

Bell Memorial Public Library Board Meeting Agenda

3 February 2014

Jan. 2014 Mtg. For Jan. mtg.

I. Call to Order

A. Welcome guests

II. Minutes from December 30, 2013

A. Additions and corrections

III. Election of Officers

IV. Old Business

A. Robert Hudson painting

B. Cleaning service/Janitor

C. NIPSCO bills

D. Additional old business, if necessary

V. New Business

A. Review of Finances

1. Establish Financial Planning Committee Officers for 2014

2. Review GOB Debt Fund Amortization Schedule

3. Review Library Fund Accounts and CDs

B. Director's Report

1. Inclement Weather Closing Policy Draft

C. Approval of Claims

D. Additional new business, if necessary

VI. Adjournment

Library Board Meeting
Monday, February 3, 2014

Due to inclement weather on the Board's regular meeting date of January 27, the meeting was moved to Monday, February 3, 2014.

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

Members Absent: Jack Fisher

The meeting was called to order at 6:38 pm. No members of the public were present.

The minutes of the December 30, 2013 meeting were read. Honey made the motion to accept the minutes as presented; Dick seconded; motion passed all in favor.

ELECTION OF OFFICERS

Dick placed Roger's name on the ballot for President. Honey moved that Dick's name be on the ballot for Vice-President and that the current officers of Jack Fisher as Secretary and Jill Gross as Treasurer be retained for 2014. Motion was seconded by Sandi and passed unanimously.

OLD BUSINESS

Robert Hudson was not present and therefore, did not bring the painting. The Board requested that Krystal contact Hudson to ask that he bring the painting any time by the end of February.

Cleaning service will continue through February. Krystal gave Jill a copy of the Janitor's responsibilities to forward to a candidate that Jill recommends.

LIBRARY REMODELING PROJECT

Honey began a lengthy discussion about this project and that we need to move forward. She suggested that we consult with architects that only build libraries. Krystal will compile a list of architects for the February meeting.

Storage space upstairs and in the former Day Care area was discussed. Jill will visit Costco to determine if they have the heavy shelving that we need. Roger suggested contacting Wes Backus, TVHS Principal, to ask if the Trades students could come and move the table and anything else we need moved. Krystal will contact Mr. Backus.

BOARD VACANCY

Honey suggested Larry Yeiter as he lives at Crystal Lake and we want someone from the northern part of Harrison Township. Krystal will contact him to see if he is interested.

NEW BUSINESS

Honey made a motion to approve the current Board to serve as the Finance Committee. Officers would also be the same for both the Board and the Committee. Motion seconded by Sandi and passes all in favor.

REVIEW OF LIBRARY FINANCES

Interest from the Frank and Jerry Smith Memorial Fund at the Community Foundation is \$3131.00 for 2014. Discussion on placement and use of the money led to Jill making a motion to place the money into the Gift Fund. Honey seconded. Motion passed unanimously. The Board consensus was to possibly use the money to purchase shelving.

Krystal stated that a revised GOB2002 Debt Fund Amortization Schedule would be compiled next summer when she meets with our DLGF rep. This is necessary to accommodate Regions Bank request that January payments be made in December of the previous year. This requires an adjustment for Budget purposes.

The Board reviewed current fund balances. We have 2 CDs to come due in 2016 and 2017.

RESOLUTION TO TRANSFER FUNDS

Krystal requested that \$400 be transferred from Professional Services to Publicity Promos. Honey made the motion to approve the transfer with Dick seconding. Motion passed unanimously.

INCLEMENT WEATHER POLICY

Krystal presented a draft for closing due to inclement weather. After extensive review, Jill moved to approve the policy with revisions. Honey seconded. Motion passed all in favor.

CLAIMS APPROVAL

Claims presented before the Board were approved by signature.

ADJOURNMENT

Sandi made the motion to adjourn with Dick seconding. Motion passed unanimously. Meeting adjourned at 8:15 pm.

ATTESTATION

Secretary's signature _____

Date of Approval _____

BMPL Board Meeting Minutes
Monday, February 24, 2014

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

Members absent: Jack Fisher

The meeting was called to order by President Roger Moriarty at 6:30 pm. He welcomed Larry Yeiter who is attending this meeting as a guest. Larry indicated that he is willing to serve on the Board replacing Cal. Paperwork will be sent to the County Commissioners for approval. Official appointment will come in March 2014.

The minutes of the February 3, 2014 (postponed from January) were read. Dick made a motion to accept the minutes as presented; Jill seconded and the motion passed all in favor.

OLD BUSINESS

Cleaning service/Janitor: Jill will provide information to the individual that she knows for the Janitor's position. Krystal mentioned that April Jones had applied, but was waiting to hear from her to make an appointment for an interview. We may need to contract with the cleaning service through March.

Library remodeling project: To give Larry some background as to what the Board's future intentions are for the Library and for landscaping, explanations were given regarding these areas. Honey emphasized that the Board desires the building to be accomplished in phases. She also reminded everyone that funding this project needs to be addressed.

The upstairs storage area and the former Day Care rooms were also mentioned. Jill displayed a photo showing the shelving that is available at Menard's. Roger stated that he had spoken with Wes Backus about bringing some TVHS boys to move the large table and anything else we want moved.

Krystal will meet with Brenda, Deb, Shelly and Maddy about what items will be kept, discarded, sold, or moved into a storage unit. This should determine the amount of shelving to be purchased.

Honey suggested that the Board needs to take a tour of the Library, especially the storage areas. It was decided to take this tour at the next Board meeting on March 31. We will meet at 6 pm for the tour, followed by the regular Board meeting.

Inclement weather policy: Krystal distributed revised copies of the Inclement weather policy, which the Board had adopted at the last meeting. Copies will be given to each staff member.

Robert Hudson painting: Sandi expressed disappointment with the painting that Robert had submitted. She noted that the subject of the painting was not what the Board had requested. It was decided that Jack and Sandi would compose a letter to Robert expressing the Board's position.

NEW BUSINESS

Roof drains problem: Krystal presented a quote from N.E.W. Plumbing for heat tape. Dick stated that would not solve the problem and would be too costly. He explained that we should continue putting IceMelt into the catch basin in the parking lot drain. Dick also said that he had poked a hole in the pipe for better drainage from the snow build-up on the roof. If we see water coming out of the hole that means the drains are working. If staff notices that the drains are frozen, we should first contact Dick before hiring a plumber.

Resolutions to Transfer Budget funds: The following transfers were requested by Krystal:

\$ 35.00	from.....Professional Services	to.....Dues and Fees
\$200.00	from.....Professional Services	to.....Advertising & Publicity
\$1000.00	from.....Professional Services	to.....Maintenance-Bldg & Structures
\$300.00	from.....Adult Books	to.....Furniture

Sandi made the motion to approve above-named transfers and Honey seconded the motion. The motion passed unanimously.

Claims: Jill suggested that next year we should pay snow contractors on a monthly basis rather than each time they clear the parking lot and sidewalks.

Motion to approve the claims for February 2014 was made by Sandi and seconded by Dick. All present voted in favor by signature and the motion passed.

Summarization: For everyone's information, Roger summarized the tasks assigned to each Board member and the Director as follows:

Jack and Sandi	compose a letter to Robert Hudson concerning his last painting.
Krystal	will search for the Minutes outlining what the Board requested from R. Hudson in his paintings.
Honey	to locate companies specializing in stamped concrete
Jill	shelving at Menards—will wait to learn how much is needed. Will contact candidate for Custodian to submit her application
Roger	to contact Chewey about fencing for the landscaping project

Adjournment: Dick made the motion to adjourn; seconded by Sandy. Motion passed all in favor. Meeting adjourned at 7:33 pm.

Jack R. Fisher Secretary

copy to Deb
2-6-2014

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$400.00
Budget Category 100.3.00

TRANSFER TO Publicity Promos AMOUNT \$400.00
Budget Category 100.3.21

Adopted this 3rd day of February, 2014.

AYE

NAY

Honey L. Kuhn
Roger A. Mowbray
Sandi Schaeffer
Richard H. Holt
Joe G. Guss

Attest:

Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Adult Books AMOUNT \$ 300.00
Budget Category 100.4.09

TRANSFER TO Furniture AMOUNT \$300.00
Budget Category 100.4.00

Adopted this 24th day of February, 2014.

AYE	NAY
<u>Roger A. Morally</u>	_____
<u>Joe Burns</u>	_____
<u>Richard Philp</u>	_____
<u>Sandi Schaeffer</u>	_____
<u>Honey G. Kerby</u>	_____
_____	_____
_____	_____

Attest: Kristal Smith Sec. Pro Tem
Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$35.00
Budget Category 100.3.00

TRANSFER TO Dues & Fees AMOUNT \$35.00
Budget Category 100.3.07

Adopted this 24th day of February, 2014.

<u>Roger A. Morantz</u>	AYE	_____	NAY
<u>Joe Glavin</u>		_____	
<u>Richard Fick</u>		_____	
<u>Sandi Schaeffer</u>		_____	
<u>Amey H. Kuhn</u>		_____	
_____		_____	
_____		_____	

Attest: Kristal Smith Secy. Pro Tem
Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$ 200.00
Budget Category 100.3.00

TRANSFER TO Advertising & Publicity AMOUNT \$ 200.00
Budget Category 100.3.02

Adopted this 24 th day of February, 2014.

Robert A. Murray
Richard Stoltz
Sandi Schaeffer
Honey & Kuhn

NAY

Attest: Krystal Smith Secy. Pro Tem
Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$1000.00
Budget Category 100.3.00

TRANSFER TO Maintenance - Bldg & Struc. AMOUNT \$1000.00
Budget Category 100.3.23

Adopted this 24th day of February, 2014.

