



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Large Meeting Room
Tuesday, September 13, 2022
Meeting Minutes
6:30pm

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

1. Call to Order: President John Stauffer called the meeting to order at 6:30 PM
2. Public Hearing on the 2023 Budget: One member of the Public present, and there were no questions or comments
3. Public Input: No questions or comments.
4. Consent Agenda: Tabor moved to accept the consent agenda. Johnson seconded the motion, which passed 7-0. The following items were approved and adopted:
 - a. August 8, 2022 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. August 2022 Register of Claims
5. September 1-13, 2022 Register of Claims: Gentis moved to accept the register of claims, which totaled \$131,372.04. Eicher seconded the motion, which passed 7-0.
6. Correspondence: Thank you from an author who presented on Women in WWII.
7. Staff Report-Teresa Dustman provided a brief tour of the circulation department and showed some of the functionality of the library computer program.
8. Committee Reports
 - a. Building
 - i. Landscaping update: The trenching for electrical lines is complete and we are now awaiting concrete pouring.
 - ii. Lockers: Various components are still missing from the ordered items. The distributor has recommended that we work directly with the manufacturer to gain closure on the outstanding items.
 - b. Budget
 - i. Budget Calendar and MLGQ (AVGQ): Next step for the budget is adoption at the 10/11/2022 board meeting.
 - c. Policy and By-laws
 - i. Internal Control, Fixed Asset and Hotspot policies
 - d. Public Awareness/Outreach
 - i. Reciprocal borrowing: A representative from Montpelier Library in Blackford County reached out to Director MacNeill to investigate the possibility of entering a reciprocal borrowing arrangement. Montpelier is an Evergreen library and such an arrangement would not give WCPL patrons full access to the Evergreen catalog. The Board asked Director MacNeill to ensure the Montpelier Board is amenable to such an arrangement and formulate a resolution to move forward.
 - e. Nominating
 - i. Board Committees
 - ii. Board Calendar
 - f. Director Evaluation

9. Unfinished Business: None
10. Personnel Business: Tabor moved that Paige Watters hired as Teen Clerk I for 16 hours/week at \$11.86/hour. Gentis seconded the motion which passed.
 - a. New Hires
11. New Business
 - a. Window repairs: Several of the large plate windows on the first floor leak at the top during very heavy rains from a specific direction. The source of the leaking has not been determined but Stronghold Glass has provided a possible solution. Eicher moved to approve repairs to the windows in an amount not to exceed \$17,130 in a phased approach: one section would be completed at a cost of \$5,545 and validated as a solution prior to completion of the remaining windows. Johnson seconded the motion which passed.
12. Director Updates:
 - Meetings outside the library:**
 - Bluffton NOW! Executive Board Meeting
 - Chamber Board meeting
 - Rotary Meetings
 - Wells County Foundation Board and Grants Committee Meeting
 - Chamber Strategic Planning meetings
 - NE Indiana Director's Meeting Meeting
 - Updates inside the library:**
 - Department Head meeting – Started going through The Community Needs Assessment and Staff survey results for Long Range Plan, Discussed Extended Use Policies and IDL
 - Current Projects/Big Programs/News:**
 - 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. Department Heads will be meeting every Monday morning for the rest of September to finalize the proposed Long-Range Plan.
13. Roundtable: Nothing
14. Next Meeting Announcements:
 - a. Regular Meeting– Tuesday, October 11, 2022, 6:30pm at Bluffton
 - i. Adoption of 2023 Budgets
15. Adjournment: Meeting was adjourned at 7:28 by President Stauffer

John Stauffer, President

Dustin Brown, Secretary