



Library Board Meeting
Wells County Public Library
Main Library
200 W Washington St Bluffton, IN 46714
Parlor Meeting Room
Tuesday, February 9, 2021
Meeting Minutes
6:30 p.m.

Present: Brown, Gentis, Johnson, Smith, Stauffer

1. Call to Order: President Dustin Brown called the meeting to order at 6:30 p.m.
2. Public Input: None
3. Consent Agenda: Stauffer moved to accept the consent agenda; Gentis seconded. Passed 5-0.
 - a. January 12, 2021 Board Meeting Minutes
 - b. January 12, 2021 Board of Finance Minutes
 - c. Librarian's Report
 - d. Treasurer's Report
 - e. January 2021 Register of Claims
4. February 1-9, 2021 Register of Claims: Gentis moved to accept the February 1-9, 2021, Register of Claims in the amount of \$159,630.82; Johnson seconded. Passed 5-0.
5. Correspondence: None
6. Staff Report-1,000 Books Before Kindergarten: Cindy from the Children's Room reported that we had 25 complete this program in 2020. Since the inception of the program 10 years ago, 268 children have completed it, surpassing the original expectation of 10 children each year. This year will be a re-launch of the program featuring updated graphics as well as a social media presence and an online app for easier tracking of the books.
7. Committee Reports
 - a. Building: We have a small leak along the roofline from the original building to the 2007 addition. For now, a trail-and-error procedure is in place to find the root cause of the leak. The new HVAC unit has not been communicating with the thermostats on the southwest side of the building. Havel has been trying to resolve the issue. They added controls for the units on the software side, and everything seems to be functioning properly. We still have cold issues in spaces along the perimeter of the building. The root cause of those issues will be addressed in the Cannem Building Envelope report.
 - b. Budget
 - c. Policy and By-laws
 - i. Hours and Access to Information: Both policies were reviewed and found acceptable.
 - d. Public Awareness/Outreach: None
 - e. Nominating: None
 - f. Director Evaluation: None
8. Unfinished Business: None
9. Personnel Updates
 - a. New Hire: Leah Baumgartner has taken another position outside of the library world and resigned from our library. We have rehired Janelle Smith for the Teen Services Manager position. Janelle started her library career at WCPL as a clerk in 2014 and received her MLS while working at our library. Smith moved to approve the hiring of Janelle Smith in a full-

time, exempt, salaried position with benefits and a pay rate of \$21.57 an hour or \$44,865.60 annually. Gentis seconded, and it passed 5-0.

10. New Business

- a. 2020 Review: Despite a difficult year due to COVID and the renovation project, it was a good year. We had 118 recorded virtual programs as well as 15 live virtual programs. Overall, there was a 36,056 viewing attendance. We had only 5% fewer reference questions in 2020 than in 2019. During quarantine, usage of Miss Humblebee's program increased 328%.
- b. Long Range Plan review: Covering 2018-2022, we are now in the fourth year of this plan. The Goals and Objectives are tracked with dates showing completion.
- c. 2020 Annual Report: Stauffer moved to accept the 2020 Annual Report with one address correction; Gentis seconded. Passed 5-0.
- d. 2021 Non-Resident Card Fee: Johnson moved to keep the 2021 non-resident fee at \$75; Stauffer seconded. Passed 5-0.
- e. Landscaping and Snow Removal Contract Renewal: Outdoor Concepts presented their 2021 contracts for lawn care and snow removal; the contract runs from March 1, 2021-March 1, 2022. The quoted price for both the main branch and the Ossian branch is a total of \$6,727.00, the same cost as last year. Stauffer moved to accept this contract renewal at \$6,727.00; Smith seconded. Passed 5-0.
- f. Spring In-Service Date May 21st: The library will be closed at both locations from 8 -1; the in-service will run from 8-12 with an hour lunch break following the in-service.
- g. Cannem Building Envelop Results: The inspection revealed gaps, cracks, and holes in the building envelope which totals 10 square feet. The total amount of all the needed work equals \$51,750. We have \$100,000 appropriated in LIRF for Building Repair/Maintenance in anticipation of this work and the HVAC work. Our total fund amount for LIRF is \$478,483. Stauffer moved to approve the project and funding through LIRF; Gentis seconded. Passed 5-0.

11. Other Items for Consideration

- a. Director Updates: The library will be closed February 15th for President's Day. Sarah is now on the Wells County Foundation Board. The Continuous Improvement Library Meeting was held in person with three other libraries. The Department Head meeting reviewed stats, The Annual Report, Long Range Plan Goals Chart, the Spring In-Service, Donor Wall changes, and Staff Meetings. Also discussed was the 1st Amendment Audits/Jackson County Lawsuit with the ACLU; it was determined that people are allowed to film in a public place. We have not had any issues with 1st Amendment Audits at WCPL. WCPL is the only location in Wells County that is able to offer AARP free tax assistance this year. We hosted the County Commissioners and the Sewer District meetings last month so vaccines could be administered in the Annex Building. Both groups were grateful for the use of our space.

12. Roundtable: None

13. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, March 9, 2021, 6:30 p.m. at Bluffton in the Large Meeting Room

14. Adjournment: President Dustin Brown adjourned the meeting at 7:49 p.m.

Board President, Dustin Brown

Board Secretary, Deb Johnson