



Library Board Meeting
 Wells County Public Library
 Ossian Branch Library
 207 N Jefferson St, Ossian, IN 46777
 Ossian Meeting Room
 Tuesday, March 10, 2020
 Meeting Minutes
 6:30pm

Present: Brown, Johnson, Minniear, Ramsey, Tabor

1. Call to Order: Vice-President Brown called the meeting to order at 6:29 p.m.
2. Public Input: None
3. Consent Agenda: Minniear moved to accept the consent agenda; Ramsey seconded. Passed 5-0.
 - a. January 14, 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. February 2020 Register of Claims
4. March 1-10, 2020 Register of Claims: Tabor moved to accept the Register of Claims in the amount of \$417,938.91; Ramsey seconded. Passed 5-0.
5. Correspondence: None
6. Staff Report-Crafty Kids-Melanie Gerber reported on the craft activities for March at the Ossian Branch. These activities are planned for the months of October and March. Several creative crafts were shared, including projects using Washi tape and a Pinterest craft called Grass Men. Response has been very favorable.
7. Committee Reports
 - a. Building:
 - i. The Children's Department is now temporarily upstairs, hopefully for less than two months. The whole staff helped in some way to assist the Children's Dept. in moving.
 - ii. They have started installing the stairs and the new wall for the storytime room along with the completion of the frame for the storytime room steps.
 - iii. The last sections of insulation and drywall for the new study rooms are also going up.
 - iv. We cannot raise the ceiling upstairs above 8 feet, which puts the current shelves too close to the ceiling and the sprinkler heads.
 - v. To replace all of the filing cabinets with 1-hour fire safe cabinets would cost \$30,000, so Sarah made the decision to make the room 1-hour rated at a cost of between \$2,000 and \$3,000.
 - vi. Sarah created a list of items taken out of the project and suggested pricing for them. The shelving and large print shelving tops could be purchased from the Rainy Day fund. The next option would be to remove the new canopy/foyer and the LED sign.

- b. Budget: Nothing
 - c. Policy and By-laws
 - i. Circulation and Collection Policies: The Circulation Policy was acceptable, and the Collection Policy needs better spacing of the bulleted items.
 - d. Public Awareness/Outreach: Nothing
 - e. Nominating: Nothing
 - f. Director Evaluation: Nothing
8. Unfinished Business: None
9. New Business
- a. Library Shelving: Ramsey moved that we purchase 47 columns of 6.5 feet frames at a cost of \$6,260.40 and use our current shelves. Minniear seconded, and the motion passed 5-0.
 - b. Wells County Foundation Distribution: The Foundation has approved a 5% payout for distributions made in 2019 on endowed funds. Ramsey moved that we take the \$18,500 and hold it to be used for the Ossian project. Minniear seconded, and the motion passed 5-0.
10. Other Items for Consideration
- a. Director Updates:
 - i. The library will be closed on Good Friday, April 19, and Saturday, April 11.
 - ii. The new van has a Van Information Binder in it with information on insurance, instructions in case of an accident, and an incident report form.
 - iii. The May In-Service will be at the Ossian Branch and will focus on workplace stress management
 - iv. Department Head Meeting: Facebook Post, Building Updates, New Van Information Binder, Community events Procedure, May In-Service, Fall In-Service, Book Blub, WordWise Review: Self Help-Sports.
11. Roundtable: Minniear expressed appreciation for the work of all of the staff which has enabled us to save money. Board members agreed, and discussion ensued on how to recognize the efforts of the staff whether it be giving a day off or hosting a reception for them. This will be discussed more at a later date.
12. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, April 14, 2020, 6:30 p.m. at Ossian
13. Adjournment: Vice President Brown adjourned the meeting at 7:40 p.m.

Board Vice-President, Dustin Brown

Board Secretary Pro-Tem, Deb Johnson