



Library Board Meeting
Wells County Public Library

Main Library

Tuesday, January 8, 2019

Meeting Agenda

6:30 pm

Present: Smith, Tabor, Ramsey, Johnson

Sarah MacNeil, Library Director

1. Call to Order: The meeting was called to order by President Tabor at 6:30 PM.
2. Public Input: No public input
3. Consent Agenda: The consent agenda was accepted with a 4-0 vote following a motion by Ramsey, seconded by Johnson.
 - a. December 11, 2018 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. December 2018 Register of Claims
4. January 8, 2019 Register of Claims in the amount of \$195,569.92 was approved with a 4-0 vote following a motion by Ramsey, seconded by Tabor.
5. Correspondence: None
6. Staff Report-Cindy: Board members visited the children's department, learned about the programs offered, patron participation, and experienced at story in the story room.
7. Committee Reports
 - a. Building: Nothing to report
 - b. Budget: Finance meeting held immediately following
 - c. Policy, By-laws and Insurance: Finance meeting held immediately following
 - d. Public Awareness/Outreach: None
 - e. Nominating: There was no report from this committee
 - f. Director Evaluation: No report
8. Unfinished Business
 - a. Cameras: Sarah followed up on a question regarding the length of time video surveillance footage is retained. The cameras can record for a month. Footage can be downloaded and saved if necessary.
9. New Business
 - a. Resolution 19-01 Encumbered Operating Funds: Items haven't been received and therefore haven't been paid for from the end of the year. Unspent money has been encumbered for this as well as for a cushion in the event of a tax shortfall. The encumbered operating funds were approved with a 4-0 vote, following a motion by Tabor, seconded by Ramsey.
 - b. Resolution 19-02 Transfer of Operating Appropriations: A transfer of funds to cover negative balances was approved with a 4-0 vote, following a motion by Tabor, seconded by Ramsey.

- c. Meeting Room Fees: Sarah and the board members discussed the breakdown to current fees and increases and compared WCPL costs with other libraries. New fees are in line with other area libraries. The increase in fees will be 25%-30%. New fees for the meeting rooms were approved with a 4-0 vote, following a motion by Ramsey, seconded by Johnson.
 - d. Hot Spot Policy and Procedures: Other local libraries were contacted to learn about their policies and procedures for hot spots. WCPL's policy is modeled after those from surrounding areas. Hot spot 1 and 2 can have holds placed on them, while a third hot spot will travel if needed or will be used in the library when and if WIFI is inoperable. Hot spots must be returned in the building to avoid damage if returned in drop box. Patrons will be provided with policy information upon check out. Hot spot policy and procedures were approved with a 4-0 vote, following a motion by Tabor, seconded by Johnson.
10. Other Items for Consideration
- a. Director Updates: Long range plans and staff reviews have been completed. Some reference materials have been moved to a 7-day loan.
 - b. Sarah has been asked to serve as Vice President of the Chamber Board.
 - c. At the end of the month, there will be a Caldecott Workshop where preschool and children's librarians will create mock up choices for the award.
11. Roundtable: No roundtable discussion
12. Next Meeting Announcements:
- a. Regular Meeting— Tuesday, February 12, 2019 @ 6:30pm.
13. Adjournment: The meeting was adjourned by President Tabor at 7:14.