Roger A. Morang ^{AYE} NAY
JoAnn
Richard H. H.
Sandi Schaeffer
Nancy Kuhn

Attest: Kristal Smith Soc'y Pro Tem
Secretary of Appropriating Body

March 31, 2014

Agenda

- I. Call to order Public meeting**
 - A. Welcome guests**

- II. Minutes of February 24, 2014**
 - A. Additions and corrections**

- III. Old Business**
 - A. Tour discussion**
 - B. Janitor position**
 - C. Board appointment – April 8**
 - D. Robert Hudson painting**
 - E. Additional old business, if necessary**

- III. New Business**
 - A. Computer upgrades from Windows XP**
 - B. Clevenger Insurance renewal of contract**
 - C. Resolutions**
 - D. Children's Room Bulletin Board – quote**
 - E. Claims - approve and sign**
 - F. Additional new business, if necessary**
 - G. Robert Hudson – Solicitation issues**

- IV. Adjournment**

Library Board Meeting

March 31, 2014

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

Members absent: Sandi Schaeffer

Larry Yeiter was in attendance at this meeting.

Call to Order

Roger called the Regular Board Meeting of the Bell Memorial Library at 6:30 p.m. Jill made a motion to accept the minutes of the February 24, 2014, Board meeting. Dick seconded the motion. The motion carried unanimously.

Old Business

The Board members took a tour of the building to see what needed to be done throughout the building. Jack suggested a work session to just discuss the issues identified by Board members. Discussion ensued about possible uses for the rooms that are not currently being used. The Board would like to see the empty cardboard boxes disposed of and the electronic items taken to Waste Management for disposal.

Discussion ensued on the janitorial and maintenance positions for the library. Krystal will make a list for the maintenance position.

Larry Yeiter is still not an official member yet. We appreciate his attendance at our meetings.

We are officially done with Robert Hudson. The Board is extremely pleased that his name will not be a part of any future meetings.

Roger presented information on fencing for exterior. The Board will take up this issue at a later meeting.

New Business

Jill made a motion to create a new subcategory in the General Fund Budget Classification Index entitled "E-Book Services". (See the attached motion.) Honey seconded the motion. The motion carried unanimously.

Jill made a motion to move \$1,500 from Professional Services to E-Book Services. (See attached Resolution.) Dick seconded the motion. The motion carried unanimously.

Krystal says we need to upgrade 3 computers that run on XP. Jack made a motion to upgrade the three computers to new equipment running 7 or 8. Honey seconded the motion. Motion carried unanimously.

Dick made a motion to accept the insurance quote from Clevenger Insurance for \$5,553.00. Honey seconded the motion. The motion carried unanimously.

Dallas Richardson gave a quote for a new bulletin board in children's section. Jill made a motion to have a new bulletin board installed for \$592.00. Dick seconded the motion. The motion carried unanimously.

Dick made a motion to accept bills for payment. Jill seconded the motion. The motion carried unanimously. Bills were paid by signature.

There have been some issues with solicitation of models by a local artist at the library premises. Krystal has checked with legal counsel as to how handle the situation. The consensus of the Board was to write down the situation and report to proper authorities if necessary.

Jill made a motion to set a nonresident fee to get a card at the Bell Library at \$88.77. Dick seconded the motion. The motion carried unanimously.

Jack make motion to set an executive session meeting to brainstorm future needs of the library and discuss personnel for April 21, 2014, from 6:00 to 8:00 p.m. Honey seconded the motion. The motion carried unanimously.

Adjournment

Jack made a motion to adjourn the meeting. Dick seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:58 p.m.

Secretary's Signature: Jack R. Fish

Date of Approval: _____

RESOLUTION TO ESTABLISH NEW SUBCATEGORY IN GENERAL FUND

BELL MEMORIAL PUBLIC LIBRARY

WHEREAS, the Bell Memorial Public Library needs to create a new subcategory in its General Fund Budget Classification Index to which funds will be transferred;

NOW THEREFORE BE IT RESOLVED, that a new subcategory entitled "E-Book Services" is hereby created within the "Other Services and Charges" category in the library's General Fund and Budget Classification Index and shall be assigned account number _____.

BE IT FURTHER RESOLVED, that for all subsequent years, the E-Book Services shall be allocated in the "Other Services and Charges" category of the General Fund.

DULY ADOPTED by the Board of Trustees of the Bell Memorial Public Library at its regular meeting held on the 31st day of March, 2014 at which meeting a quorum was present.

AYE

NAY

Jack Fisher

Richard H. H.

Honey Kuhn

Joe Guss

Roger A. Murray

ATTEST: _____
Secretary

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$1500.00
Budget Category 100.3.00

TRANSFER TO E-Book Services AMOUNT \$1500.00
Budget Category _____

Adopted this _____ day of _____, _____.

AYE

NAY

Monica L. Kuhn

Richard Webb

Joe Guss

Jack Fisher
Roger A. Housley

Attest:

Jack Fisher
Secretary of Appropriating Body

BMPL Board of Trustees
Meeting Agenda – 28 April 2014

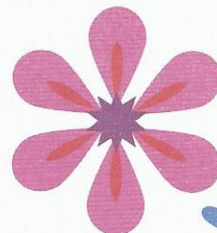
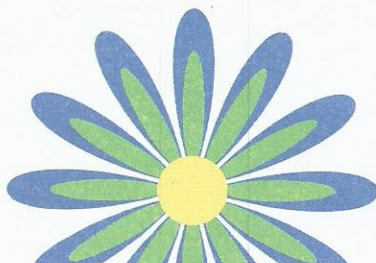
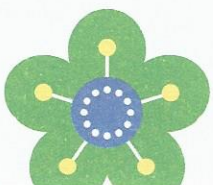
- I. Call to Order**
 - A. Welcome guests**

- II. Minutes from 31 March 2014**
 - A. Additions and/or corrections**

- III. Old Business**
 - A. Building issues**
 - 1. Door locks to repair/replace**
 - 2. Landscaping project**
 - B. Solicitation response**
 - C. Additional Old Business, if necessary**

- IV. New Business**
 - A. WiFi issues**
 - B. Additional Appropriation - \$15,000**
 - C. Gift Fund information**
 - D. Special Meeting review and discussion**
 - E. Additional New Business, if necessary**

- V. Adjournment**



Library Board Meeting April 28, 2014

Members present: Dick Webb, Honey Kuhn, Jack Fisher, Roger Moriarty, Sandi Schaeffer, Larry Yeiter, and Jill Gross. Also present was Library Director, Krystal Smith.
Members absent: None

Call to Order

Roger called to order the Regular Board Meeting of the Bell Memorial Library at 6:30 p.m. Dick made a motion to accept the minutes of the March 31, 2014, Board meeting. Jill seconded the motion. The motion carried unanimously.

Old Business

The door at the east entrance will get a whole new mechanism. The employee door will also receive a new tumbler.

Robert A. Hudson presented a letter concerning an incident that occurred on the property of the Bell Memorial Library. (A copy has been placed with these minutes.)

Larry Yeiter is officially a member of the Library Board!

Krystal will work on a job description for a maintenance person.

Discussion was held on the outdoor area. Honey made a motion to fund the outdoor area at a cost of \$60,000. Dick seconded the motion. The motion carried unanimously.

New Business

Krystal brought the Board information about Wi-Fi access. ENA will give a quote on Wi-Fi based on square footage. Krystal will get estimate and will ask Jack to sit in on the meeting.

Krystal brought request for an additional appropriation because of leftover funds from the operating budget in 2013. The money would go in the 2014 operating budget. Jill made a motion to allow Krystal to go the Kosciusko County Council and request an additional appropriation of \$15,000. Dick seconded the motion. The motion carried unanimously.

Krystal presented information on the Gift Fund. (see attached pages) This is taken under advisement.

Krystal presented written information about the Special Meeting held on April 21, 2014. The meeting dealt with future changes for the library. Discussion ensued over what to do with books deleted from the stack. Consensus was to sell what we can and get rid of the books that remain.

Honey would like two employees to attend a meeting for grant writing.

Dick made a motion to move the conference room to the largest room on the south side of the building. Honey seconded the motion. The motion carried unanimously.

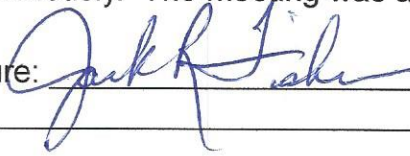
Sandi made a motion to pay the bills by signature. Dick seconded the motion. The motion carried unanimously.

Adjournment

Sandi made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at p.m.

Secretary's Signature: _____

Date of Approval: _____

A handwritten signature in blue ink, appearing to read "Jack R. Lake", is written over two horizontal lines. The signature is fluid and cursive.

Special Meeting Notes

21 April 2014

Members present: Honey Kuhn, Jill Gross, Dick Webb, Larry Yeiter, Jack Fisher

Staff present: Krystal Smith, Brenda Cody, Deb Hiers, Cathy Whetstone

Building issues:

Honey: suggestion to think in terms of a 5-year long range plan

Staff: suggestions to have all walls painted and wallpaper repaired;
ceiling tile replaced

CONFERENCE ROOM space to accommodate various sized groups.
Needs to be acoustically conducive for meetings; heating system noisy

Suggestion: ESTABLISH CONFERENCE/MULTI-PURPOSE ROOM in large
Southeast Day Care room.

First step: Move books and shelving from Day Care room to Bell-X.
Clear Day Care space.

Second step: Have carpet and tile cleaned by Ron's Carpet Service (Krystal)

Third step: Move tables and chairs into new Conference Room

Fourth step: PURCHASE VIDEO AND AUDIO EQUIPMENT FOR CONF. ROOM

Note: DO NOT USE Millenium Sound!!!!

Fifth step: RE-WRITE POLICY ON USING CONFERENCE ROOM

Sixth step: ADVERTISE that Conference Space is now available. Currently we
have application for using Bell-X on our website, which patrons can complete and
e-mail to Brenda.

