Library Board Meeting
Wells County Public Library
Main Library
Tuesday, February 12, 2019
Meeting Minutes
6:30 pm

Present: Gentis, Johnson, Minniear, Smith
Sarah MacNeil, Library Director

1. Call to Order: The meeting was called to order by Vice-President Gentis at 6:32 PM.
2. Public Input: No public input
3. Consent Agenda: The consent agenda was accepted with a 4-0 vote following a motion by Minniear, seconded by Johnson.
   a. January 8, 2019 Board Meeting Minutes
   b. January 8, 2019 Board of Finance Minutes
   c. Librarian’s Report
   d. Treasurer’s Report
   e. January 2019 Register of Claims
4. February 1-12, 2019 Register of Claims in the amount of $198,513.61 was approved with a 4-0 vote following a motion by Minniear, seconded by Smith.
5. Correspondence: None
6. Staff Report: Robin Barton from Material Services (Tech Services) presented about the magazine circulation process, including both print and e-magazines. Board members learned about the labeling process and the organization of the magazines.
7. Committee Reports
   a. Building: A water leak from a pump occurred over the weekend. We lost one CPU on third floor that was on schedule to be replaced; nothing was ruined downstairs.
      i. Building Plans, Budget and County Council meetings: Sarah discussed some revisions in the plans, the budget, and the plan for some small meetings with County Council members. We can borrow up to $4.33 million without a tax impact, which is more than the proposed amount of the project. The possible start date for the project could be January or February of 2020.
      ii. Bond Timetable: Sarah reported that to keep our levy from dropping, we will be applying for our new bond to overlap with our current bond in 2020.
   b. Budget: No report
   c. Policy, By-laws and Insurance: No report
      i. Hours and Access to Information
   d. Public Awareness/Outreach: Nothing
   e. Nominating: No report
   f. Director Evaluation: No report
8. Unfinished Business: None
9. New Business
   a. 2018 Review: Circulation of physical materials is down by 8%, but circulation of eMaterials is up by 20%. We have seen a 46% increase in Teen program attendance. The Murder Mystery was quite popular. We partnered with various community organizations for some of our programs.
   b. Long Range Plan review: We have five years to accomplish these goals.
   c. 2018 Annual Report: Sarah reported that this has been completed online.
   d. 2019 Non-Resident Fee: It was approved to keep this fee at $75 for 2019 with a 4-0 vote, following a motion by Johnson, seconded by Smith.
   e. Landscape/Snow Removal Contracts: It was approved to keep the contracts the same as last year with a 4-0 vote, following a motion by Minniear, seconded by Smith.
   f. Server Room: Discussion of the air unit resulted in tabling this issue until the next meeting when we can have more information. The vote was 4-0, following a motion by Gentis, seconded by Minniear.
   g. ViewScan: The new scanner that was itemized during budget approval actually will cost more since the quote we received was actually for a lesser unit than what we have and need. We do have the funds available for price difference because of encumbering 2018 funds to purchase 2019 budgeted technology items.
   h. Bed Bug Policy and Procedure: After looking over the policy and procedure, it was voted 4-0 to approve them with the addition of “and household” under the Second Occurrence on page 2 of the Procedure, following a motion by Minniear, seconded by Smith.
   i. Spring In-Service Date-May 17th: The library will be closed from 8:00-1:00.
10. Other Items for Consideration
   a. Director Updates: Future programming includes “From Farm to Fabric” and offering programs at Christian Care or Christian Care bringing residents to the library for a program. We were approved for a Harwood Grant to take four staff members to the Harwood Conference. Those attending will be Sarah, Jason, Jackie, and Emily
11. Roundtable: Nothing
12. Next Meeting Announcements:
   a. Regular Meeting– Tuesday, March 12, 2019 @ 6:30pm.
13. Adjournment: The meeting was adjourned by Vice-President Gentis at 7:53 PM.

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Kim Gentis, Vice-President

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Deb Johnson, Acting Secretary