



**Wells County Public Library**  
**Library Board of Trustees Meeting**

200 West Washington Street  
Bluffton, Indiana 46714  
Meeting Minutes  
Tuesday, May 10, 2022

Present: Brown, Eicher, Gentis, Johnson, MacNeill, Tabor

Absent: Smith, Stauffer

1. Call to Order: acting President Dustin Brown called the meeting to order at 6:32 PM at the Ossian branch
2. Public Input: None
3. Consent Agenda: Johnson moved to accept the consent agenda. Gentis seconded the motion, which passed. The following items were approved and adopted:
  - a. April 12, 2022 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. April 2022 Register of Claims
4. May 1-10 Register of Claims: Gentis moved to accept the register of claims, which totaled \$62,445.37. Eicher seconded the motion, which passed.
5. Correspondence: None
6. Staff Report – Melody Wolfe reported on Retro Family Gaming night both at Ossian and Bluffton and the shed that has been added for additional storage at Ossian. The patio that is to be added near the entrance was also mentioned.
7. Committee Reports:
  - a. Building : Outdoor Concepts has been asked to provide a proposal for updating the landscaping of the Main Library.
  - b. Budget : Tabor moved that the budget calendar be accepted as submitted. Johnson seconded the motion which passed.
  - c. Policy, By-Laws, and Insurance - The Services, Small Purchase and Hot Spot policies were reviewed with no updates proposed...
  - d. Public Awareness/Outreach - Nothing
  - e. Nominating - Nothing
  - f. Director Evaluation – Tabor reviewed response count as of Tuesday evening at 35 total responses out of a possible 50 with 11 out of 12 full time employees responding, 19 out of 31 part time staff responding and 4 out of 7 board members responding.
8. Unfinished Business: - Nothing
9. Personnel Updates: Tabor moved that summer interns be hired, Linden Barcus at \$11.19 per hour and Savanna Reynolds at \$10.86 per hour for 30 to 35 hours per week..
10. New Business: After reviewing original quote and scope of work and the new quote and scope of work for Ossian stairs and overnight pick up boxes, Eicher moved that the

James S. Jackson quote for \$15,243 be accepted. The motion was seconded by Johnson and the motion was approved.

11. Director Updates:

Closed all day, Friday, May 20 (In-service)

Closed all day Saturday May 28th and Monday, May 30th

**Community Meetings/Activities attended outside the library:**

Bluffton NOW! Board Meeting

Bluffton NOW! Executive Board Meeting

Chamber Board meeting

Rotary Meetings

Wells County Foundation Board and Grants Committee Meeting

**Meeting Updates inside the library:**

Department Head meeting – We discussed summer interns, Spring In-service, suggestions for a new board member, employee retention workshop, policy review/emergency response manual review, patron snacks, and our buddy read *Whole-Hearted Librarianship*

**Current Projects/Big Programs/News:**

**-After-Hour Pick-up** – the lockers have been ordered and we are now working on prepping the sights for install. Still waiting to hear back from the factory on the lockers

**-Long Range Plan 2022** is the last year for our current Long Range Plan. Starting in 2022, we will start to create our Long Range Plan for 2023-2027. We are hosting a LRP planning session with staff during In-service on May 20<sup>th</sup>. When the Community Needs Assessment being conducted by the Wells County Foundation, is completed, it will be considered in creating the new Long Range Plan.

12. Round-Table - Nothing

13. Next Meeting – Tuesday June 14, 2022 @ 6:30 at Bluffton

14. Meeting was adjourned at 7:09 by Brown

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Dustin Brown, Acting President

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Stephen Tabor, Secretary