

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, APRIL 24, 2017
6:30 p.m. Local Time**

CALL TO ORDER

The meeting was called to order by Vice-President Dick Webb at 6:39.

PRESENT

Dick Webb, Larry Yeiter, Honey Kuhn, Sandi Schaeffer, Jill Gross, Kylene Crabb, Stephen Boggs

MINUTES

Minutes of the March meeting were distributed. Moved by Honey Kuhn and seconded by Larry Yeiter that the minutes be approved. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Transfer request was requested to be tabled. Director will request two transfers at the May meeting.

CHILDREN'S DEPARTMENT REPORT

Summer Reading Program - Build a Better World - will run June 5 to July 17. I have been busy preparing activities, reading logs, and reading challenges for summer reading.

Story Time has been held each Wednesday at 3. I am going to continue story time through the summer and add a morning session. The morning sessions will start June 5, after school is out for the summer.

I hosted Lego Club and Craft Club on Saturdays. Lego Club is well attended but crafts have poor attendance. Craft Club will not be held again until school starts in the fall.

Family Movies have been shown on the first Sunday of each month. After May, this movie time will move to Monday afternoons.

PROGRAMMING/YOUNG ADULT REPORT

Teen Craft was cancelled due to no one signing up.

Two teens participated in anime movie night. Had popcorn and soda. May consider trying another night of the week besides Thursday nights to see if attendance will differ.

Adult Craft is tomorrow but only have one adult signed up. Considering whether to cancel or not.

First Garden Arts Club is this Friday the 28th.

Easter Egg Hunt was planned for this Saturday but due to extreme lack of interest will be cancelled.

Been working on Summer Reading Program!! Have lots planned just need to work on getting materials and things.

It was a fast month but low in attendance. Students seem busier as school year draws to a close.

Unsure of how exactly to get teens and adults in the building. Hoping there will naturally be more in the summer where I can get a hold of them and they can spread word about things happening in this department.

A discussion ensued on how to better advertise the Library's offerings. Suggestions were offered that included more press releases, paid advertising in newspapers, flyers to senior center, schools, churches etc.

MAINTENANCE

1. About 2 hours tech. time.

2. Leak in air conditioner which serves the community room, pre-school, server room and front entry leaked Freon over the winter. At least one leak has been found and a repair has been done, but the technician noted there could be the possibility of another leak someplace in the system.

I have requested a quote for simply replacing the unit with a comparable unit. I have also requested an optional quote to split the load between two units. This split would mean a smaller unit for the former daycare rooms and front entry and a heat pump solely for the server room, but the heat pump may also be able to handle the front entry as well.

I have very temporarily put on hold any action on replacing our current florescent lighting with newer versions that use a digital ballast until pricing etc. has been received on the above.

I am planning on receiving a quote from an alternate source for comparison.

DIRECTOR'S REPORT

1. Am investigating the financial benefits (or not) to have our circulation system hosted outside of the Library. Total current annual cost for us having the system on our server is about \$2,287.00. Anticipated annual cost after migration would be about \$1,029.00. My reasoning is:

Pros:

The cost to upgrade to the current version of the circulation system software was about \$1,000 due to having a technician here from Chester to tend to the operation.

Less annual cost to house the backup for the system, Follett (circulation system vendor) does this as part of the contract.

One less item for our server to handle (though the circulation system does not consume a lot of processing power).

Updates and technical support for 2016 was \$1,287.00. The same services for a hosted version is (currently) \$1,029, but the price will probably be the same eventually.

Cons:

Up-front cost is \$2,127.00 which is a one time cost.

1.5 Also looking at having our e-mail hosted outside of the Library, but the current quoted cost does not yet have an adequate return on investment.

2. Have started the process for e-books through Baker & Taylor.

3. Attended County Council hearing for our additional appropriation. Request was approved and has been sent to the Department of Local Government Finance (DLGF) for final approval.

4. Will finish Junior Achievement at Akron Elementary on May 1.

5. Purchased new magnetic name badges.

6. No word yet on LSTA grant for microfilm reader/scanner.

7. Indiana State Library noted we were not meeting standards in regard to spending 7.5% of our annual expenditures on materials. We spent 6.8%. A letter noting the staffing changes etc. was sent to the State Library and have requested a waiver for this year.

8. Custodian is working on tending to the garden area. Rest of outdoor seating will be moved back to the pergola this week as well as planting annuals next week or so.

9. Friends book sale is scheduled for May 12 & 13.

10. Working on a training update for some of our technology items. Currently on the list is:

Scanning documents with our HP multi-function machines.

E-mailing/saving documents made with the above machines.

Saving documents/images from a website

Using more items under Windows Accessories

UNFINISHED BUSINESS

NEW BUSINESS

OTHER BUSINESS

1. Working on making something like this for our front entry.
2. Suggestions for interior lighting and arrangements.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer to pay claims.
Seconded by Jill Gross. Carried.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.



Dick Webb, Vice President

Honey Kuhn, Secretary