



Library Board Meeting
Wells County Public Library
Main Library

Tuesday, February 12, 2019

Meeting Minutes

6:30 pm

Present: Gentis, Johnson, Minniear, Smith

Sarah MacNeil, Library Director

1. Call to Order: The meeting was called to order by Vice-President Gentis at 6:32 PM.
2. Public Input: No public input
3. Consent Agenda: The consent agenda was accepted with a 4-0 vote following a motion by Minniear, seconded by Johnson.
 - a. January 8, 2019 Board Meeting Minutes
 - b. January 8, 2019 Board of Finance Minutes
 - c. Librarian's Report
 - d. Treasurer's Report
 - e. January 2019 Register of Claims
4. February 1-12, 2019 Register of Claims in the amount of \$198,513.61 was approved with a 4-0 vote following a motion by Minniear, seconded by Smith.
5. Correspondence: None
6. Staff Report: Robin Barton from Material Services (Tech Services) presented about the magazine circulation process, including both print and e-magazines. Board members learned about the labeling process and the organization of the magazines.
7. Committee Reports
 - a. Building: A water leak from a pump occurred over the weekend. We lost one CPU on third floor that was on schedule to be replaced; nothing was ruined downstairs.
 - i. Building Plans, Budget and County Council meetings: Sarah discussed some revisions in the plans, the budget, and the plan for some small meetings with County Council members. We can borrow up to \$4.33 million without a tax impact, which is more than the proposed amount of the project. The possible start date for the project could be January or February of 2020.
 - ii. Bond Timetable: Sarah reported that to keep our levy from dropping, we will be applying for our new bond to overlap with our current bond in 2020.
 - b. Budget: No report
 - c. Policy, By-laws and Insurance: No report
 - i. Hours and Access to Information
 - d. Public Awareness/Outreach: Nothing
 - e. Nominating: No report
 - f. Director Evaluation: No report
8. Unfinished Business: None

9. New Business

- a. 2018 Review: Circulation of physical materials is down by 8%, but circulation of eMaterials is up by 20%. We have seen a 46% increase in Teen program attendance. The Murder Mystery was quite popular. We partnered with various community organizations for some of our programs.
- b. Long Range Plan review: We have five years to accomplish these goals.
- c. 2018 Annual Report: Sarah reported that this has been completed online.
- d. 2019 Non-Resident Fee: It was approved to keep this fee at \$75 for 2019 with a 4-0 vote, following a motion by Johnson, seconded by Smith.
- e. Landscape/Snow Removal Contracts: It was approved to keep the contracts the same as last year with a 4-0 vote, following a motion by Minniear, seconded by Smith.
- f. Server Room: Discussion of the air unit resulted in tabling this issue until the next meeting when we can have more information. The vote was 4-0, following a motion by Gentis, seconded by Minniear.
- g. ViewScan: The new scanner that was itemized during budget approval actually will cost more since the quote we received was actually for a lesser unit than what we have and need. We do have the funds available for price difference because of encumbering 2018 funds to purchase 2019 budgeted technology items.
- h. Bed Bug Policy and Procedure: After looking over the policy and procedure, it was voted 4-0 to approve them with the addition of "and household" under the Second Occurrence on page 2 of the Procedure, following a motion by Minniear, seconded by Smith.
- i. Spring In-Service Date-May 17th: The library will be closed from 8:00-1:00.

10. Other Items for Consideration

- a. Director Updates: Future programming includes "From Farm to Fabric" and offering programs at Christian Care or Christian Care bringing residents to the library for a program. We were approved for a Harwood Grant to take four staff members to the Harwood Conference. Those attending will be Sarah, Jason, Jackie, and Emily

11. Roundtable: Nothing

12. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, March 12, 2019 @ 6:30pm.

13. Adjournment: The meeting was adjourned by Vice-President Gentis at 7:53 PM.

Kim Gentis, Vice-President

Deb Johnson, Acting Secretary