

Wells County Public Library
Library Board of Trustees Meeting

200 West Washington Street

Bluffton, Indiana 46714

April 12, 2016

Present: Chaney, Johnson, Ryan, Tabor, Acord, Minniear, Davis, Marshall

1. Call to Order: Meeting was called to order at 6:32 PM.
2. Public Input: None
3. Consent Agenda: Chaney moved to accept the consent agenda. Ryan seconded the motion, which passed. The following items were approved and adopted:
 - a. March 8, 2016 Regular Board meeting minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. March 9 to March 31, 2016 Register of Claims totaling \$133,933.86
4. April 1 to April 12, 2016 Register of Claims: Chaney moved to accept the register of claims, which totaled \$215,680.92. Ryan seconded the motion, which passed.
5. Correspondence: Note from patron in appreciation of Harry Lindstrom library paintings.
6. Staff Reports: Emily Marshall presented the brochure Events and Activities in Wells County for the Indiana Bicentennial 2016 and explained WCPL participation in the events.
7. Committee Reports:
 - a. Building: Updates on restroom remodel, roof project, security cameras, and phone system.
 - b. Policy & By-Laws: IN the Public Trust chapter 7 on funding was reviewed. PNC automatically increased the credit card limit from \$6000 to \$7000. For the policy to reflect this change Acord made a motion to change the policy. Increase the credit card limit to \$7000. Tabor seconded the motion which passed.
 - c. Public Awareness/Outreach: Davis informed the board members of Activities for National Library Week, Friend's annual meeting, and a visitation from Kendallville Public library to learn about our word-based classification system.
 - d. Information on the Strategic Plan Update was presented by Davis.
8. Unfinished Business: A discussion was held on the Hoosier S.T.A.R.T material presented at the March meeting. Tabor made a motion to switch the WCPL retirement vehicle to Hoosier S.T.A.R.T. and phase out the Lincoln Annuity. Lincoln will no longer be offered to new hires. Acord seconded the motion, which passed. Davis was directed to prepare a document to be ready for board member signatures at the May meeting. The document should include the following options:
 - a. Hoosier S.T.A.R.T. will be offered to all employees

- b. If bookkeeping software can handle Roth or pre-tax plans, offer both
 - c. No employer contributions will be made
 - d. No independent contractors can use the Hoosier S.T.A.R.T. plan
- 9. New Business: Internal Control Policy—Resolution 16-03
Ryan made a motion to accept the Internal Control Policy—Resolution 16-03 with one change. Delete the words “and retention of” in component #1. Tabor seconded the motion. Motion passed.
- 10. Other Items for Consideration: None
- 11. Floor was opened for roundtable comments from the board members.
- 12. Next Meeting Announcement: Tuesday, May 10, 2016 @ 6:30 PM at the Ossian Branch Library.
- 13. Adjournment: The meeting was adjourned by Minniear at 8:15 PM.

Robin Minniear, President

Nancy Johnson, Secretary