2013.

Sandi made a motion to accept the resolutions as presented. Honey seconded the motion. The motions carried unanimously.

Dick made a motion to adopt the 2014 budget for the Bell Memorial Library. Roger seconded the motion. The motion carried unanimously.

Krystal will be posting in several places, the job description to replace Cal Jackson.

Jill made a motion to approve the bills. Honey seconded the motion. The motion carried unanimously.

## Adjournment

Roger made a motion to adjou	ırn the meeting.	Jill seconded the mo	otion.	The
motion carried unanimously.	The meeting was	adjourned at 7:30 p.i	m.	
Secretary's Signature:	ix .			
Date of Approval:				
5 (5)				

Library Board Meeting November 25, 2013

Members present: Honey Kuhn, Jill Gross, Roger Moriarty and Cal Jackson. Krystal Smith, Library Director, was also present.

Members absent: Dick Webb, Sandi Schaeffer, and Jack Fisher

#### Call to Order

Meeting called to order at 6:33 pm by President Cal Jackson.

Minutes from the October 28, 2013 meeting were presented. Motion to approve the minutes as presented was made by Jill and seconded by Honey. Motion passed all in favor.

#### **Old Business**

Discussion was held on Price Nurseries plan for landscaping the back area. The next steps will be as follows: Jill will get quotes on the pergola; Roger will inquire about fence prices; and Honey will get quotes for the stamped concrete. Krystal will get quotes from Wabash Valley for picnic tables, two 6' benches and 4 trash cans. All will report their findings at the December meeting.

Martha submitted her verbal resignation. Her last day will be December 31, 2013. Discussion followed with several choices for the Board to decide: combine the maintenance and janitor positions; contract with a professional cleaning service; make both positions employees or service contracts.

It was collectively decided that the two positions would remain separate and be considered as employees of the Library. Hours and pay rate will be determined later. We will begin with word-of-mouth. If that doesn't garner sufficient interest then advertisements will be posted in local newspapers.

## **New Business**

Krystal related recent, on-going problems with CompuTrain IT services and requested permission to pursue other companies. Brenda and Deb will be included in these interviews. Verbal permission was granted by the Board.

Krystal presented a resolution to establish another line item in the 2013 General Fund for E-Book services. Roger made the motion and Honey seconded; motion passed unanimously.

Several resolutions were presented for transferring funds within Budget categories. (see attached list) Roger moved to approve these transfers and Honey seconded. Motion passed all in favor.

Roger presented a letter that he has written to the Kosciusko County Council explaining why he wants to be reappointed to the Library Board. Krystal will take the letter to the next Council meeting. (see attached letter)

Krystal distributed copies of the current NIPSCO bill showing a sizeable increase. She was directed to contact NIPSCO for a meter check. Because there were some problems with one of the HVAC units during that same period, the NIPSCO bill may be reflecting that over-usage. However, bills will be monitored for future usage.

It was a unanimous decision to table Honey's proposal for the building expansion.

Honey made a motion to approve the November claims; Roger seconded. Motion passed all in favor.

Roger requested use of Bell-X 1 room for a Lion's Club meeting on December 4. It was the consensus that if he followed Library policy then this would be OK.

Roger made a motion to adjourn. Jill seconded. Motion passed unanimously.

Meeting adjourned at 7:45 pm.

Attest		
Secretary		

# Agenda

# I. Call to order Public Meeting 6:30 PM

A. Welcome guests

# II. Minutes Oct. 28, 2013

A. Additions and corrections

#### III. Old Business

- A. Landscaping project
- B. Bob Hudson and Picture update
- C. Maintenance position/cleaning service (Martha)
- D. Additional old business, if necessary

#### IV. New Business

- A. Krystal's reports
  - 1. Technology update
    - a. IT services/CompuTrain
  - 2. Resolution to transfer funds in Operating Budget
  - 3. Board members appointments (Roger and Cal)
  - 4. Other general reports if time permits
- B. Discussion on future building plans
- C. Approval of bills
- D. Additional new business if necessary

## V. Adjournment

Library Board Meeting November 25, 2013

Members present: Honey Kuhn, Jill Gross, Roger Moriarty and Cal Jackson.

Krystal Smith, Library Director, was also present.

Members absent: Dick Webb, Sandi Schaeffer, and Jack Fisher

## Call to Order

Meeting called to order at 6:33 pm by President Cal Jackson.

Minutes from the October 28, 2013 meeting were presented. Motion to approve the minutes as presented was made by Jill and seconded by Honey. Motion passed all in favor.

#### **Old Business**

Discussion was held on Price Nurseries plan for landscaping the back area. The next steps will be as follows: Jill will get quotes on the pergola; Roger will inquire about fence prices; and Honey will get quotes for the stamped concrete. Krystal will get quotes from Wabash Valley for picnic tables, two 6' benches and 4 trash cans. All will report their findings at the December meeting.

Martha submitted her verbal resignation. Her last day will be December 31, 2013. Discussion followed with several choices for the Board to decide: combine the maintenance and janitor positions; contract with a professional cleaning service; make both positions employees or service contracts.

It was collectively decided that the two positions would remain separate and be considered as employees of the Library. Hours and pay rate will be determined later. We will begin with word-of-mouth. If that doesn't garner sufficient interest then advertisements will be posted in local newspapers.

## New Business

Krystal related recent, on-going problems with CompuTrain IT services and requested permission to pursue other companies. Brenda and Deb will be included in these interviews. Verbal permission was granted by the Board.

Krystal presented a resolution to establish another line item in the 2013 General Fund for E-Book services. Roger made the motion and Honey seconded; motion passed unanimously.

Several resolutions were presented for transferring funds within Budget categories. (see attached list) Roger moved to approve these transfers and Honey seconded. Motion passed all in favor.

Roger presented a letter that he has written to the Kosciusko County Council explaining why he wants to be reappointed to the Library Board. Krystal will take the letter to the next Council meeting. (see attached letter)

Krystal distributed copies of the current NIPSCO bill showing a sizeable increase. She was directed to contact NIPSCO for a meter check. Because there were some problems with one of the HVAC units during that same period, the NIPSCO bill may be reflecting that over-usage. However, bills will be monitored for future usage.

It was a unanimous decision to table Honey's proposal for the building expansion.

Honey made a motion to approve the November claims; Roger seconded. Motion passed all in favor.

Roger requested use of Bell-X 1 room for a Lion's Club meeting on December 4. It was the consensus that if he followed Library policy then this would be OK.

Roger made a motion to adjourn. Jill seconded. Motion passed unanimously. Meeting adjourned at 7:45 pm.

Attest	
Secretary	

# Transfers within a Budget Category

\$300	FROM	Other repair supplies	TO	Repair parts
\$100	FROM	Other supplies	ТО	YA Program supplies
\$500	FROM	Other insurance	ТО	Building & structures
\$3000	FROM	Gas	ТО	Professional services
\$1000	FROM	Telephone & Internet	ТО	E-Books services
\$675	FROM	Maintenance-Equip.	ТО	Electricity