Movers: Jill suggested using Executive Relocation in Warsaw; Larry is checking
to see if Jail inmates could be used to move books and other items

Honey: minimum of 2 staff attend GRANT WRITING workshop—check with Indiana State Library

LIGHTING: over Computer Area; general checklist of lighting throughout the building

Book Buddies kits: determine where and how these will be stored

PROGRAMS/SERVICES FOR PUBLIC:

Computer classes or One-on-one instruction

ESTABLISH Genealogy and Indiana-related materials in separate room.

PURCHASE microfilm printer and large-screen monitor. Possibly digitize historic documents that we own.

Miscellaneous:

Drop box @ Atwood for DVD returns. Hire Atwood resident to empty and return items twice a week.

Staff must stay informed to provide patrons with current and future services.

Website and Outdoor sign: keep up-to-date

To Mentone Library and Staff:
Please see that all staff read this please.

It has come to my attention via acquaintances' that some of your staff are growingly uncomfortable in my presence while in the library.

I have on a couple occasions asked an employee to possibly model for me. This I understand has caused some embarrassment, unease, and discomfort.

For this, I sincerely apologize to one and all. It will never happen again. **I am truly sorry for all I have wronged.**

Now, in my defense, I offered these opportunities with honest intent to produce a beautiful piece of art. I always ask only one time, leave my number, and if the person asked is interested, they can contact me. I never make a second contact. I have asked people in all positions to be a subject of my art. Arch Diocese of Ft. Wayne...presidents of large corporations...wives, husbands, sons and daughters. I was even commissioned to produce portraits of the Royal Family of Cambodia in 1996. They were assassinated before I finished by terrorist before my contract was completed.

Just because I asked someone to model for me, does not mean I wanted them naked, or otherwise morally compromised. Look at my web page and you see very few NAKED anything.

If that was the interpretation of my invitation, that was **their** perception, not mine. I have talked with my lawyer, and I have some serious concerns about my reputation being slandered. Saying that I asked to have NUDE modeling from anyone is an out side of any truth event. I can only ask someone, if I see something in them of interest that as an artist, I feel I can use, I ask...if their not interested, a **NO** is fine. Slandering my reputation, is wholly unnecessary. I did not slander them by asking, I just asked. I never tell anyone who I asked, or who did model for me....so, in truth, who did I hurt, and how?

I am honest in my intent, please, be honest with me in yours.

Robert A. Hudson,
Mentone artist in residence.

**BMPL Board of Trustees
May Meeting (rescheduled) to June 2, 2014**

- I. Call to Order**
 - A. Welcome guests**

- II. Minutes from April 28, 2014**
 - A. Additions and Corrections**

- III. Old Business**
 - A. Landscaping**
 - B. WiFi ENA contract-review and sign**
 - C. Quine Freeman invoice**
 - D. Additional Old Business, if necessary**

- IV. New Business**
 - A. Brenda's PC**
 - B. Debt Fund payment**
 - C. Director's Report**
 - 1. Close on Saturday – Mentone Days**

- V. Approval of claims for May 2014**

- VI. Adjournment**

copy

22 May 2014

Warsaw Times-Union
P O Box 1448
Warsaw, IN 46581

If time permits, please publish this notice in your paper. Thank you.

NOTICE OF RESCHEDULED BOARD MEETING

Bell Memorial Public Library regular Board Meeting has been rescheduled to Monday, June 2, 2014 at 6:30 pm in the Bell-X Room in the Library, 101 W. Main Street, Mentone, Indiana.

Sincerely,

Krystal Smith, Director

copy

22 May 2014

Rochester Sentinel
Town Talk
P O Box 260
Rochester, IN 46975

If time permits, please publish this notice in your paper under Town Talk and in the Meetings column. Thank you.

NOTICE OF RESCHEDULED BOARD MEETING

Bell Memorial Public Library regular Board Meeting has been rescheduled to Monday, June 2, 2014 at 6:30 pm in the Bell-X Room in the Library, 101 W. Main Street, Mentone, Indiana.

Sincerely,

Krystal Smith, Director

copy

Jeri Seely, Editor-in-Chief
The Papers
206 S. Main Street
Milford, IN 46542

Dear Mrs. Seely,

If time permits, please publish this notice in your paper. Thank you.

NOTICE OF RESCHEDULED BOARD MEETING

Bell Memorial Public Library regular Board Meeting has been rescheduled to Monday, June 2, 2014 at 6:30 pm in the Bell-X Room in the Library, 101 W. Main Street, Mentone, Indiana.

Sincerely,

Krystal Smith, Director

Library Board Meeting
June 2, 2014 (May meeting rescheduled)

*add - bylaws
distributed
for review
and
adoption*

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

Members absent: Jack Fisher

Guest: Joel of WLM

Meeting opened at 6:30 PM with the reading of the minutes from April 28, 2014. Dick made a motion to accept the minutes as presented; Honey seconded. Motion passed all in favor.

OLD BUSINESS

Landscaping project

Joel presented a revised plan for landscaping the back yard area. He highlighted several points about the project: 1) low maintenance was top priority, so WLM will include an in-ground sprinkler system; 2) plantings will show a rotation of color throughout the year; 3) all plantings will carry a three-year warranty. Cost for the project will be Landscaping \$9500, LED lighting \$3400, and Sprinkler \$5000 for a total of \$18,000.

Approximate cost for a 3-year maintenance contract from WLM would be \$2000. This includes routine mulching, spraying and trimming as needed.

Further discussion centered on the hardscaping components: pillars with lights and the stone pathways. Board also discussed asking local businesses to sponsor a pillar which would include a plaque with the company's name engraved. This could have the potential of recuperating some, or all, of the cost for the pillars.

Likewise, the sidewalk paving stones could be engraved and sponsored by the public for a monetary donation to cover the cost of the pavers.

Honey made a motion to approve the Landscaping project at a cost up to \$84,000. Jill seconded; motion passed unanimously.

NEW BUSINESS

WiFi proposal by Educational Networks of America

Krystal distributed copies of the proposal for ENA to become our WiFi provider. Jill made the motion to approve accept ENA's proposal for Option 2. Second by Sandi. Motion passed unanimously.

New Staff PC

Brenda's PC is 6 years old and needs to be replaced. CompuTrain submitted a quote of \$825.00 for a Lenovo computer. Larry made the motion to approve this purchase. Honey seconded. Motion passed all in favor.

Closing @ 7 PM

Chart showing # of patrons who visited the library on Tuesday and Thursday evenings from 5 – 8 pm was presented by Krystal. Figures indicated that not many used the library after 7 PM. With all of the staffing problems we have been experiencing lately, Krystal would like to close the library at 7 PM during the Summer Reading Program. A motion by Jill was made and Honey seconded it. Motion passed all in favor.

Mentone Days

Krystal asked permission to close the library on Saturday, June 7 during Mentone Days. Honey made the motion to close. Dick seconded and the motion passed unanimously.

Town of Mentone payments

Jill noted that the Town is obligated to pay BMPL \$2000 annually for rent of the Senior's room for 20 years. In addition, according to the grant, the Town was also to reimburse the library [29%] of the utilities up to an annual amount of \$5000 for 5 years. The Town has met both obligations for much longer than the 5 years. Jill mentioned that the Town would like to lower the utilities payment to not exceed \$2500 each year. Rent payment would remain at \$2000.

Krystal will consult with Deb to determine how much the Town has been remitting to the library. She will report at the next Library Board meeting.

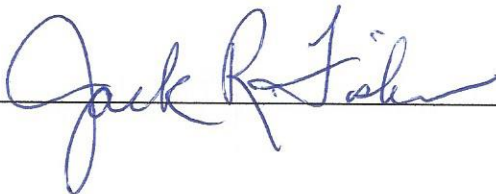
Claims

Sandi made a motion to approve the claims that were brought before the Board. Dick seconded and the motion passed all voting in favor.

Adjournment

Having no more business before the Board, Dick made a motion to adjourn the meeting. Honey seconded. Motion passed unanimously. Meeting adjourned at 8:32 PM.

Attest: Secretary



Approved _____

Agenda for BMPL Board of Trustees Meeting
June 30, 2014

- I. Call to Order
- II. Welcome Guests
- III. Minutes from June 2, 2014
- IV. Old Business
 - A. Landscaping Project update
 - B. WiFi Project update
 - C. Town of Mentone contract payments
 - D. Additional Old Business, if necessary - adapt weather by-laws
- V. New Business
 - A. Display case door project estimate
 - B. Director's report - Resolutions
 - C. Claims presented for approval - bring to next meeting
 - D. Additional New Business, if necessary
- VI. Adjournment

Library Board Meeting

~~March 31, 2014~~

June 30, 2014

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

Members absent: none

No patrons or guests were in attendance.

Call to Order

Roger called the Regular Board Meeting of the Bell Memorial Library at 6:30 p.m. Dick made a motion to accept the minutes of the meeting on June 2, 2014, with the addition of "by laws were presented to the Board members for adoption at the June 30, 2014, meeting. This was a part of Old Business. Honey seconded the motion. The motion carried unanimously.

Old Business

Landscaping Project Update: They will be here Monday or Tuesday (Pete Paseka and Chewy Secrist) to begin work on the outside landscaping.

WiFi Project Update: \$5760.00 is the cost for the WiFi changes.

Town of Mentone Contract Payments: The town would like to change the amount paid yearly to \$2,500 for keeping the Senior Citizen Center.

Additional Old Business: Sandi made a motion to adopt the Bell Memorial Public Library By-Laws. Dick seconded the motion. The motion carried unanimously.

Brenda has a new computer.

New Business

Dallas Richardson gave a quote on a new case door project. It will cost \$1,888.43. Jill made a motion to have Dallas complete the project with money from the Gift Fund. Sandi seconded the motion. The motion carried unanimously.

Resolutions were presented by Krystal Smith to transfer funds from one account to another

\$350 from Office Supplies to Professional

\$600 Office Supplies to Advertising

\$2000 Professional Services to Maintenance

\$200 Professional Services to Dues and Fees

\$800 Professional Services to Publicity

Honey made a motion to approve all transfers of appropriations as listed above. Dick seconded the motion. The motion carried unanimously with signatures placed on each appropriation paper. (See attached appropriations.)

