



Library Board Meeting
Wells County Public Library
Main Library

200 W Washington St Bluffton, IN 46714
Tuesday, January 12, 2021
Large Meeting Room
Meeting Minutes
6:30 pm

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

1. Call to Order: Past President Kim Gentis called the meeting to order at 6:37.
2. Public Input: None
3. Consent Agenda: Stauffer moved to accept the consent agenda; Minniear seconded. Passed 5-0.
 - a. December 8, 2021 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. December 2020 Register of Claims
4. January 1-12, 2021 Register of Claims: Tabor moved to accept the Register of Claims in the amount of \$159,200.34. Johnson seconded. Passed 5-0.
5. Correspondence: Sarah shared a thank-you from the Literacy Alliance for the use of the library facilities in achieving diplomas for three graduates.
6. Staff Report-WCPL News: Teresa shared the WCPL News emails used each week, Monday through Friday. Five different staff members are each responsible for one day each week. It has proven to be an effective tool of communication and sharing among staff members.
7. Committee Reports
 - a. Building
 - i. Construction Budget: The items in yellow have been paid, and the items in white still need to be finalized. We have 3 years to spend a construction fund. When we have spent all that we need to, the fund is closed and the remaining balance is transferred into our operating fund. When the known items are finalized, we should have a balance of \$7,784.80. With the end-of-year spending, we were able to encumber the cost of the HVAC humidifier into operating expenses instead of LIRF. We are waiting to hear the final results of the Cannam Building Envelope study. We do know that the window seals are not efficient since rain comes in when the winds come from a certain direction.
 - b. Budget
 - i. 1782 Notice: We received the 1782 Notice on Dec. 30, and everything looked correct. Since we had no changes, our budget order should reflect everything listed in our 1782 Notice.
 - c. Policy and By-laws: Investment and Credit Card Policies will be reviewed during the Board of Finance Meeting following the regular board meeting.
 - d. Public Awareness/Outreach: None
 - e. Nominating: None

- f. Director Evaluation: None
- 8. Unfinished Business: None
- 9. Personnel Updates: None
- 10. New Business
 - a. Cash flow: The final cash flow report for 2020 was presented. WE have ended the year with 61% of our 2021 budget in cash.
 - b. Encumbered Operating Funds Resolution 21-1: This addresses the encumbering of 2020 funds to cover all outstanding orders. WE will be carrying over funds into the 2021 operating budget and increasing the designated appropriation lines. Tabor moved to approve Resolution 21-1; Stauffer seconded. Passed 5-0.
 - c. Transfer of Operating Appropriations Resolution 21-2: This addresses the reconciliation of operating accounts. Tabor moved to approve Resolution 21-2; Stauffer seconded. Passed 5-0. A year-end report will be presented at the February meeting.
 - d. COVID Sick Pay Resolution 21-3: This Resolution will extend the offer of 2 weeks of COVID Sick Pay to all staff. Both the city and council have voted to do so for their staffs. Minniear moved to approve Resolution 21-3; Tabor seconded. Passed 5-0.
 - e. Committee Descriptions: Sarah found the committee descriptions from several years ago. Board members should read through them and make any suggestions or corrections to Sarah.
- 11. Other Items for Consideration
 - a. Director Updates: The library will be closed all day February 15th. The Chamber Board and Rotary have had physical meetings, but most of the other meetings have been virtual. There will be a blood drive in the large meeting room. Curb-side service is still popular, especially with colder weather setting in. The library will maintain normal operating hours unless we cannot staff the library. The fluctuation in hours was confusing to patrons. The Department Head meeting had discussion of Long Range Plan goal 3 and year-end reminders and updates, as well as COVID updates. We hope to offer the Children's Book Festival this fall on October 9th.
- 12. Roundtable: Nothing
- 13. Next Meeting Announcements:
 - a. Regular Meeting– Tuesday, February 9, 2021 @ 6:30 pm in the Parlor Meeting Room
- 14. Adjournment: Past President Kim Gentis adjourned the meeting at 7:22 pm.

Board President, Dustin Brown

Board Secretary, Deb Johnson