

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

CALL TO ORDER

Meeting was called to order at 6:30 by President Roger Moriarty.

PRESENT

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

MINUTES

Moved to approve the minutes of the September meeting by Dick Webb and seconded by Larry Yeiter. Carried.

PUBLIC COMMENTS

None.

TREASURERS REPORT

Transfer of funds request.

Moved to adopt the resolution to transfer funds within major categories made by Larry Yeiter. Seconded by Dick Webb. Carried. A pdf of the signed resolution will accompany the digital copy of the minutes. The hard copy original will follow these minutes in the minute book.

CHILDREN'S DEPARTMENT REPORT

Six adults attended Creative Craft Corner. We made terra cotta pumpkin candy dishes.

Fifteen children and 3 adults attended the Halloween party. The two parents that stayed and helped were very much needed.

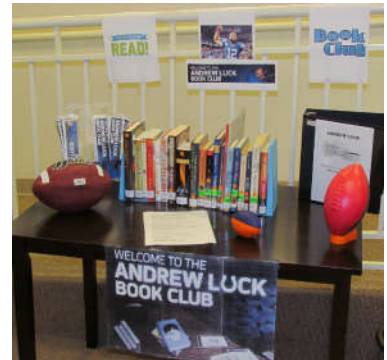
Story time on Friday mornings has been attended by 2-6 children and their parents each week.

Kids crafts and lego club will be held on November 18. Crafts will be at 11 and lego will be at 1.

PROGRAMMING/YOUNG ADULT REPORT

Creative Corner had 6 ladies in attendance. They made Terra Cotta Pumpkins.

YA Room has been rearranged. Stephen removed free



Andrew Luck Book Club



Teens Halloween

standing bookshelf out of room to allow better camera access. Refrigerator was moved into the kitchen and cabinets along the wall were removed as well so that the computers could be put along that wall. Wooden bookshelves that were in front of the computers are now being used for books. Billie shifted books.

DVD player is now in use in the YA Room and teens are encouraged to watch DVD's. They must check out the DVD on their cards.

Planned and hosted Teen/YA Halloween Party. Had lots of help from fellow staff members and family members with decorations, food and games. Party was a huge success! Participants were here from 5:00-8:00 pm (had to have a permission slip filled out by a parent to stay past 7:00 pm). I had 9 adults (including myself) also. We had lots of food and treats and everyone had a blast! Last set of kids left by 8:20 pm and I was out by 8:30 pm.

MAINTENANCE

1. Panel for accessible door has been repaired. Also had the company quote for the same setup for the Senior Center set of doors. Quote totaled \$5,616.92.

2. Requesting for three cabinets of declining condition to be declared as excess and sold through a silent auction. Approved.

DIRECTOR'S REPORT

1. Will be attending the Indiana Library Federation Conference from November 12 - 15. Conference is again in Indy on the east side.

2. Director will make contact with a person who had requested interest in serving on the Library Board.

3. Auditor will be here beginning Monday, November 6. I believe we have everything ready (Budgets, expenses, minutes, petty cash, etc.) Since we opened the Small Conference Room she/he will have a lockable place in which to work.

4. Hope to begin weeding the adult fiction section beginning in November. We will probably need a Friends booksale soon.

5. Director, Sharon Kindig and Billie Abalos will be participating in Junior Achievement at Mentone Elementary in January.



Younger Ones Halloween

UNFINISHED BUSINESS

1. Policies/guidelines for Hotspot.

Moved by Jill Gross and seconded by Sandi Schaeffer to adopt the policies for the loan of an Internet Hotspot. Director will update policy manual see that such is noted on the cover page.

2. So far the following are in-process for the Procedures Manual:

Magazine check-in
Monday morning overdues
PLAC card procedures
Using the HP printers/scanners for scanning docs for BMPL and patrons
Newsletter
Electronic sign

NEW BUSINESS

1. Final public hearing and adoption of 2018 budgets. Double check for signatures and checkmarks.

Moved by Sandi Schaeffer to adopt the Resolution for Appropriations and Tax Rates. Seconded by Larry Yeiter. Carried. (Note: 10/31/17. Said file was uploaded to the DLGF via Gateway on 10/30/17). A digital copy of the Resolution will accompany these minutes online. A copy of the Resolution will follow these minutes in the minute book. Signed original will remain with the 2018 budget files.

