



Library Board Meeting
Wells County Public Library

Online Meeting

Tuesday, April 14, 2020

Meeting Minutes

6:30pm

Present: Gentis, Brown, Johnson, Ramsey, Smith, Minniear

1. Call to Order: President Gentis called the meeting to order at 6:33.
2. Public Input: None
3. Consent Agenda: Ramsey moved to accept the consent agenda. Tabor seconded. Passed 6-0.
 - a. March 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. December 2019 Register of Claims
4. April 1-14, 2020 Register of Claims: Minniear moved to accept the register of claims in the amount of \$467,794.24 Johnson seconded. Passed 6-0.
5. Correspondence: None
6. Staff Report: None
7. Committee Reports
 - a. Building: The building project is moving along well.
 - b. Budget: Due to unknowns for next year, excess spending of materials has been put on hold. Staff was given 50% budget just to think about what they may have to spend for the rest of the year. Unsure of tax income at this point. We are being told that our tax dollars will most likely be coming in late. We do have a strong cash balance that will help us until the money comes in. In June or July we will know more about what our tax dollars might be, and we will know for sure in October. Staff members are posting on social media regarding what they are doing and what the libraries still has to offer. Reference questions are being answered, Book a Librarian is happening, and virtual programs are still being offered.
 - c. Policy and By-laws: Reviewed and discussed donor, exhibit, and fixed asset policies.
 - d. Public Awareness/Outreach: Facebook, Instagram, and Twitter presence is important now. Sharing information about this is important. Virtual story time is going well and is becoming more and more popular.
 - e. Nominating: None
 - f. Director Evaluation: Survey for Sarah's evaluation will be sent to the board.
8. Unfinished Business: None
9. New Business
 - a. PCO review (Change order) for the project. New excess funds amount will be sent to the board later this week. Tabor moved to approve the PCO change order in the amount of 34,120.32 Johnson seconded. Motion passed 6-0.

- b. PCO #29: The wood ceiling has to be redesigned to include diffusers. Diffusers have to be purchased and painted to match the ceiling. Ramsey moved to approved the PCO in the amount of 16,080.09. Minniear seconded. Motion passed 6-0.
 - c. Epidemic/Pandemic Policy: Putting the policy in place allows the library to follow federal, state, and local health authorities recommendations to close pending board approval. It outlines staff and communication expectations. Board suggested naming it Public Health Policy instead of Pandemice Policy. Minnier moved to approve the Public Health Policy as written. Seconded by Brown. Approved 6-0.
 - d. Library closure and future offerings: Proposal is to transition to full capacity in phases. Closed with virtual services available during stay at home order. Then the staff would need time to prepare for the next phase of limited offerings. Those offerings could take place after the stay at home order passes. Limited offerings would consist of things such as computer usage (1-2 devices at least 6 feet apart) available so people can file for unemployment, file taxes, etc. Staff could remote in to help if requested. Document assistance for faxing, printing, and copying. Curbside pickup for books on hold, etc. Plexiglass screen protectors would need to be constructed. Staff could be provided with masks for protection of staff and patrons. The board drafted this statement: The library will remain closed to the public for the duration of any state at home order from the state of Indiana not less than one week after the said stay at home order is lifted to allow library staff to prepare for limited services as they may be provided at the discretion of the library director in compliance with mandated health regulations. Additional services will be expanded as permissible. Minniear motioned to approve. Johnson seconded. Motion passed 6-0.
 - e. Resolution 20-5 Sick Leave and Pay for Covid-19. Ramsey made a motion to approve the resolution as written. Tabor seconded. Motion passed 6-0.
 - f. Roof bid tabulation form: CIBM was lowest bid in compliance with all the specifications. Tabor moved to approve CIBM completion of all sections of the roof in the amount of \$131,230. Ramsey seconded. Motion carried 6-0.
10. Director Updates: Department meetings have been taking place through Microsoft Teams. Policies have been drafted, discussions are being held regarding public relations and decisions made now and how they may impact the future. Staff is working together to come up with programming and alternative ways to serve the public.
11. Roundtable: None
12. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, May 12, 2020, 6:30pm
13. Adjournment: Meeting adjourned at 8:00.

Board President, Kim Gentis

Secretary, Angie Smith