

# Library Board Meeting

Wells County Public Library

Tuesday, September 11, 2018

Present: Smith, Gentis, Minniear, Tabor, Ramsey, Johnson, 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: There was no public input.
3. Consent Agenda: The consent agenda was accepted with a 7-0 vote following a motion by Minniear, seconded by Ramsey.
  - a. July 10, 2018 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. July 2018 Register of Claims
4. August 1-14, 2018 Register of Claims: The August 1-14 register of claims in the amount of \$139514.21 was approved with a 7-0 vote following a motion by Ramsey, seconded by Minniear.
5. Correspondence: There was no correspondence.
6. Staff Report-Teen Zone: The board members visited the teen zone for an explanation of the programs by Leah.
7. Committee Reports
  - a. Building
    - i. Storyhour Room: Protechs have completed the first phase of our demolition. Tremco came in and completely removed the whole downspout from the side of our building. There was an additional joint that was not sealed from the first construction, which has been sealed and we have seen about 90% of the moisture go away after the last big rains we had. Tremco is hoping the rain will hold off and they will be able to do a water test on the walls and roof, since the floor is still damp, on Saturday. If not, they will come in early next week.
    - ii. Building Concept: Meetings will be held throughout September and plans continue to develop.
  - b. Budget
    - i. Budget will be adopted at October 9 board meeting
  - c. Policy, By-laws and Insurance
    - i. Internal Control Policy and Procedures
  - d. Public Awareness/Outreach
  - e. Nominating
    - i. 2018-2019 Committees announced
  - f. Director Evaluation
8. Unfinished Business
9. New Business

- a. New Hire: Diane Kipfer was approved as a Library Shelver in the Circulation Department starting September 5 for 8 hours a week at a rate of \$7.25 following a motion by Tabor, seconded by Ramsey, and a 7-0 vote.
  - b. The normal November board meeting date conflicts with the ILF Conference and the alternate date of Thursday, November 15 was selected.
  - c. The disaster recovery plan was discussed and it was decided that it should be reviewed annually as a portion of the emergency response plan following a motion by Gentis, seconded by Ramsey, and a 7-0 vote.
10. Other Items for Consideration
- a. Director Updates
    - i. Danielle Archibold was selected as the library's 10<sup>th</sup> Leadership Academy participant.
    - ii. Plans and schedules for upcoming Ossian Days and Street Fair were discussed.
    - iii. Back -to School Night was reported to be a success with 143 participants.
    - iv. Plans for the upcoming Children's Book Festival were discussed.
    - v. Literary Tour
11. Roundtable: Discussion regarding the library procuring an AED for emergency situations was had. Sarah is to look further into pricing and training.
12. Next Meeting Announcements:
- a. Regular Meeting-- Tuesday, October 9, 2018 @ 6:30pm.
    - i. Adoption of 2019 Budgets
13. Adjournment: The meeting was adjourned by President Tabor at 7:25 PM.

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Steve Tabor, President

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Robin Minniear, Secretary