2. Need to ask Senior Center Board about getting rid of television that used to be in the Senior Center (storage is at a premium in the "storage room").

Dick Webb informed the Director to contact the Real Services Coordinator about declaring the television as excess.

OTHER BUSINESS

1. We are promoting the Andrew Luck Book Club (photo above).

PAYMENT OF CLAIMS

Moved by Honey Kuhn and seconded by Kylene Crabb to approve claims. Carried.

ADJOURNMENT

Meeting adjourned at 7:09.

Roger Moriarty, President

Honey Kuhn, Secretary

**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 transfers be made within the library general fund:

TRANSFER FROM Assistants Amount: \$3,000.00
 Budget Line Item 100.1.02

TRANSFER TO: Wages of Director Amount: \$3,000.00
 Budget Line Item: 100.1.101

TRANSFER FROM Gas Amount: \$400.00
 Budget Line Item 100.3.04

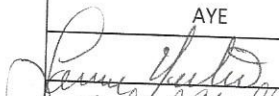
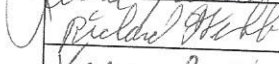
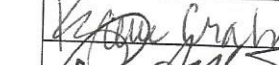
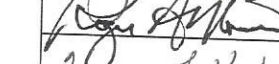
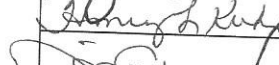
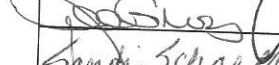
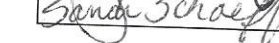
TRANSFER TO Advertising and Publication Amount: \$200.00
 Budget Line Item 100.3.02

TRANSFER TO: Waste Disposal Amount: \$200.00
 Budget Line Item: 100.3.13

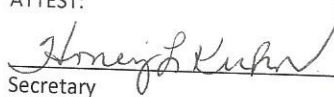
TRANSFER FROM: Music CDs Amount: \$1,000.00
 Budget Line Item: 100.4.05

TRANSFER TO: Books on CD Amount: \$1,000.00
 Budget Line Item: 100.4.00

Presented to the Bell Memorial Public Library Board of Trustees, read in full and adopted this 30th day of October 2017, by the following aye or nay vote:

AYE	NAY
	
	
	
	
	
	
	

ATTEST:


 Secretary

Bell Memorial Public Library Board of Trustees

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
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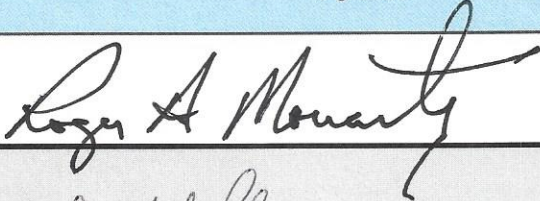
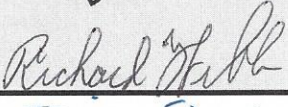

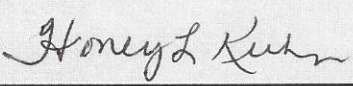

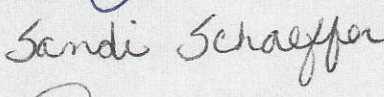
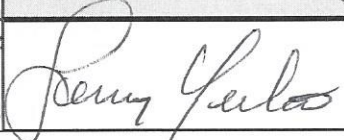
Ordinance Number:

Be it ordained/resolved by the **Bell Memorial Public Library Board of Trustees** that for the expenses of **BELL MEMORIAL PUBLIC LIBRARY** for the year ending December 31, **2018** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **BELL MEMORIAL PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Bell Memorial Public Library Board of Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Bell Memorial Public Library Board of Trustees	Library Board	10/30/2017

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$11,127	\$0	0.0000
0101	GENERAL	\$415,894	\$278,785	0.2145
0180	DEBT SERVICE	\$42,792	\$75,650	0.0582
		\$469,813	\$354,435	0.2727

Name		Signature
Roger Moriarty	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Dick Webb	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jill Gross	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Honey Kuhn	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kylene Crabb	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Sandi Schaeffer	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Larry Yeiter	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

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ATTEST

Name	Title	Signature
Honey Kuhn	Secretary	