

**MINUTES OF THE
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
MONDAY, SEPTEMBER 25, 2017
6:30 p.m. Local Time**

CALL TO ORDER

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

PRESENT

Roger Moriarty, Dick Webb, Larry Yeiter, Sandi Schaeffer, Kylene Crabb, Jill Gross and Stephen Boggs.

In the absence of Honey Kuhn, Sandi Schaeffer volunteered to be acting Secretary.

MINUTES

Moved by Larry Yeiter and seconded by Sandi Schaeffer that minutes of the August meeting be approved. Carried.

PUBLIC COMMENTS

TREASURERS REPORT

Filed for audit by Stephen Boggs.

CHILDREN'S DEPARTMENT REPORT

I have been offering story time on Wednesdays at 3 and Fridays at 10. The Friday morning sessions have had good attendance with 3-5 children here each week. I attended the area children's librarian roundtable meeting on Sept 18. We discussed summer reading programs- what worked and what didn't. I got some ideas to try for next summer's program.

On 9/23 Billie and I will be hosting a craft class for children at 11 and then I will host Lego Club at 1.

Lauren and Casey from the Beaded Peacock lead a bracelet class on the 21st. 12 people attended and all made beautiful bracelets.

I will be serving on the Firefly Committee. I have purchased the recommended books and will attend the first meeting in Indianapolis on November 13.

PROGRAMMING/YOUNG ADULT REPORT

Have October Press Release ready to submit on Monday, Sept 25th.

Attended a round table discussion at Wakarusa Public Library on Monday, Sept. 18 with Sharon.

Purchases supplies for our Craft Make-n-Take and remainder of our programs for the rest of 2017.

Kids Craft Make-n-Take brought in 4 kids, the slime was a huge hit! Two out of the 4 who attended made the fireflies and 1 make a bandana bag.

Planning Teen Halloween Party scheduled tentatively for October 26 from 5-8 pm

Please add that I had 12 ladies in attendance for the Adult Creative Corner. We made a Boho Chic bracelet and the ladies were super excited to have adults crafts back at Bell :)

MAINTENANCE

1. New HVAC unit installed on 9/20/17. Installation began about 8:00 a.m. and everything was finished by noon. Heat exchanger was cracked and Director received permission prior to requesting the installation of a new unit. Price was \$6,965.00 complete installation.

Also spoke to Brett Freeman about future replacement of the three remaining units for budgeting purposes. We had allocated adequate funds in the previous additional appropriation to cover the install.

2. New carpet has been installed in the Senior Center.

3. Director asked Dick Webb to ask the Senior Center Board about having the room painted.

DIRECTOR'S REPORT

1. About 20 hours tech. time.

2. Internet hotspot has been received. Director working on setup and learning about functions. Draft of a policy guideline should be available at the meeting. Director is to be sure that, "DO NOT RETURN IN BOOKDROP" is written plainly on the case.

3. Website updates.

UNFINISHED BUSINESS

NEW BUSINESS

1. First public hearing for the 2018 budgets. Posted on Indiana Gateway as well as on our website.

2. Draft of policy/guidelines for Hotspot.

OTHER BUSINESS

1. A detailed discussion was held regarding a procedures manuals. Were an issue to occur that a staff member were unable to complete their duties, there is no backup procedure in place where another staff member could step in on a temporary basis to complete a task/s. Trustees were very concerned about employees being paid promptly as well as patrons being inconvenienced due to a staff members illness/vacation etc.

A directive was given to the Director to begin a detailed procedures manual that will describe for a temporary person how a particular task is handled. There will undoubtedly be instances outside of standard procedures where a temporary person would not be

able to complete the task, but the goal is to ensure continuation of basic services and obligations.

Since procedures can and will frequently change due to software updates, rules etc., the manual will need to be maintained minimally monthly and, if necessary, weekly. To assist in preparation of the manual, it was suggested that the Director provide to staff members a basic template of what is expected as well as any training required i.e. screen prints etc.

An update to this directive is required by the October meeting.

Moved by Sandi Schaeffer and seconded by Dick Web that the directive be approved.
Carried.

PAYMENT OF CLAIMS

Moved by Dick Webb and seconded by Larry Yeiter that claims be allowed for payment.
Carried.

ADJOURNMENT

Meeting declared adjourned at 7:08 p.m.

Roger Moriarty, President

Sandi Schaeffer, Acting Secretary