



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Board Room
Tuesday, September 8, 2020
Meeting Minutes
6:30pm

Present: Brown, Gentis, Johnson, Minniear, Smith, Stauffer, and Tabor

1. Call to Order: President Dustin Brown called the meeting to order at 6:30 p.m. Current Board members introduced themselves to new member John Stauffer.
2. Public Hearing on the 2021 Budget: Nobody present
3. Public Input: None
4. Consent Agenda: Minniear moved to accept the consent agenda; Gentis seconded. Passed 7-0.
 - a. August 11, 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. August 2020 Register of Claims
5. September 1-8, 2020 Register of Claims: Gentis moved to accept the Register of Claims in the amount of \$262,076.13; Smith seconded. Passed 7-0.
6. Correspondence: A thank-you note was read from Nikki Barcus for the classroom gifts given to her by the library. The library selected two teachers from each school to donate classroom gifts.
7. Staff Report-Virtual Programming: Emily Marshall reported on the virtual programming. Currently, the library is doing both in-person and virtual programs. The newsletter can be viewed on the website. She also shared some To-Go Kits with directions and a YouTube video to show the project step by step.
8. Committee Reports
 - a. Building
 - i. CMA did not meet substantial completion on Sept. 1. Lighting and flooring work is still going on. MKM is currently working through a punch list. Most of the furniture should arrive by 9/18 except for a few pieces on backorder that will arrive 10/5. The front entrance is to be turned over by 9/16. A change order will be issued to add lights and replace some lights with something brighter. The star ceiling should be completed by 9/22. Plans for a donor wall will be available within the next week.
 - ii. Phasing Plan
While being in Stage 4.5, take-and-go and virtual programs are still being offered. Some in-person programs have started, although we follow the guidelines in the Governor's Executive Order. We are not allowed to question patrons about medical conditions or to question the age of a child. We have patrons sign a waiver for programming.
 - b. Budget
 - i. Budget Calendar and MLGQ (AVGQ): The budget will be approved at the Oct. 13 meeting. In the budget materials menu there are 2021 Detailed Operating Budget, Equipment-Software-Database Budget List, Salary Resolution, and Form 1 Budgets for all Funds.
 - c. Policy and By-laws
 - i. Internal Control Policy: Some minor adjustments in language and grammar were suggested.

- d. Public Awareness/Outreach: Board members are encouraged to continue letting the public know that the library is open even though the remodeling is still going on.
 - e. Nominating
 - i. New standing committees were presented for 2020-2021.
 - ii. The Board Calendar was presented by Sarah.
 - f. Director Evaluation: Not this month
9. Unfinished Business: None
10. Personnel Business
- a. Terry Burns has decided to retire from the library due to health concerns not related to COVID-19. She has served the library in multiple capacities for 33 years and will be greatly missed. The new hire presented for approval is Lisa Powell-Sabinske who holds a Master's Degree from Ball State and is a regular patron of the library. Her first day will be September 15, and she will be scheduled for 17 hours a week at a rate of \$11.41 as a Clerk 1. Tabor moved to approve this new hire at an hourly rate of \$11.41 for 17 hours per week; Johnson seconded. The motion was passed 7-0.
11. New Business
- a. C&I Roofing Change Order: At the original bid, it was assumed they could match the sealant color of the roof to the existing, so the gutters and mansard were not included. They could not match the color. This proposal is for three procedures: Painting the mansard, sealing all seams and corners on exterior gutters, and painting all gutter, fascia, and downspouts connected to the roofs. Individually, the three items would equal \$14,520. By doing all three, the cost would be \$12,440. Tabor moved we do a change order for all three items at a cost of \$12,440; Gentis seconded. The motion was passed 7-0.
12. Other Items for Consideration
- a. Director Updates
 - i. Sarah attended several meetings outside of the library. The Department Head meeting discussed in-service, moving plans, Stats in the time of COVID, what to do if someone attending a program has COVID, and the assigning of a Person in Charge at all times the library is open.
 - ii. One Book One County: We received grant money through the Indiana Humanities for this program. This year's book is *The Year We Left Home*, by Jean Thompson.
 - iii. A ribbon cutting is planned for Thursday, November 5, at 9:00 a.m. Tours and an Open House will be that Thursday and Friday, possibly extending into Saturday.
 - iv. The Friends of the Library will have a furniture sale the week of September 28.
13. Roundtable: New board member John Stauffer (appointed by the County Commissioners) introduced himself and explained that he would be reporting regularly to the County Commissioners.
14. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, October 13, 2020, 6:30 p.m. at Bluffton
 - i. Adoption of 2021 Budgets
15. Adjournment: President Dustin Brown adjourned the meeting at 7:39 p.m.

Board President, Dustin Brown

Board Secretary, Deb Johnson