Jack made a motion to approve the payment of claims. Larry seconded the motion. The motion carried unanimously.

Honey asked about the weeding of books from the library. Krystal weeds the adult books and Maddie weeds the children's books.

Adjournment

Jack made a motion to adjourn the meeting. Dick seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:18 p.m.

Secretary's Signature: _____

Date of Approval: _____

RESOLUTION TO TRANSFER BETWEEN MAJOR BUDGET CLASSIFICATIONS
WITHIN THE LIBRARY OPERATING FUND

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Major Budget Classification to another,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfers be made within the Library Operating Fund:

TRANSFER FROM Other Office Supp. AMOUNT \$600.00

Budget Category 100. 2. 00

TRANSFER TO Advertising AMOUNT \$600.00

Budget Category 100. 3. 02

Adopted this 30th day of June, 2014.

AYE

NAY

Sandi Schaeffer
[Signature]
Honey L. Kuhn
[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Attest:

Secretary of Appropriating Body

Jack Fisher

RESOLUTION TO TRANSFER BETWEEN MAJOR BUDGET CLASSIFICATIONS
WITHIN THE LIBRARY OPERATING FUND

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Major Budget Classification to another,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfers be made within the Library Operating Fund:

TRANSFER FROM Other Office Supplies AMOUNT \$ 350.00

Budget Category 100.2.00

TRANSFER TO Professional meetings AMOUNT \$ 350.00

Budget Category 100.3.08

Adopted this 30 th day of June, 2014.

AYE

NAY

Sandi Schaeffer
Joe Glus
Monica & Kuper
Larry Gurtw
Roger A. Monahan
Richard Webb
Jack R. Fisher

Attest:

Jack R. Fisher
Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$ 200.00
Budget Category 100.3.00

TRANSFER TO Dues and Fees AMOUNT \$200.00
Budget Category 100.3.07

Adopted this 30 th day of June, 2014.

AYE

NAY

Larry Mark
Sandi Schaffer
Donny & Ruby
Richard G. H. H.
Roger A. Howard
Joe Guss
Jack R. Fisher

Attest:

Jack R. Fisher
Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$ 800.00
Budget Category 100.3.00

TRANSFER TO Publicity AMOUNT \$ 800.00
Budget Category 100.3.21

Adopted this 30 th day of June, 2014.

AYE

NAY

Randy Gierke
Sandi Schaeffer
Theresa Kubo
Richard H. Hark
Roger H. Monahan
Jack R. Fisher

Attest:

Jack R. Fisher
Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM Professional Services AMOUNT \$ 2000.00
Budget Category 100.3.00

TRANSFER TO Maintenance - Bldg AMOUNT \$ 2000.00
Budget Category 100.3.23

Adopted this 30 th day of June, 2014.

Raymond AYE
Richard
Honey & Kury
Larry
Joe
Sandi Schaeffer
Jack R. Fisher

NAY

Attest:

Jack R. Fisher
Secretary of Appropriating Body

Library Board Meeting

July 28, 2014

Members present: Dick Webb, Sandi Schaeffer, Honey Kuhn, Jack Fisher, Roger Moriarty, Larry Yeiter, and Jill Gross.

Members absent: Krystal Smith

No patrons or guests were in attendance.

Call to Order

Dick called the Regular Board Meeting of the Bell Memorial Library at 6:35 p.m. Jill made a motion to accept the minutes of the meeting on June 30, 2014. This was a part of Old Business. Honey seconded the motion. The motion carried unanimously. At this time, Roger, president, showed up, and Dick handed the gavel to him.

Old Business

The library did sign up with ENA. We also have a contract with Chester. 8 hours/month for the first three month and four hours after that. \$80 and \$65 per hour are the fees for technicians. We need to call ENA. The accounting system is still going to be with Computrane. Jill will check on the bill we are receiving for \$1922.02 from Computrane. Roger says that Krystal has talked with Computrane about not having them doing anything but take care of the accounting program.

The landscaping project has started. The seven pillars will be put in starting next Monday. Then, pea gravel will be removed. The pergola will be added after that.

Dick showed a concrete block with lettering that could be sold as a money making project. The cost to the library is \$45 for four lines. The block is 8 x 12. There can be 12 spaces per line, including blanks. Limited punctuation is allowed. We will publicize these blocks to patrons who may want to purchase for someone in memorium. DeGraff Memorials, 103 E. Center Street, Warsaw, Indiana 46580 (574-606-4744) would do the engraving. Jill made a motion to sell the blocks for \$100. Dick seconded the motion. The motion carried unanimously.

We are looking for corporate sponsors to help defray costs of the pillars to be used in the memorial garden. \$2700.00 is the cost of a pillar. There could be a bronze, silver, and gold levels of giving. Send letters to past library directors. Jack is responsible for writing the letter to put in the newsletter and newspaper.

Krystal's new address:

Krystal Smith, Winfield Crossing, East 109, 729 South Wabash Ave., Rochester, IN 46692. 574-223-9913

The library will continue to close at 7:00 p.m. on the nights the library is open.

There has been no work done on the display case.

New Business

We do not have a flow chart established in case the librarian or other members are out for an extended period of time. Krystal will be out at least two more weeks. A flow chart needs to be developed.

Dick made a motion that In the absence of the Library Director on a short term basis, the Administrative Assistant will be in charge of the library operations on a day-to-day basis for the operation of the library. There will be no salary change on short term absences. The Board will consider changes in the case of long term absences. The Board President will make a decision as to who will be in charge. Other Board Members will be informed by the Board President, and if any action as to who acts in the Director's absence will be taken up at the next scheduled meeting of the Bell Memorial Library Board. Larry seconded the motion. The motion carried unanimously. A flow chart will be completed for the Board Policy Manual at the next scheduled meeting

Honey made a motion to pay all claims except the Computrane claim until it is determined that the claim is actually owed. Dick seconded the motion. The motion carried unanimously.

Honey feels the Friends of the Library needs to be involved with our library. Honey and Jill will look into making contact former members to see what can be done to revive their interest in helping the library.

Adjournment

Jack made a motion to adjourn the meeting. Larry seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:00 p.m.

Secretary's Signature: _____

Date of Approval: _____

Library Board Meeting

August 25, 2014

Members present: Dick Webb, Honey Kuhn, Roger Moriarty, Larry Yeiter, Sandi Schaeffer, Jill Gross.

Members absent: Jack Fisher (Honey Kuhn served as secretary.)

No patrons were in attendance.

Call to Order

Roger called the Board meeting together at 6:30 p.m. Dick made a motion to approve the minutes of the meeting on July 28, 2014. Larry seconded the motion. The motion carried unanimously.

Old Business

Brenda Cody reported the new switch is in place per Chester. ENA will be meeting with Brenda on Wednesday, September 27 at 3:00 p.m. Chester will also meet with Brenda on Friday, August 29, 2014. Contact will be made with Jack to see if he will be able to attend.

It was reported New Plumbing & Heating were here. Dick was present.

Roger gave an update in regards to the landscaping. The 7 pillars are in and the pergola placement is marked. Following conversation with Chewy Rockhill, Roger contacted, as available, trustees to appropriate an additional \$4,000 for placement of an "L" shaped retaining wall. There will be no fencing costs, per Chewy Rockhill.

It was suggested Jack be asked to write an article for the Memorial Garden to be mailed to former BMPL trustees as well as for the newsletter, prior to publicity in area newspapers.

A discussion re: the memorial/honorarium at a time to bricks indicated DeGroff's would prefer to have 10-12 bricks to engrave. Discussion included those who should be included from the gift fund with bricks vs. a memorial plaque when the area is completed. Josh Warren, Eagle Scout will be honored with a brick for initiating the landscape change. Also named were Pearl Lackey, Madeline Fisher, Lorna Tridle, and Krystal Smith, librarians. Jill and Honey will further discuss and seek information on librarians prior to Pearl Lackey and report at the next meeting. Dick moved we proceed with bricks for the librarians. Sandi seconded the motion. The motion carried unanimously. (Names mentioned, Forest Miner, Russell & Leona Eber, and Frank and Jerry Smith.) A detailed list of Gift donors/memorials is needed from Deb Hires, Business Office.

New Business

A Gift Fund CD in the amount of \$73,686.04 will be cashed towards the Memorial Garden project. (A discussion followed re: an actual name by completion of the project, with Memorial Garden, for now.) Larry made a motion to proceed with cashing of the CD. Dick seconded the motion. The motion carried unanimously.

The proposed 2015 budget will go before the Kosciusko County Common Council and the 1st notice is set to be published September 1, 2014, with the public input at the September 29, 2014. (See attached notice.) It was noted the budget is roughly \$20,000 increase from last year. Dick made a motion to post the budget of \$272,539. Jill seconded the motion. The motion carried unanimously.

A discussion took place in regards to library hours, both current and proposed. Brenda Cody presented information in regards to possibilities for hours and staffing, as well as tally numbers for Tuesday & Thursday evening and Sunday afternoons. Currently, BMPL is open 7 days a week, including until 7:00 p.m. (a change made during the summer from 8:00 p.m.) on Tuesday & Thursday evening and from 1:00 p.m. to 5:00 p.m. on Sundays. (See attached for tally). A change in hours would increase staffing needs by 4 hours a week for those working. Sandy made a motion to add Monday and Wednesday hours until 7:00 p.m. beginning October 1, 2014. Jill seconded the motion. The motion carried unanimously.

Roger reported a quote from Roger Schori, Clevenger Insurance, of \$248/ year for coverage of the Memorial Garden area. Discussion followed. Larry made a motion to take the insurance money from the gift fund. Dick seconded the motion. The motion carried unanimously.

Claims were presented and approved by signature.

