

Wells County Public Library
Library Board of Trustees Meeting

200 West Washington Street
Bluffton, Indiana 46714
November 21, 2017

Present: Gentis, Johnson, Ramsey, Acord, Tabor, Brown, MacNeill, Dustman
Absent: Minniear

1. Call to Order: The meeting was called to order at 6:30 p.m. by President Tabor.
2. Public Input: None
3. Consent Agenda: Johnson moved to accept the consent agenda. Ramsey seconded the motion, which passed. The following items were approved and adopted:
 - a. November 9, 2017 Board meeting minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. October 2017 Register of Claims totaling \$91,000.99
4. November 1-21, 2017 Register of Claims: Tabor moved to accept the register of claims, which totaled \$259,153.73. Acord seconded the motion, which passed.
5. Correspondence: A thank you from Pack 3149 for the Career Fair, a thank you from the Sara Gartin family, and a thank you from the hospital for the Candy for a Cause book donation.
6. Staff Reports: Teresa Dustman gave a report on the Parlor City Christmas Event on December 9-10.
7. Committee Reports:
 - a. Building: MacNeill gave a progress report on the Meeting Room.
 - b. Policy and By-laws: Compensation and Workplace Policies were reviewed.
 - c. Public Awareness/Outreach: The Long Range Plan was reviewed. Johnson and Tabor will get the staff Christmas cards and treat.
8. Unfinished Business: None
9. New Business
 - a. Health Insurance: Acord made a motion to renew staff health insurance with United Health Care for December 2017 and then switch to Trust Mark January 1, 2018 to 12-31-18.

Acord made a motion that the difference of the monthly health insurance payment of \$22.17 and up to \$600 be put in the employees' HSA.

Tabor made a motion that the additional health insurance for December be paid from the medical insurance budget. Acord seconded the motion which passed.

Tabor made a motion to approve the Cafeteria Plan Resolution 17-06. Ramsey seconded the motion which passed.
 - b. FLSA: Johnson made a motion to approve the changing of the minimum salary threshold for salaried-exempt employees to the current FLSA standards of \$455 per week or \$23,660 per year. Tabor seconded the motion which passed.

- c. New Hire: Tabor made a motion to hire Isabella Stutzman as a shelver beginning 11-1-17. The position is part-time, and her starting wage will be \$7.25/hour for 8 hours a week.
 - d. Cash Boxes. The amount contained in cash boxes was discussed.
 - e. Hours for the Children's Book Festival: Tabor made a motion to allow for a flexible closing time for the Children's Book Festival on October 6, 2018. Ramsey seconded the motion which passed.
10. Other Items for Consideration: MacNeill reported on a challenged book and her response to the patron.
 11. Roundtable: The floor was opened to board members for comments. Acord reported on the ILF meeting which she attended and the session on "Motivating Your Board".
 12. Next Meeting Announcement:
Tuesday, December 12, 2017 @ 6:30 PM at the Main Library.
Adjournment: The meeting was adjourned by Tabor at 7:40 PM.

Stephen Tabor, President

Nancy Johnson, Acting Secretary