



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

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

1. Call to Order: President Dustin Brown called the meeting to order at 6:35 pm.
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda; Stauffer seconded. Passed 7-0.
  - a. November 10, 2020 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. November 2020 Register of Claims
4. December 1-8, 2020 Register of Claims: Minniear moved to accept the Register of Claims in the amount of \$146,133.93; Johnson seconded. Passed 7-0.
5. Correspondence: Sarah reported receiving some holiday cards and a thank-you note.
6. Staff Report-Building Tour: Since the project is complete, Sarah led a tour of our beautiful library.
7. Committee Reports
  - a. Building
    - i. Construction budget items in yellow have been paid or will be paid after this meeting. All other items are outstanding with companies outside of CME, like Habbeger's, Baldus, Stylus, and Nancy Wagner.
    - ii. We have one year for CME to fix any issues we come across while using our new spaces. So far, issues have been found with electrical plugs, lights, and flooring. Sean does a weekly check with Nate so he knows which subcontractor to call in. At this point, the roof seems to be fine.
  - b. Budget
    - i. Form 4 of our budget was submitted correctly last month. We are still waiting on the 1792 notice to be sent from the DLGF for our review; it should arrive soon. If everything looks correct, Sarah signs it and sends it back to the DLGF, and we again wait for the official budget approval by the end of December or beginning of January.
  - c. Policy and By-laws: No recommendations made for the following policies.
    - i. Library Patron Policy
    - ii. Meeting Room Policy
    - iii. Employment Policies
    - iv. Employee Benefits

- d. Public Awareness/Outreach
  - i. Staff Gift was discussed. Due to the COVID situation, it was decided to purchase gift cards from Hugh's instead of providing food.
- e. Nominating: None
- f. Director Evaluation: None
- 8. Unfinished Business
  - a. D&O and EPLI insurance: We have this coverage through the state, and the policy renews automatically. No further action is necessary since we are already covered.
- 9. New Business
  - a. Health Insurance: Minniear moved that we stay with the current plan through PHP that will cost \$786.09 a month each for five staff members (with each of the five Staff paying \$100 a month) totaling \$47,165.40 for the year. Tabor seconded; Passed 7-0.
  - b. PNC ACH Block: PNC contacted us about putting an ACH block on our Money Market Account. However, it would cost \$10 a month. It was agreed that we would not do that since we have limited activity with a Money Market account and, therefore, a lower risk. The board believed the \$10 a month was too much to pay.
  - c. HVAC: We are having issues maintaining proper humidity levels in the building. To date, we have been renting dehumidifiers and using the boilers and air conditioner units to try to balance the moisture. This approach is not effective, and it puts strain on our units. Proper HVAC solution includes two phases. Tabor moved that we proceed with the first phase at a cost of \$16,350 and wait to see if we need to complete phase two; Minniear seconded; Passed 7-0.
- 10. Other Items for Consideration
  - a. Director Updates: The library will be closed all day December 24, 25, and 26; it will close at 5:00 pm on December 31 and remain closed all day January 1, 2021. Due to too many staff being out of the building, the department head meeting was postponed. Some meetings have been cancelled, and many others have been virtual meetings.
- 11. Roundtable: Nothing
- 12. Next Meeting Announcements:
  - a. Regular Meeting– Tuesday, January 12, 2021 @ 6:30 pm in the Large Meeting Room
  - b. Board of Finance meeting will follow the regular board meeting
- 13. Adjournment: President Dustin Brown adjourned the meeting at 8:05 pm.

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Board President, Dustin Brown

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Board Secretary, Deb Johnson