Brenda gave an update regarding staff. Several staff members are undergoing ongoing medical treatment. Roger will contact Krystal to follow up an earlier suggested interim Library Director (by Krystal) to bridge the library needs during her continuing treatment and convalescence.

Brenda was directed to follow the procedure for use of the Bell-X Room.

Sandi made a motion to adjourn. Dick seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:00 p.m.

Adjournment

Sandi made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:35 p.m.

Secretary's Signature: _____

Date of Approval _____

BELL MEMORIAL PUBLIC LIBRARY

101 West Main Street, P.O. Box 368

Mehitone, Indiana 46539-0368

(574) 353-7234 Fax (574) 353-1307

www <http://bell.lib.in.us> Email bellib1@bell.lib.in.us

Ms. Krystal Smith
Winfield Crossing
Room E109
1729 S. Wabash Ave.
Rochester, Indiana 46975

Dear Krystal,

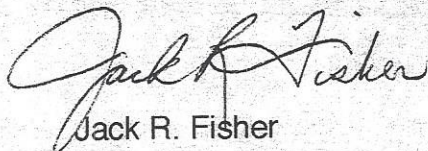
The Bell Memorial Public library Board met on Monday, September 29, 2014 at their regular meeting time to discuss the affairs of the library. One topic had to do with your absence because of illness. You have not been working since June 23, 2014. According to our figures, you have used up your vacation days personal days that you had accumulated. You also used your accumulated personal and vacation days for the year 2015. From our records, you have been overpaid for 64 hours.

Since you currently plan to be out until at least December 31, 2014, we are placing you on medical leave without pay until January 1, 2015.

The State Board of Accounts will not allow us to carry the 64 hours without either being repaid to the library fund or you working those hours off in the near future. We will need to deal with this issue as soon as possible.

I apologize for the tone of this letter. We are sending this letter as a way of clarifying this issue. The Library Board members are deeply concerned about you and your health, and we hope that you continue to receive great medical care. If there is anything we, as Board members, can do to help you, please let us know.

Sincerely,



Jack R. Fisher
Secretary
Bell Memorial Public Library Board

Library Board Meeting

September 29, 2014

Members present: Dick Webb, Honey Kuhn, Jack Fisher, Roger Moriarty, Larry Yeiter, Sandi Schaeffer, Jill Gross, and Brenda Cody,

Members absent: Krystal Smith, Jill Gross

No patrons were in attendance. Stephen Boggs, applicant for interim director was present.

Call to Order

Roger called the Board meeting together at 6:30 p.m. There were no minutes to read. They will be presented at the next meeting. The minutes from the September 22, 2014 meeting were read and approved.

Old Business

\$385.00 was added to the adult budget line item in the 2015 Budget.

The fencing and gates have been added to the outside project. We do not have keys for locking the gates yet. The lights are coming on for the pathway. Roger has still not heard about the cleanout valve for the sprinkler system.

New Business

Discussion was held with Stephen Boggs on filling a temporary position as head librarian while Krystal Smith recuperates from her illness. The Board is looking at a temporary position from October through December, 2014.

Brian Hubbard of Education Networks of America came and discussed e-rates with Brenda Cody and Jack Fisher. His company files e-rate plans on phone lines for libraries. They provide the content filtering for our computer system. We currently have 5 megabytes to download and upload items from the internet. At our peak times we use 4.7 megabytes of line space. Normally, we use less than half of our capacity. He recommends we request 10 megabytes just so we have the request made with the government.

Jack made a motion to accept the resolution to join the Indiana State Library Consortium. Dick seconded the motion. The motion carried unanimously.

Jack made a motion to negotiate a salary with Stephen Boggs to serve as interim director for a period not to exceed three months. This would also include contribution to P.E.R.F. Honey seconded the motion. The motion carried the motion unanimously.

Jack made a motion to pay Brenda Cody a stipend of \$500 for helping run the library in Krystal's absence. Larry seconded the motion. The motion carried unanimously.

Brenda gave a report on ways to encourage students and adults to attend college. The meeting was to get groups of people to create a steering committee to find ways to promote college attendance.

No persons were present to discuss the Library's budget. The budget has been adopted as amended.

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

Adjournment

Sandi made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:35 p.m.

Secretary's Signature: 

Date of Approval: _____

MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, OCTOBER 27, 2014
6:30 p.m. Local Time

AGENDA

CALL TO ORDER

The meeting was called to order at 6:30 by Vice-President Dick Webb.

PRESENT

Dick Webb, Jack Fisher, Honey Kuhn, Sandi Schaeffer, Larry Yeiter and Interim Director Stephen Boggs.

Members absent: Krystal Smith, Jill Gross, Roger Moriarty.

No members of the general public were present.

MINUTES

Minutes of the August 25, and September 28, 2014 meetings. It was moved by Larry Yeiter and seconded by Sandi Schaeffer that the minutes be approved. Carried.

PUBLIC COMMENTS

None.

TREASURERS REPORT

1. Requesting the following transfers within major accounts:

From Line 100.1.06 Employer's Group Insurance	\$2,000.00
To Line 100.1.03 Wages of Janitors	

From Line 100.3.03 Other Insurance	\$180.64
To Line 100.3.12 Travel Expense	

From Line 100.3.06 Official Bonds	\$235.74
To Line 100.3.07 Dues	

From Line 100.3.19 Building Insurance	\$283.00
To Line 100.3.21 Publicity Promotional	

It was moved by Honey Kuhn and seconded by Sandi Schaeffer to allow transfer number one above. Carried.

2. Requesting the following transfer between major categories:

From Line 100.3.00 Professional Services	\$2,700.00
To Line 100.2.00 Other Office Supplies	\$700.00
To Line 100.2.01 Operating Supplies	\$700.00
To Line 100.2.05 Other Repair and Maintenance Supplies	\$1,200.00
To Line 100.2.10 Adult Program Supplies	\$100.00

It was moved by Honey Kuhn and seconded by Sandi Schaeffer that transfer number two above also be approved. Carried.

Official forms/resolutions were then signed.

CHILDREN'S DEPARTMENT REPORT

Interim Director said he will have information from department heads at the November meeting.

INTERIM DIRECTOR'S REPORT

1. Have scanned all available minutes. We are currently searching for January 2014 minutes. A photocopy of written minutes of some record of the meeting should always be available at the library, even though they may not yet be approved. This comes from the State Library. Jack and Honey will check.
2. Have scanned policies, by-laws, tech plan and long range plans into the computer. Some of the items have handwriting on them and I am unsure as to whether or not they are finals or drafts. More on that next month.
3. In future, look into hosting the Library's website here at the Library rather than at a hosting site. Depends on costs though.
4. Would like to take a look at the daycare etc. rooms in more detail. Items in those rooms need to be inventoried prior to being removed from the premises. I'd like to work with the staff to investigate options/alternatives which would include a conference room/center and how to most economically achieve what everyone is looking for. Proposed budget is "0" at this time.
5. New display case is awesome!!!
6. When practical, would like to recommend a plan for the digitization of any local historic items we may have. Our existing circulation system will work quite well with this and we already have a small scanner to begin the project. A larger flatbed scanner may be necessary in future, but not until we are past the learning stages of the project. The Board members informed him that we should have access the scanner at the Bell Museum because we donated \$10,000 to help them purchase it.
7. Holding computer training classes is something at which Libraries frequently excel. Would be good to add this to the Technology Plan and we could apply for LSTA grant funds if there are any available for such an endeavor.
8. Attached list of Trustees, contact information, term and appointing body. Officer information will be included shortly.
9. Bond is up-to-date for the Treasurer and Director.
10. Began a backup plan for items stored on the network. The old server is still functioning and probably has current data on it, though I am unable to connect to it. Once the folks at Chester have retired that server the documents on that server will be transferred to the new server and I can begin backing up those items.

November goals:

- 1.) Use an electronic Rolodex type digital file for names/notes/account information so that it is readily available to administrative staff as necessary instead of finding someone's contact information in a paper file.
- 2.) Determine staff and Trustee wishes for the next 18 months to help keep everyone on the same page and to implement productive dialogue.
- 3.) Combine policies and By-Laws into a single set of working documents with adoption dates and changed areas at the top to help see how the items have been updated/transformed etc.
- 4.) Post minutes for last two years on website.
- 5.) Assist with updating website.
- 6.) Work with Deb on a budget performance report for 2013 and eventually 2014. Need to see how prepared and adopted budget compares to actual expenditures so mid-course corrections are minimized.

UNFINISHED BUSINESS

1. Finalize 2015 budget, sign forms and submit via Gateway etc.

Stephen presented information on 2015 budget and gave them to the Board to sign. Jack read the Resolution for Appropriation and Tax Rate. Larry made a motion to accept the Resolution for Appropriation and Tax Rate for 2015. Honey seconded the motion. The motion carried with signed signatures.

NEW BUSINESS

1. Roof drain status? Jack will meet with Stephen to talk about roof drains.
2. What is left to be done regarding the recent landscaping project? Are any final payments due? Project is complete.
3. Looking to purchase a steam cleaner for the carpet in the building. Hiring out the entire job is fine, but we frequently just need to do a touch-up rather than having the entire building done. All agreed and carried forward the \$500.00 limit on purchases without Trustee approval.
4. Snow removal contract draft for consideration. Stephen provided Board members with a copy of a contract for snow removal. Stephen will post a copy for people wishing to bid the job.
5. Have request from Deb regarding a separate line item regarding donations toward programming. Will make it considerably easier to keep these funds separate from those donating in-memorium of someone.

Honey made a motion to allow Deb to carry a different line item regarding donations toward programming. Sandi seconded the motion. The motion carried unanimously.

OTHER BUSINESS

1. Landscape weed barrier along west side of building. In what phase is the current landscaping program in. The pea gravel has shifted in many places. I'm sure we can rake it to cover up the weed barrier etc., but I'm unsure as to what your plans were for the balance of the building.
2. Keys for gates in newly landscaped area? Roger Moriarty has.
3. Jack brought up about Overdrive program not working properly. Stephen will research and let Board members know what is happening with this program asap.
4. Stephen spoke to Krystal. She sounded good.

