Library Board Meeting
Wells County Public Library
Tuesday, July 10, 2018

Present: Gentis, Johnson, Minniear, Ramsey, Tabor
Absent: Acord, Brown
Sarah MacNeill, Library Director

1. Call to Order: The meeting was called to order by President Tabor at 6:30 PM.
2. Public Input: None.
3. Consent Agenda was approved with a 5-0 vote following a motion by Johnson, seconded by Ramsey.
   a. June 12, 2018 Board Meeting Minutes
   b. Librarian’s Report
   c. Treasurer’s Report
   d. June 2018 Register of Claims
4. July 1-10, 2018 Register of Claims in the amount of $40,810.97 was approved with a 5-0 vote after a motion by Johnson, seconded by Gentis.
5. Correspondence: Thank you notes were received from the Norwell HS yearbook staff and the United Way golf outing committee.
6. Staff Report: None.
7. Committee Reports
   a. Building
      i. Storyhour room quotes to demolish and repair the wall, clean the carpet:
         1. Protech Inc. $1,963.34 quote awarded with a motion by Johnson, seconded by Ramsey, and a 5-0 vote.
         2. ServiceMaster $2,482.74
         3. Paul Davis declined to bid
   b. Budget
      i. Budget Calendar was reviewed
   c. Policy, By-laws and Insurance
      i. Digital Cards
      ii. Proposed Policy Changes Workplace dress code was clarified allowing for casual dress on Friday and Saturday after a motion by Johnson, seconded by Minniear, and a 5-0 vote. The 2018 policy recommendations were approved in the entirety with a 5-0 vote following a motion by Johnson, seconded by Ramsey.
8. Other Items for Consideration
   a. Director Updates
i. **Literary England Tour** This is being offered on a trial basis. It is entirely funded by interested patrons and if there is interest further tours may be offered. A travelogue will follow.

ii. **HR/Supervisor Manual** Mrs. MacNeill, HR and department heads have developed a uniform use supervisors manual.

11. **Roundtable:** The need for possibly offering CPR training and the purchase of an AED was discussed. Mrs. MacNeill will look into funding for an AED.

12. **Next Meeting Announcements:**
   a. **Regular Meeting--** Tuesday, August 14, 2018 @ 6:30pm.

13. **Adjournment** by Tabor at 7:20 PM.

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Steve Tabor, President

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Robin Minniear, Secretary