



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Board Room
Tuesday, August 11, 2020
Meeting Minutes
6:30pm

1. Call to Order: Meeting was called to order at 6:36. Brown, Gentis, Smith, Johnson, Ramsey, and Tabor present.
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda. Johnson seconded. Approved 6-0.
 - a. July 14, 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. July 2020 Register of Claims
4. August 1-11, 2020 Register of Claims: Tabor moved to approve the register of claims in the amount of \$612,507.56. Ramsey seconded. Approved 6-0.
5. Correspondence: None.
6. Staff Report-Jason Habegger-SRP: Summer reading program results. Everything was done online. Created take it home kits. Used the money donated to purchase Chamber Bucks for prizes in order to put it back into the community. Over 50% of teens and adults completed the program. There were fewer participants, but overall they read more pages. Those who participated really read a lot.
7. Committee Reports
 - a. Building
 - i. Building Progress: Large and small meetings rooms and kitchen are available now. Casework on the east kitchen wall was not ordered, but drawings will be coming to Sarah soon. Furniture October 15th, everything should be done. A ribbon cutting ceremony with the Chamber and an open house will be planned. Star Ceiling: The driver for the lights will give us the option of solid, twinkle, 1 shouting star and constellations. The light engines will be warranted for 5 years. The life span of the ceiling is rated at 80,000 hours. Cindy seemed to think this is a similar lifespan of our last ceiling and we never had an issue over the last 13 years. The total cost of the ceiling will be \$30,127.00 we had expected the ceiling to come in around \$30,000 and that amount is included in our construction budget. Storytime Sound System: The Storytime room AV system estimate includes speakers throughout the room with a new projector. This system will be controlled by a panel on the wall, which devices my plug-in to for presentations/music. The total for this quote is \$8,104.97 we had budgeted this project to fall between \$5,000 and \$15,000, so it is within budget. Parlor Sound System: The Parlor room AV system estimate includes speakers throughout the room with the ability to use a hand held and/or wireless microphone. The sound and display will be wired to a panel that will control the sound, inputs, microphones and the wall tv in

one place. The total for this quote is \$8,055.60 we had budgeted this project to fall between \$5,000 and \$15,000, so it is within budget.

- ii. PCOs and Approvals
 - 1. Johnson moved to accept the bid of \$30,127.00 for the Star Ceiling. Ramsey seconded. Approved 6-0.
 - 2. Brown moved to accept the bid of \$8,104.97 for the Storytime Sound System. Tabor seconded. Approved 6-0.
 - 3. Brown moved to accept the bid of \$8,055.60 for the Parlor room AV system. Ramsey seconded. Approved 6-0.
 - b. Budget
 - i. Budget Calendar and MLGQ (AVGQ): Refer to new business.
 - c. Policy and By-laws
 - i. Board Meeting Public Participation Policy: Change "Please notify either the library director or the library board president at least 48 hours in advance of the meeting if you would like to be placed on the agenda." Change 48 hours in advance to 96 hours in advance.
 - d. Public Awareness/Outreach: None
 - e. Nominating: None
 - f. Director Evaluation: Nothing
8. Unfinished Business
- a. Library Construction Closure
 - i. Final cleaning 9-15.
 - ii. Most of the crew out by 9-19.
 - iii. Proposing a closure on 9-23 at noon. So, we are already advertised on the calendar as being closed (Street Fair) but would like your approval to close both locations on Wednesday (9/23) afternoon and all-day Thursday for in-service and moving (shelf-reading/inventory in Ossian) and for Bluffton Friday and Saturday as well for the continuing of construction finalization.
 - iv. Tabor moved to approve the closure at noon on Wednesday 9-23. Ossian would reopen on Friday. Bluffton would be closed the rest of the week. Brown seconded. Approved 6-0.
9. Personnel Business
- a. New Hires: Tabor moved to hire Grace Zoll as a circulation clerk for 20 hours per week at \$10.44. Johnson seconded. Approved 6-0.
 - b. Brown moved to Diane Kipfer as a shelver for 8 hours a week at \$7.45 an hour. Ramsey seconded. Approved 6-0.
10. New Business
- a. Approve 2021 Salary Resolution 20-7: Tabor moved to approve the 2021 salary resolution totaling \$1,206,246.96. Johnson seconded. Approved 6-0.
 - b. Approve 2021 Rainy Day Budget: Tabor moved to approve the rainy day budget in the amount of \$130,000. Brown seconded. Approved 6-0.
 - c. Approve 2021 Operating Budget: Johnson moved to approve the operating budget for 2021. Tabor seconded. Approved 6-0.
 - d. Approve 2021 Bond & Interest Budget: Tabor moved to approve the bond and interest budget for 2021. Johnson seconded. Approved 6-0.
 - e. Approve 2021 LIRF Budget: Tabor moved to approve the LIRF budget for 2021. Brown seconded. Approved 6-0.
 - f. Approve Notice to Taxpayers: Brown moved to approve Form 3 Notice to Taxpayers. Ramsey seconded. Approved 6-0.
 - g. Indiana Internet Consortium Commitment Resolution 20-8: Tabor moved to approve resolution 20-8. Johnson seconded. Approved 6-0.

11. Other Items for Consideration
 - a. Director Updates
 - i. Committees are starting to meet in person
 - ii. ILF director meetings every Monday morning. The meetings address the questions and concerns of libraries.
 - iii. Youth conference was moved to online. Speaker will be available to watch. Breakout times will allow you to attend webinars of choice. Those will be recorded and available for six weeks.
12. Roundtable: None
13. Next Meeting Announcements:
 - a. Regular Meeting– Tuesday, September 8, 2020, 6:30pm at Bluffton
 - i. Public Hearing on 2021 Budgets
14. Adjournment: Meeting adjourned at 7:57.

Annual Meeting to follow immediately.

LIBRARY BOARD MEETING
Wells County Public Library
Main Library

ANNUAL MEETING
(Immediately following regular session)

1. Nominating Committee Report:
2. Election of Board Officers: Dustin Brown is President, Angie Smith is Vice President, Deb Johnson is Secretary, and Robin Minniear is Treasurer. Ramsey made the motion to approve officers as listed. Brown seconded. Motion carried. 6-0.
3. Reading of the By-Laws
4. Adjournment: Meeting adjourned at 8:06