PAYMENT OF CLAIMS

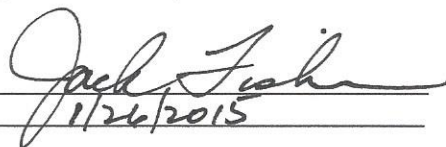
Sandi made a motion to pay the claims. Honey seconded the motion. The motion carried unanimously.

ADJOURNMENT

Honey made a motion to adjourn the meeting. Sandi seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:55 p.m.

Secretary's Signature: _____

Date of Approval: _____


1/26/2015

Bell Memorial Public Library
101 W. Main St.
Mentone, IN 46539

**RESOLUTION FOR THE TRANSFER OF LIBRARY FUNDS
BETWEEN MAJOR CLASSIFICATIONS**

WHEREAS, It has been determined that it is now necessary to appropriate more money into certain lines than was appropriated in the annual budget for the various functions of the Bell Memorial Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Bell Memorial Public Library, Kosciusko County, Indiana, that for expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND

	AMOUNT CURRENTLY APPROPRIATED	AMOUNT OF INCREASE	UPDATED APPROPRIATION
100.2.00 Other Office Supplies	\$1,750.00	\$700.00	\$2,450.00
100.2.01 Operating Supplies	\$2,500.00	\$700.00	\$3,200.00
100.2.05 Other Repair and Maintenance Supplies	\$600.00	\$1,200.00	\$1,800.00
100.2.10 Adult Program Supplies	\$1,200.00	\$100.00	\$1,300.00

Bell Memorial Public Library
101 W. Main St.
Mentone, IN 46539

RESOLUTION FOR THE TRANSFER OF LIBRARY FUNDS
WITHIN MAJOR CLASSIFICATIONS

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one line item to another within a budget category,

WE, the Board of Trustees of the Bell Memorial Public Library, do resolve that the following transfer be made within the library general fund:

TRANSFER FROM	<u>Employer's Group Insurance</u>	Amount:	<u>\$2,000.00</u>
Budget Line Item	<u>100.1.106</u>		

TRANSFER TO:	<u>Wages of Janitors</u>	Amount:	<u>\$2,000.00</u>
Budget Line Item:	<u>100.1.103</u>		

TRANSFER FROM	<u>Other Insurance</u>	Amount:	<u>\$180.64</u>
Budget Line Item	<u>100.3.03</u>		

TRANSFER TO:	<u>Travel Expense</u>	Amount:	<u>\$180.64</u>
Budget Line Item:	<u>100.3.12</u>		

TRANSFER FROM:	<u>Official Bonds</u>	Amount:	<u>\$235.74</u>
Budget Line Item:	<u>100.3.06</u>		

TRANSFER TO:	<u>Dues</u>	Amount:	<u>\$235.74</u>
Budget Line Item:	<u>100.3.07</u>		

MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, NOVEMBER 24, 2014
6:30 p.m. Local Time

AGENDA

CALL TO ORDER

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

PRESENT

Roger Moriarty, Dick Webb, Honey Kuhn, Jack Fisher, Larry Yeiter, Jill Gross, Jill Gross, Sandi Schaeffer, and Stephen Boggs (Interim Director)

MINUTES

Minutes of the October 27, 2014 meeting. Moved by D. Webb and seconded by Honey Kuhn that the previous month's minutes be accepted. Carried.

PUBLIC COMMENTS

No patrons were in attendance.

TREASURERS REPORT

1.(Copied attached to the agenda.) Filed for audit by S. Boggs.

The Operating Balance as of 11/30/2014 is \$36,747.20. Stephen presented an "Appropriation Financial Report" from a different library that provides short details about each column.

CHILDREN'S DEPARTMENT REPORT

Each month there will be a report from this department. Mattie will be presenting this report in written format.

YOUNG ADULT DEPARTMENT REPORT

Shelly is responsible for preparing this report.

1. On November 11th & 18th, I had the opportunity to attend a Grant Writing Basics workshop at Allen County Public Library. The November 11th class gave information on finding funders with the Paul Clarke Foundation Directory online. Part of the site can be searched for free online but a more in-depth database is only available in-house at Allen County Public Library.

November 18th gave some basic elements of grant writing and resources and I received packets of information from both workshops. There was a list of books provided on grant writing. I have checked out some of these titles from the Indiana Youth Institute's Virginia Beall Ball Library. These books will be sent to me through the mail with a postage-paid return envelope. This is a great resource that I have used in the past for informational and technical books.

The Paul Clarke Resource Center at the Allen County Public Library serves nonprofit agencies, board members, and volunteers in Northeast Indiana. Allen County Public Library offers free in-library access to this online database of foundations and corporate donors. They also offer help with questions on statistics & data, and help in searching for grants in-house.

DIRECTOR'S REPORT

1. 2015 budget has been submitted as required etc.

2. Jack and Larry were here to investigate the roof drain and have informed the Director about the drain in the parking lot that freezes-up and thus water cannot drain from the roof. Director will inform snow removal company to be sure to pour a brine mixture into the drain to keep the roof properly drained.

2.5 SB replaced broken ceiling tiles and April painted the brown spots with "Kilz."
Thanks to April for her help.

3. Planning to drop the e-book service Overdrive for 2015. Not dropping permanently, but Director needs to investigate how to use the service and required weekly tasks that need to be performed by the staff to enable users a positive experience. No time currently and \$1,500 can go elsewhere.

4. Planning to drop the rug rental service. More cost effective to purchase our own rugs since we now have a carpet cleaner as of early November.

Stephen will check with Wildman about a contract on carpets used at the entrance. He wants to purchase our own carpets.

5. Putting into digital format all items that were in long hand such as service representatives, account numbers. Program is called AZZ CARDFILE and is extremely cost effective.

6. Purchased a .pdf editor called Foxit Phantom. Extremely powerful and much less expensive than Adobe Editor.

7. Purchased a replacement printer (printer belongs to Director not BMPL) for me to use to continue digitizing binders, folders and other documents that need to be saved onto the network.

8. Brenda working on reformatting bylaws and policies. Existing copies in-house were not such that they could be scanned and converted using OCR.

9. Stephen is moving some reference and some genealogy to the current "Book Sale" room where it will be called "Media." He would like to consider moving some patron computers into that room as well if possible. This would relieve some crowding. This would probably entail wiring this area for computer cables. This might entail a cost of up to \$3,000.

10. Shambaugh & Sons here to check out fire sprinkler system. All checked ok.

11. Quine here for preventative Maintenance for HVAC units. One unit needs a replacement part, but the rest passed inspection for winter.

12. Would like to have the Budget and Finance Committee meet previous to the December meeting.

If the entire Board acts as the Finance committee there will be a quorum present and the meeting will need to be advertised not less than 48 hours (weekends do not count) prior to the meeting. Were there three Trustees to meet, a quorum would not be present and the meeting would not require advertising.

13. With your permission, would like to close the Library all day on Christmas Eve and again on New Years Eve.

Dick made a motion to close the library on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Jack seconded the motion. The motion carried unanimously.

14. Stephen would like to refurbish some computer machines to used with staff and patrons. He would like to use money from the Gift Fund. We currently have 7 staff computers and 5 patron computers. Honey made a motion to take \$5,000 from the Gift Fund to purchase computers. Larry seconded the motion.

Roger would like to have this as a one time purchase and in the future use the Rainy Day Fund. The motion carried unanimously.

Consensus of the Board was to appropriate money on a yearly basis.

Building maintenance items are also apparent, so I recommend shifting attention (this year at least) to the interior rather than the exterior.

15. Would really like to stress the benefits of looking at options and alternatives for the Bell X-1 room in future. Nothing dramatic and certainly nothing that would cost money. From experience I have found that the more the Library can integrate itself into the community (even in sometimes unorthodox ways) will go a long way when the Library needs the public's support. I'm referring more to assistance with legislative issues rather than money issues.

16. I've not yet seen much in regard to any disaster plans etc. for the community. With your permission I would like to offer the Library as a "Host Site" in the event of a natural disaster. Many Libraries in New York etc. opened earlier, stayed longer to assist folks affected by hurricane Sandy. I've a considerable list going etc., but I need your permission prior to investigating anything further. No discussion, Director will investigate a bit further and report his findings.

17. Will be investigating the use of the small "director's" office toward the front of the building for use as a small conference and/or tutor room for patron use. It's currently a "staging area," but once it is cleaned out it would be a superb and very useful space.

18. Have learned how to add/update users on our e-mail servers and will be updating staff Library e-mail accounts instead of using the staff member's own personal accounts for Library business. Completed. Jack suggested Stephen send a list to each Board member.

19. Would like to discuss after the 1st of the year authorizing the Director to get a corporate credit card for the Library. SB is bondable.

UNFINISHED BUSINESS

1. Director still working on moving website to in-house. Not a super high priority at this time.
2. Director's goals from October meeting:

done Use an electronic Rolodex type digital file for names/notes/account information so that it is readily available to administrative staff as necessary instead of finding someone's contact information in a paper file.

In-process Determine staff and Trustee wishes for the next 18 months to help keep everyone on the same page and to implement productive dialogue.

In-process Combine policies and By-Laws into a single set of working documents with adoption dates and changed areas at the top to help see how the items have been updated/transformed etc.

Done Work with Deb on a budget performance report for 2013 and eventually 2014. Need to see how prepared and adopted budget compares to actual expenditures so mid-course corrections are minimized.

Room #2 (center room) will be used as a Conference Room for public use. Director to have a draft of revised meeting room policies at the January meeting.

Room #3 (right of entrance) will be used as storage for the Library.

