

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, JUNE 26, 2017
6:30 p.m. Local Time**

CALL TO ORDER

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

PRESENT

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

MINUTES

Moved by Sandi Schaeffer and seconded by Honey Kuhn that the minutes of the May meeting be approved. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

1. Received tax draw on June 26. Financially better than we were at this time in 2014. Breakdown should be Attachment #1 at the end of this agenda.

Amounts were:

Operating \$151,917.36
Debt Service \$20,121.50.

Director discussed current financial situation and the benefits of having a cash reserve that will fund operations for approximately three months should tax receipts not be received or be less than anticipated.

Also stressed that though there is a balance in the Gift Fund that one should never consider using these monies for anything other than their intended purpose and not be considered for regular monthly expenses. Monies can be borrowed from the Gift Fund, but must be paid back.

For the July meeting the Director will provide a Budget 101 refresher when the budget is discussed.

2. Treasurer's Report filed for audit.

CHILDREN'S DEPARTMENT REPORT

It has been a busy summer in the children's department. About 50 children have signed up for the summer reading program. They have been actively reading books and turning in their reading times. The children and parents seem to really enjoy the 'build it kits', especially the rocket and the bird house.

All the 2016-2017 Hoosiers have arrived and are labeled and are displayed.

Story time is being held at 10am on Wednesday. Attendance has been great! We have had 15-20 kids each week.

Movie Mondays have been a little disappointing. One or Two families have attended each week. I guess the weather has been nice so they are not looking for indoor activities.

PROGRAMMING/YOUNG ADULT REPORT

This last month has been very rough. Even with the summer reading program...attendance for any event has been 0.

Although I must say, since the expansion of the Bell-X Teen Room, I am happy to report more attendance in the use of the space! I have heard many positive reactions on the new space provided for the teens! It's very exciting!

I am encouraged through these times that, with the space being so new and with patience, hard work, and steadfastness, in time, there should be a rise in patron numbers not just in the Bell-X Room but in the special monthly events and programs.

MAINTENANCE

1. A/C unit serving offices, YA Department and Senior Center has suffered another malfunction. A piece called an economizer (draws in air when outside temperature is below what would require the a/c to run) was frozen in the open position pulling in outside air overwhelming the a/c. Economizer has been permanently closed.

I've requested a price quote on replacing the electronic components (includes economizer) as well as a separate quote for simply replacing the entire unit with the caveat that new ducting be installed to shunt excess heating/cooling capacity into the ceiling area around the senior center, media and the washrooms instead of it all just being "dumped" into YA.

DIRECTOR'S REPORT

1. Finished moving rooms.

2. Need permission from Trustees to declare as excess some of the white folding resin chairs, resin folding tables, hanging chair cart, table cart. Am not getting rid of all of these items, just reducing our inventory of them. Items were purchased by the Friends and have contacted them about the items. Friends can then make a determination as to whether or not the excess items be donated to a local not-for-profit, government entity etc.

Moved by Sandi Schaeffer and seconded by Kylene Crabb that the items listed in number 2 above be allowed. Carried.

3. Need permission to donate/sell yellow shelves that were previously used in the old Library on Broadway. If donating, would like to see them go to a local non-profit/government agency. If no one wants them, then would like to sell.

Moved by Honey Kuhn and seconded by Sandi Schaeffer that the action noted in number 3 above be allowed. A price of \$10.00 is set for the items if a local non-profit or local governmental agency has no use for the items. Carried.

4. Need permission to purchase up to 4 (maximum of 4) armchairs @\$250 each and an

area rug (?\$250). Plan for 2 chairs in YA and 2 in adult area. Area rug is planned for use in the YA area.

Moved by Larry Yeiter and seconded by by Sandi Schaeffer that the action in number 4 above be allowed. Carried.

5. Will have no firm information from state regarding the State Average Growth Quotient for the 2018 budgets. Am using 3.9% to prepare budget, but increase will probably be more like 3%.

7. Still working on Hotspot and e-books (See Below for more information on our e-books). Will be speaking to a representative from T-Mobile on June 30, regarding pricing, data etc.

8. About 2 hours Tech Time.

9. Close July 3? This could give our Custodian a tad bit extra time to do a heavier cleaning.

Noted by the Director that he needs to double check with the Custodian about scheduling and timing prior to closing the building.

Moved by Sandi Schaeffer and seconded by Larry Yeiter that the Library be closed for maintenance on Monday, July 3, 2017 depending on the scheduling of the Custodian etc. Noted that this is not a paid holiday day and that staff will need to take holiday time if they wish to be paid for the day. Carried.

UNFINISHED BUSINESS

NEW BUSINESS

OTHER BUSINESS

1. Question raised by Sandi Schaeffer about the Tucker Grant. Director shared information about his discussion with Mr. Tucker and that a "Wish List" will be sent to Mr. Tucker. The Tuckers can then pick and choose between items on the list as well as provide recommendations on how any funds should be spent.

2. Director is to see that bushes etc. in both the Reading Garden as well as older plantings be trimmed etc.

PAYMENT OF CLAIMS

Moved by Sandi Schaeffer and seconded by Kylene Crabb that claims be approved for payment. Carried.

ADJOURNMENT

Meeting declared adjourned at 7:28 p.m.

Dick Webb, Vice-President

Honey Kuhn, Secretary

Attachment # 1

June 30 Balances are the Operating Fund amounts before we receive our June tax draw. These are frequently referred to as our "Cash Reserve." I consider these monies used to cover us if we do not receive our June or December tax distributions on time. They are also considered when figuring our incoming years budget.

June 30 balances

2013	\$28,302.67
2014	\$3,006.03
2015	\$9,423.01
2016	\$19,534.36
2017	\$82,850.13*

*

We also have a non-appropriated fund entitled "Utility Clearing." This is an amount we receive from the Town of Mentone to help cover costs from the Senior Center. Deducting \$20,465.28 from the 2017 amount leaves us a Cash Reserve of \$62,384.85.

Our current average monthly expenses are approximately \$25,284.00. The State Board of Accounts encourages/allows/recommends that we have around three months worth of cash-on-hand to use if our tax draws are late or if tax receipts are really down.

For the balance of this year I won't be quite as strict with spending as I have been these last few years. My financial goal for us is to maintain a Cash Reserve of about \$75,000.00.