

Library Board Meeting

Wells County Public Library

Tuesday, November 20, 2018

Present: Tabor, Ramsey, Smith, Johnson, Brown

Sarah MacNeil, Library Director

Absent: Gentis, Minniear,

1. Call to Order: The meeting was called to order by President Tabor at 6:30 PM.
2. Public Input: There was no public input.
3. Consent Agenda: The consent agenda was accepted with a 5-0 vote following a motion by Ramsey, seconded by Johnson.
 - a. October 9, 2018 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. October 2018 Register of Claims
4. November 1-20, 2018 Register of Claims: The November 1-20 register of claims in the amount of \$243,794.14 was approved with a 5-0 vote following a motion by Johnson, seconded by Smith.
5. Correspondence: Thank you notes from Youth Leadership Forum and Bi-County Foundation.
6. Staff Report-Tech Services: The board members visited the tech Services area for an explanation of how new books are labeled and protected prior to shelving and circulation by Deb.
7. Committee Reports
 - a. Building
 - i. Storyhour Room: No leaks reported during the heavy rains of the past two weeks. Waterproofing is considered finished and reconstruction of walls has begun.
 - ii. Building Update
 1. Master Plan Draft and Budget: The Library master plan and implementation was discussed and a phased approach to permit as much regular business during remodeling as possible will be used.
 2. Meeting Room Statistics: Use of and revenue from meeting rooms was discussed, specifically whether users of the rooms should be allowed to occupy them after standard library hours. The topic of liability from unattended users was discussed. Question as to whether discontinuing this practice could result in reduced liability insurance premiums.
 - b. Budget: There was no budget discussion.
 - c. Policy, By-laws and Insurance
 - i. Compensation and Workplace Policies: There were no suggestions for updates.
 - d. Public Awareness/Outreach: There was discussion about signing Christmas cards and supplying library staff with meat and cheese trays by the Board as has been done in the past.
 - e. Nominating: There was no report from this committee

- f. Director Evaluation: There was no report from this committee
- 8. Unfinished Business: There was no unfinished business to address.
- 9. New Business
 - a. New Hires:
 - i. Kim Konuch was approved as a Shelver starting November 7 for 8-12 hours a week at a rate of \$7.25/hour and no benefits following a motion by Ramsey, a second by Tabor, and a 5-0 vote.
 - ii. Jason Habegger was approved as Head of Adult Services starting starting January 1, 2019 for 40 hours a week at a rate of \$17.83/hour, Exempt, and full benefits following a motion by Ramsey, a second by Brown, and a 5-0 vote.
 - iii. Rachel Maggard was approved as a Clerk I in the Teen Department, starting November 27 for 12 hours a week at a rate of \$10.92/hour following a motion by Brown, a second by Johnson, and a 5-0 vote.
 - b. Umbaugh agreement: Approved following a motion by Tabor, a second by Ramsey, and a 5-0 vote.
 - c. ICE Miller Agreement: Approved following a motion by Tabor, a second by Ramsey, and a 5-0 vote.
 - d. Resolution 18-06 Indiana Internet Consortium Commitment: Approved following a motion by Ramsey, a second by Johnson, and a 5-0 vote.
 - e. Section 125 Cafeteria Plan-Resolution 18-07: Approved following a motion by Brown, a second by Smith, and a 5-0 vote.
 - f. Health Insurance:
 - g. Harwood Grant Support Letter: Support for applying for the grant was generally present.
 - h. Reciprocal Borrowing: Time frame for reciprocity to move to a rolling one year period instead of being pinned to the calendar year.
- 10. Other Items for Consideration
 - a. Director Updates
 - i. New methodology for onboarding of new hires is in development.
- 11. Roundtable: There was no roundtable discussion.
- 12. Next Meeting Announcements:
 - a. Regular Meeting—Tuesday, December 11 2018 @ 6:30pm.
- 13. Adjournment: The meeting was adjourned by President Tabor at 7:45 PM.

Kim Gentis, Vice-President

Dustin Brown, Secretary