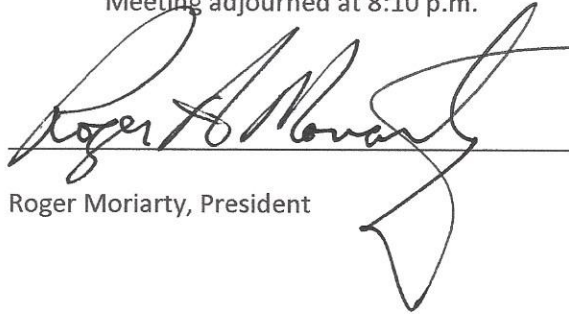
PAYMENT OF CLAIMS

1. Claims were approved by the Trustees signatures on the two register of claims forms.

ADJOURNMENT

It was moved by Honey Kuhn and seconded by Jill Gross that the meeting be adjourned.

Meeting adjourned at 8:10 p.m.

A handwritten signature in cursive script, appearing to read "Roger Moriarty", written over a horizontal line.

Roger Moriarty, President

A handwritten signature in cursive script, appearing to read "Jack Fisher", written over a horizontal line.

Jack Fisher, Secretary

MINUTES OF THE BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, DECEMBER 29, 2014
6:30 p.m. Local Time

AGENDA

CALL TO ORDER

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

PRESENT

Roger Moriarty, Dick Webb, Jill Gross, Honey Kuhn, Jack Fisher, Larry Yeiter and Stephen Boggs
Interim Director

MINUTES

Approved by acclamation

PUBLIC COMMENTS

No members of the general public were present.

TREASURERS REPORT

(Copied attached to the agenda.) The Operating Balance as of 11/30/2014 is \$36,747.20. Stephen presented an "Appropriation Financial Report" he has used in the past.

CHILDREN'S DEPARTMENT REPORT

For the month of December, the Library Kids Book Club (they meet once a month), sponsored the Kid's Christmas Make-n-Take Crafts program for our community. There were several Christmas crafts to make for different age levels and a Letter to Santa table was set up for anyone who wanted to write a letter to Santa. The Library Kids Club along with other volunteers helped with the crafts tables and everyone had a great time.

The Lego Club (they also meet once a month), met this month and the kids enjoyed using their imaginations to build their own creations.

The Kid's Movie Night presented the Christmas movie: The Polar Express. Each child that came received a Christmas bell with a golden train ticket attached to the bell along with a packet of "Snowman Soup" (hot chocolate).

The Library Kid's Preschool Story Time meets every Wednesday, 4 times a month. In December we had a great time reading Christmas stories, discovering what was in the mystery box (objects that we find in the stories we read each week), and making Christmas ornaments for the tree.

YOUNG ADULT DEPARTMENT REPORT

For November's Chess Board program I had 18 attending. There were 8 adults, 9 teens, and 2 children. This was a follow-up program for the Hardware Chess Set held in September for the

adults and this summer for the teens. I had a total of 27 attending, 7 adults, 25 teens, and 1 child. I've had 3 more people request to make the chess set and boards for Christmas presents.

Teen Gaming for November I had 20 teens attending. I had scheduled it on Friday because of Thanksgiving.

Contacted Krystal Lybarger to do a display for her Christmas tree fund raiser held at the Mentone Fire Station. Working on having local crafters and businesses for the display case on a regular basis.

December's Newsletter printed on schedule and updates made to webpage for December's programs.

Tax forms have been ordered and scheduled to be delivered sometime in January.

Stephen ordered a new projector and it has been set up and it works great, (with a little help from Stephen). Wii is still hooked up to old projector. No color to the Wii on new projector. May need different chord for hook-up.

I had three adult programs scheduled for the month of December; Mini Christmas Notebooks, Friendship Tea, and Library Book Lamps. The Library Book Lamp program was going to be scheduled at a later date but when I showed the demo to those participating in the chess board program they all wanted to do it before Christmas.

attending Library Book Lamp program: 18 Total, 12 Adults, 3 Teens & 3 Children with 26 lamps made. # attending Mini Christmas Notebooks & Friendship Tea programs: 12 Total, 8 Adults, 3 Teens & 1 Child with 15 notebooks and 8 jars friendship tea made.

Teen Gaming for December I had 28 teens attending. Scheduled on Friday because of Christmas.

Planning a Manga Video night for Teens starting in February.

January newsletter printed on schedule. Stephen informed me he is working on getting our webpage in-house so I did not need to work on the web page.

Coming in January, Jack Fisher will be teaching a program on using your iPad, iPhone, and Kindle.

Zumba will be coming to Bell Library starting in January. Worked with Eva Mudd to get this program started. Looking forward to a very successful program.

Starting our first Euchre monthly game night/nights for adults in January. Stephen purchased four card tables for me to use for that program. They were purchased for around \$11.00 each, a great bargain.

DIRECTOR'S REPORT

1. Mezzanine storage room has been reorganized as much as possible for now. Next step is to purchase wall mount 12" deep shelves to continue to keep things organized. Plan is to keep room reasonably "zoned" to easier locate and store necessary items.

2. Placed order for 5 new computer systems. Anticipated delivery is 12/22 or 12/23. Total so far is \$3,183.00.

3. Anticipated work to be done to refurbish large former daycare room for use as media/reference and patron computer stations:

***Potential Budget Items w/ costs:**

Supplies for wall repair (spackling compound, primer, paint etc) \$250.00

Bring network cabling to 3x rooms putting 3 network drops in each room. \$1,500.00

Shelving (potential sample attached) \$2,250.00

Study Tables (planning on finding some that can be refurbished),

study chairs, staff work station (computer like desk), task chair \$1,500.00

Computer for circulation, reference etc, and wireless printer

(both staff and patrons will print to the wireless printer. \$1,000.00

Working Total \$6,500.00

4. April is working on repairing the walls in the new large conference room. Re-painting will begin soon thereafter. Do not plan on expending much money on refurbishing the little washrooms, plan to install 10 or less locksets, also need to rekey door to the small conference room to work with our existing master keys if possible. Approximate cost \$250.00

5. We've received final authorization for our 2015 budget

6. Plan to investigate online reference resources for our patrons. World Book, Chilton Manuals, Legal Forms and one more are ones I'd like to get pricing on. Ideas on others?

UNFINISHED BUSINESS

NEW BUSINESS

1. Jack Fisher has requested to not be reappointed for another term.

2. Salary ordinance for 2015.

Due to unforeseen issues during the transition between the budget cycle, illness of the Director and subsequent hiring of an interim Director, adequate work was not done on salaries and wages for the 2015 budget. Current salaries and wages will carry over to January 2015. At the Board's regular January meeting a proposal has been requested by the current Interim Director to investigate potential increases in salaries and wages for the balance of 2015.

The Board wishes to extend their heartfelt thanks to ALL staff members for their patience and fortitude during the year. The staff stuck together and made sure there were no lapses or interruptions to patron services!

From the Gift Fund the Board would like to give all part-time employees a \$25.00 gift card and a \$50.00 gift card to current full-time employees as a show of the Trustees appreciation.

It was moved by Larry Yeiter and seconded by Dick Webb to adopt the 2015 Salary Ordinance and to also allow for the purchase of gift cards as specified above. Carried.

3. In a letter dated December 9, 2014 Krystal Smith resigned her position as Director citing severe and continuing health issues. Ms. Smith's letter will be attached to the final minutes.

4. Due to the resignation of Krystal Smith a job offer was proffered to Stephen Boggs, who currently holds the post of Interim Director. Mr. Moriarty said it was the intent of the Board to offer Boggs the position at a yearly salary of \$43,000.00. On 1 July, 2015 that amount would be raised to \$45,000.00. During discussion Boggs requested that after six months from his original hire date of 12 October, 2014, that he be allowed two weeks of paid vacation leave.

It was moved by Dick Webb and seconded by Honey Kuhn that the above be the Board's offer of employment as well as all full-time benefits to Mr. Boggs. Carried.

Boggs immediately accepted the Board's offer by stating YES!

Boggs will begin his term as Director effective 1 January, 2015.

OTHER BUSINESS

1. With changes in administration there are also required changes in some operating guidelines that Trustees feel need to be addressed. Guidelines discussed were the use of a corporate credit card by the Library Director and Bookkeeper and begin following of the current Federal Mileage Reimbursement Rate for travel etc.

It was moved by Jack Fisher and seconded by Jill Gross that:

A corporate credit card be secured with a credit limit of \$5,000 maximum. Receipts must always accompany the credit card statement. As with online orders a receipt or packing slip is sometimes not present. In such case a photo will be taken of the item/s and attached to the credit card statement and subsequent claim and original documentation.

Director will provide Trustees with a draft of a Credit Card Policy at the regular January meeting.

The Library will begin following the Federal Mileage Reimbursement Rate. This rate can be found at: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates> The current rate as of 30 December, 2014 is 56 cents per mile, and will rise to 57.5 cents per mile on 1 January, 2015.

Carried.

2. Moved by Honey Kuhn and seconded by Larry Yeiter to allow the expenditure of \$6,500.00 from the Gift Fund for the purposes of refurbishing and repairing the former daycare rooms. These funds will be reimbursed from the Rainy Day Fund after final approval of an Additional Appropriation in early 2015.

Room #1 (room on left of entrance) will become the media center which will house the Library's DVD titles, audio CDs, three computer workstations, the microfilm reader, Reference and Genealogy titles. This move will greatly increase shelf space in the main part of the Library as well as the Children's Room.

NEW BUSINESS

1. Stephen presented a snow removal quote from Leon Beery. He will deal with this issue as needed.
2. Need to schedule a Special Public Meeting for Trustees to meet as a Board of Finance at the January regular meeting. Generally held immediately after the meeting.
3. Video projector in Bell-X1 room is no longer functioning and is also 10 years old, so I don't recommend any repairs. New ViewSonic is about \$450 so no board action required. I don't plan on attaching it to the ceiling; doesn't enable the unit to be adaptable to use other ways/places in the Library. Should consider (in future, not now) another similar unit (though at a lesser price) for circulation.

