



Library Board Meeting  
Wells County Public Library  
Online Meeting  
Tuesday, May 12  
Meeting Minutes  
6:30pm

Present: Gentis, Johnson, Ramsey, Smith, Tabor

1. Call to Order: President Gentis called the meeting to order at 6:33.
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda. Ramsey seconded. Passed 5-0.
  - a. April 2020 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. May 2020 Register of Claims  
May 1-12, 2020 Register of Claims: Tabor moved to accept the register of claims in the amount of \$126478.47. Johnson seconded. Passed 5-0.
4. Correspondence: None
5. Staff Report: None
6. Committee Reports
  - a. Building:
    - i. Building inspection is passed for phase 1. Finishing some minor things. Should be finished by Friday. Someone will come in and clean on the 18<sup>th</sup>. Then, things will be moved to the west side of the building. Then, they will begin phase 2. Finishing up the carpet, walls, and lights upstairs.
    - ii. Curbside service is going well.
    - iii. Health department thinks everything looks good. By June 1<sup>st</sup>, hoping 50% capacity in the building. Social distancing should be possible with computers and document assistance. June 14<sup>th</sup>, hoping to have 75% capacity. Hopefully by July 6<sup>th</sup> there will be full operation.
  - b. Budget: Board reviewed the budget calendar. Sarah will be advertising the dates.
  - c. Policies, By-Laws, and Insurance:
    - i. The board reviewed Services and Small Purchase Policies.
    - ii. Discussed the section about notaries and their protections.
    - iii. Discussed the small purchases policy to be sure no Indiana code has required any updates or changes.
  - d. Public Awareness/Outreach: Posting on social media to share services that are available and virtual programming offered, as well.
  - e. Nominating: None.
  - f. Director Evaluation: In progress
7. Unfinished Business: None
8. New Business:

- a. PCO Review and approval
  - i. The board reviewed PCO's to date.
  - ii. PCO 37 discussed regarding new ceiling and lighting. Ramsey motioned to approve PCO 37 in the amount of 13,644.76. Tabor seconded. Passed 5-0.
  - iii. PCO 43 and 44 discussed. These are in regard to replacing lighting in children's room, area between teen and children, teen, and nonfiction. Changing to LED lights. Tabor made a motion to approve PCO 43 and 44 in the amount of \$79,317.42. Johnson seconded. Motion passed 5-0.
  - iv. PCO 45 discussed. This is in regard to power locations in study rooms and throughout the building where there are gathering places (power outlets in floors in teen area, middle area, and lounge area, study rooms, etc.). Ramsey made a motion to approve PCE 45 in the amount of \$51,058.96. Tabor seconded. Motion carried 5-0.
9. Director Updates:
  - a. Resignation: Diane Kipfer submitted her resignation for her Material Services Clerk1 position. Her last day will be May 15th. We will not be rehiring for this position until we are fully open.
  - b. New hires: 2 summer interns. Megan Dettmer was an intern last year and did an excellent job. Adelynn Schwartz has been a volunteer at the library for a couple of years and has always excelled with anything we have given her. Both interns will be utilized mostly with curbside service, Summer Reading project prep, circulation and building transitions. Since, Megan is returning, her hiring wage will be \$10.76/hour for 30-35 hours per week. Adelynn's hiring wage will be \$10.44/hour for 30-35 hours per week. Tabor made a motion to approve the new hires at the rates listed above. Johnson and Ramsey seconded. Motion passed 5-0.
  - c. Resolution number 20-6: Declaration of fiscal body  
As a new requirement to SEA 410, which passed in the most recent legislative session, libraries are required to declare their fiscal body that we would go before for binding review. The fiscal body for the Wells County Public Library is the Wells County Council. This declaration will be filed with the state. Ramsey moved to pass the resolution. Johnson seconded. Resolution approved 5-0.
  - d. Other: Department meetings held to discuss the building project and phased re-opening (curbside). Some committee meetings held virtually. Others cancelled. There have been many positive comments about curbside service.
10. Roundtable: None
11. Next Meeting Announcements:
  - a. Regular Meeting– Tuesday, June 9, 2020, 6:30pm at Bluffton location in large meeting room.
12. Adjournment: Meeting adjourned at 7:15

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President, Kim Gentis

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Secretary, Angie Smith