



Library Board Meeting  
Wells County Public Library  
200 W Washington St Bluffton, IN 46714  
Board Room  
Tuesday, July 14, 2020  
Meeting Minutes  
6:30 p.m.

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

1. Call to Order: President Kim Gentis called the meeting to order at 6:30 p.m.
2. Public Input: None
3. Consent Agenda: Minniear moved to accept the consent agenda; Ramsey seconded. Passed 6-0.
  - a. June 9, 2020 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. June 2020 Register of Claims
4. July 1-14, 2020 Register of Claims: Minniear moved to accept the Register of Claims in the amount of \$597,432.23; Brown seconded. Passed 6-0.
5. Correspondence: Kate's Kart sent a thank-you note for the 125 books donated through the summer reading program. \$385 was donated to the library through memorial money in memory of Sharon Moriarity.
6. Staff Report: Nothing
7. Committee Reports
  - a. Building
    - i. Building Progress: The whole collection is now accessible to the public. The large and small meeting rooms will be available by the end of the week to the groups who regularly use the rooms. Substantial completion is still on schedule by September 1. After substantial completion, we would still have 3-4 weeks of finishing punch list items. The ribbon cutting is tentatively planned for October.
    - ii. Phasing Plan: Masks are required for staff in public areas not behind Plexiglas and communal staff areas or when within 6 feet of each other. It is highly recommended that patrons wear masks. Masks will be available to patrons for \$1.00 each. Based on the results of the REALM study of the virus, we are quarantining books for 24 hours. If the item is a hold, it will be wiped down and then taken to the circulation desk. We still off curb side.
    - iii. PCOs: Tabor moved to accept SI-55.1 in the amount of \$22,692.65; Ramsey seconded. Passed 6-0. Tabor moved to accept SI-71 and PCO 63-67; Brown seconded. Passed 6-0. Tabor moved to accept SI-56.1; Ramsey seconded. Passed 6-0.
  - b. Budget
    - i. Budget Calendar and MLGQ (AVGQ): The MLGQ for the State is 4.2%, a .7% increase from last year. The MLGQ is the percentage allowed to increase our budget total and Maximum Levy. The budget still must be fully funded, no matter what the MLGQ is. We must wait for the Local Income Tax information

before preparing a budget for the Budget committee (Robin Minniear, chair; Steve Tabor; Deb Johnson). The finance calendar dates that pertain to us are:  
June 20-MLGQ/Assessed Value Growth Quotient is provided  
July 14-Beginning of Department Budget Workshops  
July 14-Received our estimate of permissible property tax levy  
July 14-Receive our estimate of the miscellaneous revenue  
July 31-Circuit Breaker estimates  
August 3-Receive Net Assessed values  
August 11-Board meeting: Approve Salary Resolution & Proposed 2021 Budget  
September 8-Board meeting: Public Hearing on Proposed Budget  
September 30-Deadline for actual LIT estimates  
October 13-Board meeting: Adopt 2021 budget

- c. Policy and By-laws
    - i. Compensation and workplace: Both policies were acceptable with some minor corrections in wording and punctuation.
  - d. Public Awareness/Outreach: Nothing
  - e. Nominating: Nothing
  - f. Director Evaluation: Nothing
8. Unfinished Business: Nothing
9. Personnel Business: Nothing
10. New Business
- a. SEA410: This makes changes to statutes applicable to the review of budgets of certain public libraries. It also establishes a procedure for public libraries to identify the applicable city, town, or county fiscal body to receive a public library's proposed budget, which we have done, and it provides more definition on how to calculate the 150% rule. Before Dec. 31, 2020, a public library must adopt a policy regarding conducting criminal background checks for employees and volunteers over age 18. The State prefers using the State Police department for the background checks. Finally, the library may issue a local library card without charge or for a reduced fee to a child who is not a resident of the library district but is receiving foster care services in the district.
  - b. Street Fair: Since Street Fair has been cancelled for 2020, it was agreed that the library will remain open during that week. However, it may close for 2-3 days after the renovation is completed to move the staff spaces. In-service may not be an option this year due to the social distancing requirement and the available space.
11. Other Items for Consideration
- a. Director Updates: The Department Head meeting discussed Street Fair week, COVID-19 procedures, the future of curbside and programming, and the new SEA410 Library Law. Plans for the Children's Book Festival are postponed until 2021. Based on the stipulation of the grant that makes the festival possible, we will have 2 festivals back-to-back in 2021 and 2022. Children's programming may resume in the fall. We received a PPE "grant" in which the library received 50 masks, 10 PPE face shields, and individual hand sanitizer and one gallon of sanitizer.
12. Roundtable: Nothing
13. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, August 11, 2020, 6:30pm at Bluffton
14. Adjournment: President Gentis adjourned the meeting at 7:50 p.m.