OTHER BUSINESS

1. Roger says the paver stones are ready to be put in. That will not be done until Spring. Roger asked that we put a notice on the electronic sign regarding the memorial paving bricks.

Roger investigating benches.

2. Initial quote to complete fencing behind the Library is approximately \$2,300.00.
3. Roger requested that the Board hold a Special Meeting on Monday, December 29, at 7:30 and to act as a Board of Finance. SB to see to proper posting and advertising.
4. Roger requested that an Executive Session be held for purposes of employee evaluations. Session will begin at 6:00 p.m. on Wednesday, December 17.

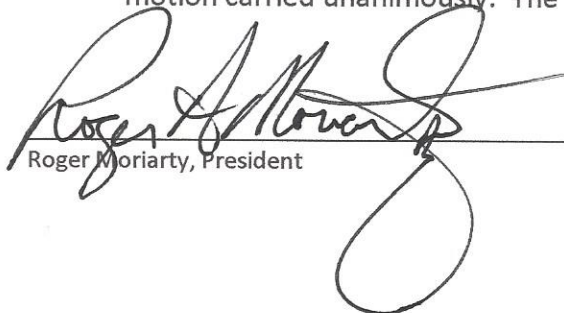
PAYMENT OF CLAIMS

1. Help SB be sure that three Trustees preview the claims prior to final action.

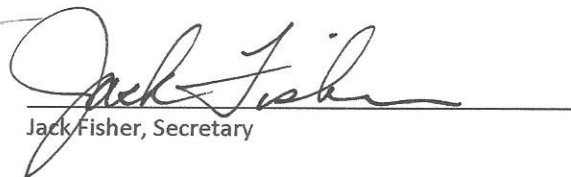
It was moved by Honey Kuhn and seconded by Sandy Schaeffer that claims be paid as presented. Carried.

ADJOURNMENT

Honey made a motion to adjourn the meeting. Sandi seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:55 p.m.



Roger Moriarty, President



Jack Fisher, Secretary

Bell Memorial Public Library

Salary Ordinance 2015

AN ORDINANCE FIXING SALARIES FOR EMPLOYEES OF
THE BELL MEMORIAL PUBLIC LIBRARY, MENTONE, INDIANA FOR THE YEAR 2015

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE BELL MEMORIAL PUBLIC LIBRARY;

SECTION 1: The following full-time and part-time employees of the Bell Memorial Public Library shall be paid the salaries indicated in Attachment A for the year beginning January 1, 2015 and ending December 31, 2015.

SECTION 2: This ordinance shall be in full force and effect from and after its passage by Bell Memorial Public Library Board of Trustees.

DULY PASSED AND ORDAINED by signature this 29th day of December, 2014, by the Library Board of Trustees of the Bell Memorial Public Library, Mentone, Indiana.

Jack R Fisher

Bob Guss

Richard Hill

Roger A. Morley

Honey L Kuhn

Perry J. Geller

*To for carry over of
Salaries for ²⁰¹⁴ 2015
to 2015*

*Need new ordinance
for Jan 26, 2015
Board Action*

Attest:

Jack R Fisher

Wages and Hours Historical Report

29-Dec-14

Bell Memorial Public Library

Return in table format

Claim	Employee ID and Name	%	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	Dbl. Hrs	GP	OTP	DTP	PTO
943528	1 Eileen R Bowser	100.00%	12/08/14 11.50	12/21/14 0.00		27.00	0.00	0.00	310.50	0.00	0.00	0.00
100.1.02	Salary of assistants											
943559	50 April Renae Jones	100.00%	12/22/14 10.50	01/04/15 0.00		27.00	0.00	0.00	310.50	0.00	0.00	0.00
100.1.03	Wages of Janitors											
943560	46 Billie J Abalos	100.00%	12/22/14 7.50	01/04/15 0.00		50.00	0.00	0.00	525.00	0.00	0.00	0.00
100.1.02	Salary of assistants											
943561	40 Elyza J Anweiler	100.00%	12/22/14 8.00	01/04/15 0.00		47.00	0.00	0.00	352.50	0.00	0.00	0.00
100.1.02	Salary of assistants											
943562	51 Stephen J Boggs	100.00%	12/22/14 1666.50	01/04/15 0.00		20.00	0.00	0.00	1666.50	0.00	0.00	0.00
100.1.01	Salary of Librarian											
943563	29 Brenda M Cody	100.00%	12/22/14 11.00	01/04/15 0.00		70.00	0.00	0.00	770.00	0.00	0.00	0.00
100.1.02	Salary of assistants											
943564	13 Debra A Hiers	100.00%	12/22/14 14.00	01/04/15 0.00		80.00	0.00	0.00	1120.00	0.00	0.00	0.00
100.1.02	Salary of assistants											
943565	48 Sharon L Kindig	100.00%	12/22/14 7.50	01/04/15 0.00		20.00	0.00	0.00	150.00	0.00	0.00	0.00
100.1.02	Salary of assistants											
943566	16 Shelly L Krueger	100.00%	12/22/14 10.25	01/04/15 0.00		66.50	0.00	0.00	681.63	0.00	0.00	0.00
100.1.02	Salary of assistants											

Wages and Hours Historical Report

29-Dec-14

Bell Memorial Public Library

Claim	Employee ID and Name	%	Rate	OT Rate	DT Rate	Reg Hrs	OT Hrs	Dbl. Hrs	GP	OTP	DTP	PTO
943567	47		12/22/14	01/04/15								
100.1.02	Natalie L Salazar	100.00%	7.50	0.00	0.00	23.00	0.00	0.00	172.50	0.00	0.00	0.00
	Salary of assistants											
943568	24		12/22/14	01/04/15								
100.1.02	Anne M Taelman	100.00%	9.00	0.00	0.00	72.25	0.00	0.00	650.25	0.00	0.00	0.00
	Salary of assistants											
943569	19		12/22/14	01/04/15								
100.1.02	Madeline Ruth Treiber	100.00%	10.00	0.00	0.00	64.00	0.00	0.00	640.00	0.00	0.00	0.00
	Salary of assistants											
943570	15		12/22/14	01/04/15								
100.1.02	Catherine Ann Whetstone	100.00%	10.15	0.00	0.00	58.00	0.00	0.00	588.70	0.00	0.00	0.00
	Salary of assistants											
						58.00	0.00	0.00	588.70	0.00	0.00	0.00
						14795.50	0.00	0.00	187552.55	0.00	0.00	1088.00

December 9, 2014

Roger Moriarty, President
BMPL Board of Trustees

Dear Roger,

At this time, I believe that my health concerns will prevent me from performing at the level that my position requires. Therefore, with my deepest regrets, I hereby submit my resignation as Director of the Bell Memorial Public Library to become effective as of December 31, 2014.

To the Board I give my wholehearted thanks for having the courage to hire me as Director. I have been every grateful for your encouragement, patience, and faith in me. This journey has been a wonderful experience that I shall always treasure.

You each hold a special place in my heart, as you have enriched my life in more ways than you'll ever know. Although I refer to you as a Board Member, I shall forever consider you my friend.

Sincerely,

A handwritten signature in cursive script that reads "Krystal K. Smith". The ink is dark and the handwriting is fluid.

Krystal Smith
Director



Last statement: November 30, 2014
This statement: December 31, 2014
Total days in statement period: 31

Page 1 of 2
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(2) 0

*****AUTO**SCH 5-DIGIT 46539
1044 0.9170 AV 0.381 6 1 133
BELL MEMORIAL PUBLIC LIBRARY
GIFT FUND
PO BOX 368
MENTONE IN 46539-0368

Direct inquiries to:
One Call Center, 888-522-2265#2

Lake City Bank
PO Box 1387
Warsaw IN 46581-1387

Investor Money Market Nonprof

Account number	1010418149	Beginning balance	\$31,075.46
Enclosures	2	Total debits	595.93
Low balance	\$30,479.53	Total credits	1.31
Average balance	\$30,718.36	Ending balance	\$30,480.84
Avg collected balance	\$30,718.00		
Interest paid year to date	\$20.96		

ELECTRONIC (EFT) AND OTHER DEBITS

Date	Description	Subtractions	
12-09	Checking Withdrawal	-156.56	
12-15	Checking Withdrawal	-439.37	
Total Number of Debits	2	Total Amount of Debits	\$595.93

ELECTRONIC (EFT) AND OTHER CREDITS

Date	Description	Additions	
12-31	Interest Credit	1.31	
Total Number of Credits	1	Total Amount of Credits	\$1.31

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
11-30	31,075.46	12-15	30,479.53		
12-09	30,918.90	12-31	30,480.84		

Current Register of Investments

Bell Memorial Public Library

Date of this report 26-Jan-15

General For 350

Date Purchased	Maturity Date	Fund	Nature of Investment	Serial No	Safekeeping Receipt	Amount Paid		Total Paid	Amount Received
						Principal Paid	Accrued Interest		
<p>Issued by: 6 Lake City</p> <p>Account No: 1010418149 X</p> <p>Interest Rate 1.35% Term 1338 Days</p>									
<p>CD</p> <p>9/10/2012 5/10/2016</p>									
<p>400 Gift Fund</p>				8887048798	1				
Total for Bank: Lake City						51,234.83	0.00	51,234.83	
						51,234.83	0.00	51,234.83	
Grand Total All Funds:						\$51,234.83	\$0.00	\$51,234.83	
Total Principal and Interest									

Financial Report by Fund

Bell Memorial Public Library

1/26/2015 3:00:33 PM

Period Beginning Date:

1/1/2015

Period Ending Date:

1/31/2015

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
400 Gift Fund	81,713.07	81,713.07	3,864.60	3,864.60	2,775.66	2,775.66	82,802.01	51,234.83	31,567.18
Total of All Accounts	81,713.07	81,713.07	3,864.60	3,864.60	2,775.66	2,775.66	82,802.01	51,234.83	31,567.18