

Library Board Meeting
Wells County Public Library
Main Library

200 W Washington St Bluffton, IN 46714

Tuesday, November 12, 2019

Meeting Minutes

6:30pm

1. Call to Order: Meeting was called to order at 6:30
2. Public Input: No public input.
3. Consent Agenda: Motion to approve made by Tabor and seconded by Ramsey. Agenda approved 6-0.
 - a. October 8, 2019 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. October 2019 Register of Claims
4. November 1-12, 2019 Register of Claims
 - a. Motion to approve November 1-12, 2019 Register of Claims in the amount of \$222,060.84 by Tabor, seconded by Ramsey.
 - b. Register of claims unanimously approved.
5. Canam Building Envelope Proposal
 - a. Tremco offers a building envelope procedure classed a Canam Assessment to check for gaps, cracks, and holes in the building exterior.
 - b. Steven Tratt joined the board via conference call to answer questions and explain the benefits of the procedure.
 - c. Nate and Sarah both believe it will be a helpful procedure to do to evaluate the building's efficiency before the building project takes place since there are occasional leaks and above circulation and teens and around windows in the Children's Room.
 - d. Very little has been spent from Building Maintenance and Repair.
 - e. Board approved the process unanimously in the amount of \$4,510.00
6. Correspondence: None
7. Staff Report-Parlor City Christmas
 - a. The board learned about plans for the Parlor City Christmas on December 7
 - b. The event has been very successful in past years and goes from 8 am (Breakfast with Santa) to 9 pm (Wonderland of Lights at Ouabache State Park)
8. Committee Reports
 - a. Building
 - i. Server Crash
 1. Last Saturday evening the in-house servers were infected with Ransomware.
 2. Brian sent the hard drives to a company to recover what they can.

3. The ILS (Sirsi), Website, and Email were not affected.
4. Most losses were to the U and P drives. Thankfully some departments backed up their files, including Genealogy.
- ii. Shelf Moving
 1. Shelf moving is going well.
 2. Sarah mapped out a layout for the final place for shelves and a plan for fitting the entire collection on one side of the building.
 3. The hope is to have everything moved except Genealogy before Parlor City Christmas.
 4. Furniture and equipment sale will be December 10-13 with proceeds going to the Friends of the Library.
- b. Budget
 - i. Bond Timetable
 1. Notice of intent to sell bonds should be published on the 14th and 21st of November.
 2. Notice will also be placed on the website.
 3. Appropriation Resolution has been sent to Lisa for the County Council and Lisa has advertised it.
 4. County Council for our Additional Appropriation will be December 3 at 7 pm.
 5. Bonds will be sold on December 3.
 - c. Policy and By-laws
 - d. Public Awareness/Outreach
 - e. Nominating
 - f. Director Evaluation
9. Unfinished Business
10. New Business
 - a. Health Insurance
 - i. Board was presented with information regarding a comparison of insurance plans because current plan is increasing by 15%
 - ii. PHP HAS Plan Option 2 is the favorite among Sarah, Danielle, and Consolidated Union
 - iii. Sarah will give a final update on staff taking insurance and cost in December.
 - b. Cafeteria Plan Section 125 Resolution
 - i. The board reviewed Resolution 19-12 for the adoption of the Wells County Public Library Cafeteria Plan for section 125.
 - ii. The Resolution was unanimously approved.
 - c. Policy Changes for 2020
 - i. The board reviewed personnel policy changes for 2020.
 - ii. The changes bring the policy more in line with what the Indiana State Chamber suggests.
 - iii. The board made a few suggestions on changing language for clarity in several areas of the policy.

d. Bid Approval

- i. The bid opening went well.
- ii. The bids are being looked at to make sure the lowest bid was submitted correctly.
- iii. CME Corporation from Fort Wayne was the lowest, most responsible bidder.
- iv. \$1,656,800 for construction document and addenda
- v. \$48,400 for Meeting Room 103 Alternate 1
- vi. \$49,000 for Meeting Room A 159 and B 155 Alternate 2
- vii. Total bid: \$1,754,200
- viii. The bid was lower than expected, so we can increase our contingency amount and likely add furniture back in (paid with bond proceeds instead of Rainy Day). We will also be able to do both meeting rooms and add carpeting back into the project.

11. Other Items for Consideration

a. Director Updates

- i. Closed at 5 pm November 27-29
- ii. Closed all day Monday December 24-26
- iii. Closed at 5 pm December 31-January 1
- iv. Rating Call Prep with Baker Tilly . . . hopeful for a good rating. Actual rating call will be at 11 am November 13. This will determine how sound an investment the library's bonds will be. The rating can affect our interest rates.

12. Roundtable

13. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, December 10, 2019 @ 6:30pm

14. Adjournment: Meeting adjourned at 8:30 pm.

Kim Gentis, President

Angie Smith, Secretary