



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Large Meeting Room
Tuesday, November 9, 2021
Meeting Minutes
6:30pm

Present: Eicher, Gentis, Johnson, Mac Neill, Stauffer

Absent: Brown, Smith, Tabor

1. Call to Order: Vice President John Stauffer called the meeting to order at 6:32 PM
2. Public Input: None
3. Consent Agenda: Johnson moved to accept the consent agenda. Eicher seconded the motion, which passed. The following items were approved and adopted:
 - a. October 12, 2021 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. October 2021 Register of Claims
4. November 1-9, 2021 Register of Claims: Eicher moved to accept the register of claims, which totaled \$43,557.71. Gentis seconded the motion, which passed.
5. Correspondence: Received a thank you note from Midwest Binge Box for order placed and a note from Jackie at the Noblesville area library regarding board games. A student sent a note so they could practice cursive.
6. Staff Report-Parlor City Christmas-Teresa Dustman: Discussion of events for the Parlor City Christmas event. The library is the fifth stop for the trolley. She handed out a sheet of the events including favorites and some new areas. There will be a live nativity at the Plaza.
7. Committee Reports
 - a. Building: Nothing
 - b. Budget: The Form 4 of our budget was submitted correctly last month. Now we wait on the 1782 notice to be sent from the DLGF for our review. If everything looks correct, it will be signed and sent back to the DLGF and then wait again for our budget approval by the end of December/beginning of January. Once we receive that approval, we have a few months break from the budget process before it begins again for budget year 2023.
 - c. Policy, By-laws and Insurance: Nothing
 - d. Public Awareness/Outreach: Nothing
 - e. Nominating: Nothing
 - f. Director Evaluation: Nothing
8. Unfinished Business: Nothing
9. Personnel Updates: Nothing
10. New Business
 - a. Resolution 21-10 Appropriation Reduction Resolution: The DLGF assumes that we spend every dollar budgeted, even in our LIRF and Rainy-Day funds, and subtracts 2021's budgeted funds from our budgeting potential of funds in 2022. So even though we usually do not spend the total amount of our LIRF and Rainy Day, the total is subtracted from our potential funds to budget. This form declares that we will not spend \$126,000 from our Rainy Day fund and \$67,000 from our LIRF fund in budget year 2021 so the \$126,000 for Rainy Day and the \$67,000 for LIRF can be reallocated to spend in our 2022 budget year. A motion was made by Gentis, seconded by Eicher and passed.
 - b. Resolution 21-11 to Approve Cafeteria Plan Section 125: Every year we need to have board approval for our staff to be offered a section 125 Cafeteria Plan. These plans simply allow employees to withhold a portion of their salary on a pre-tax basis to cover the cost of qualifying insurance premiums, medical expenses, dependent care expenses and other benefits. This is how we are able to offer Colonial and Hoosier Start to our employees. These are both very

valuable benefit options to our employees especially our part-time employees. Gentis moved to approve this resolution for the adoption of the Wells County Public Library Cafeteria Plan. Motion was seconded by Johnson and passed.

- c. Resolution 21-12 to Approve ARPA Grant Contract and Authorize Director Signature: To officially accept the ARPA grant funds, the library board must approve the contract at a board meeting and authorize the library director to sign paperwork throughout the grant process. A resolution has been attached that allows signatures of the director to be recognized by the board from the first letter of approval and until the grant is completed. Eicher moved to approve the contract and was seconded by Johnson. Motion passed.
 - d. Resolution 21-13 to Establish an ARP Fund: State Board of Accounts SBOA recently notified libraries that a resolution to establish an ARP fund is required for the ARPA grant funds. Attached to the agenda is a resolution that will allow Danielle to create an ARP fund for the duration of the grant. A motion was made by Eicher to approve the resolution, was seconded by Gentis and passed.
 - e. Proposal to Amend Library Board By-laws: In order to allow electronic meetings in a manner that meets HEA 1437, the board needs to approve an amendment to the by-laws. I have attached the by-laws to the agenda and the proposed amendments are in yellow. Along with electronic meetings, I included adding Personnel Updates to the agenda layout. We started separating personnel updates at the request of the board last year but we never officially amended the by-laws. I also added section 9 under meetings after reading another library board's by-laws stating that the board does follow the law for access to public records. Also attached is HEA 1437 to agenda to reference while considering this amendment. If the board has no changes to the amendment, we will vote on the amendment in December. No changes were made and will be taken into consideration next meeting.
 - f. Policy Changes for 2021: The policy changes proposed by staff for 2022 are included in the Policy Summary. The staff's suggestions are Yellow for an addition and Red strikethrough for a removal. The Policy Committee for the board have included their proposal and changes for the Policy Summary, which is also included on the agenda. The full policies with the proposed changes are included under WCPL Policies and then proposed changes, if you want to reference the changes in the policy's entirety. Any changes approved will become effective January 1 of 2022. Johnson moved to approve the suggested changes. Motion was seconded by Eicher and passed.
 - g. Health Insurance: Director met with our Consolidated Union rep. We are looking at an 11.25% increase in health insurance costs if we stay with PHP. He was able to find a comparative plan with Anthem that is only 3% increase. The major difference is participants will need to pay 20% after the \$3,000 until they reach their \$4,000 out of pocket total. See attached renewal quote and the new Anthem summary to the agenda. Eicher moved to accept the new plan with Anthem, Johnson seconded and the motion passed.
11. Other Items for Consideration:
 - a. Director Updates: Library Closed: 5 PM November 24-26, all day December 23-26 and 5 PM December 31-January 1, 2022 Friends of the Library had another successful event with a total of \$1,738.71 benefiting the library.
 12. Roundtable
 13. Next Meeting Announcements:
 - a. Regular Meeting– Tuesday, December 14, 2021, 6:30pm at Bluffton
 14. Adjournment: Stauffer adjourned at 7:30 PM

John Stauffer, Vice President, Acting President

Kim Gentis, Acting Secretary