



Library Board Meeting
Wells County Public Library
Ossian Branch
Tuesday, February 11, 2020
Meeting Minutes
6:30pm

Present: Gentis, Brown, Johnson, Ramsey, Smith, Minniear

1. Call to Order: President Gentis called the meeting to order at 6:30.
2. Public Input: None
3. Consent Agenda: Minniear moved to accept the consent agenda. Ramsey seconded. Passed 6-0.
 - a. January 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. December 2019 Register of Claims
4. February 1-11, 2020 Register of Claims: Minniear moved to accept the register of claims in the amount of \$180,058.46. Johnson seconded. Passed 6-0.
5. Correspondence: None
6. Staff Report-Catherine Campbell

Winter Reading Program is being kept simple because of construction. After reading 300 pages, patrons may pick up a coupon for free Dairy Queen mini-blizzard, and they are eligible for gift basket drawing. There is a community goal to read 450,000 pages to donate books to Kate's Kart. The more pages read, the more books donated. Reading 50,000 pages as a community will equal a donation of 25 books . . . up to 400,000 pages which will result in a donation of 125 books. Movies are being held weekly in Ossian. Library donates to Kate' Kart. On Valentine's Day, there will be a snack station for patrons. The Winter Book Sale in Bluffton will begin on Tuesday, February 11 from 5-8 for Friends of the Library and open to the public from February 12-15 during regular library hours.
7. Committee Reports
 - a. Building: Construction is a week ahead of schedule. Staff moved the books, so that saved time. Children's room will move upstairs at the end of this week. Hopefully, it will not take the entire two and a half months. No water or restrooms upstairs, so it will be stressed to parents as they walk upstairs with children. We are hoping to make the entrance to the building at the new Children's Room emergency exit during Phase 2. Waiting to hear back from everyone one how to make it ADA accessible and approved by Ted Smith for building code.
 - b. Budget: Nothing.
 - c. Policy and By-laws: Viewed and discussed hours and access to information
 - d. Public Awareness/Outreach: None
 - e. Nominating: None
 - f. Director Evaluation: None

8. Unfinished Business: None

9. New Business

- a. Annual report has been completed. The year end financial reports and circulation statistics contains information used to generate the annual report.
 - i. 240th finisher in the 1000 Books Before Kindergarten Program. We have 573 registrants and 166,400 books read.
 - ii. Participated in many community events: Touch-a-Truck, Old 303 Music Festival, Summer Block Party, Plaza Grand Opening, Ossian Days, Bluffton Street Fair, Boo-in-Bluffton, Festival of Wreaths, Wonderland of Lights, Ossian Hometown Christmas, and Parlor City Christmas
 - iii. Partnered with: Parks Department and Bluffton Regional for Theatre Thursday and Senior Exploration, Christian Care, the YMCA, Purdue Extension for Adult Programming with Cook, Talk, Taste, The Historical Society, The Embassy with Violins of Hope and a local artist for a Canvas and Mocktails program.
 - iv. Started circulating hotspots.
 - v. Started offering more education and hands-on events . . .now see between 13-20 people in attendance each month
 - vi. Offered free tax assistance to anyone every Monday during tax session.
 - vii. Started the building project
 - viii. Slow decrease in out circulation of physical items with a 5% decrease. Teen material increased by 1% and eMaterials increased by 18%
 - ix. Patron visits were down by 7% but reference interactions increased by 14%.
 - x. Our book-a-librarian had 27 .
 - xi. Adult program attendance has increased by 7%
 - xii. Our Teen programs are still holding steady with a 2% increase in attendance.
 - xiii. Slight decrease in supervised visits mainly because we are not as strict with sign-ins.
 - xiv. Our meeting room and study room reservations increased by 13%
 - xv. Our computer usage was down but we were without computers for the month of November and part of December after ransomware attacked our server. However, the circulating laptops increased by 170% because of the loss of the public internet computers.
- b. Long range plan: Staff revisits the goals to see how we are doing, what we have achieved, and what we still want to strive to accomplish. The board reviewed and discussed the goals in the long range plan.
- c. Annual report: The board reviewed the annual report for 2019. Ramsey moved to approved the annual report as written. Johnson seconded. Approved 6-0.
- d. 2019 Non-Resident Card Fee: The annual report determines the cost. The current amount is \$75. Minniear moved to keep the cost at \$75. Brown seconded. Approved 6-0.
- e. Changes to Work (Resolution 20-4): Board reviewed the resolution to authorize the Library Director to approve changes in work for the 2020 Building Renovation. Johnson moved to accept the changes. Ramsey seconded. Approved 6-0.
- f. Spring In-Service Date May 15 from 8-12 and library opens at 1:00.
- g. BakerTilly Agreement for Continuing Disclosure: BakerTilly will oversee our bond (rating, uploads, etc.). This will be a \$500 yearly cost. Brown moved to approve this agreement. Minniear seconded. Approved 6-0.

10. Director Updates:

- a. Closed for President's Day
- b. Community Meetings/Activities
- c. Department head meeting: reviewed stats, the annual report, long range plan goals chart, large print weeding, conference procedures, building process and instructional reference stats.
- d. Plans for the Children's Book Festival are underway.

11. Roundtable

12. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, March 10, 2020, 6:30pm at Ossian

13. Adjournment: Meeting adjourned at 7:35.

Board President, Kim Gentis

Board Secretary, Angie Smith