



Library Board Meeting
Wells County Public Library
200 W. Washington St. Bluffton, IN
Tuesday, September 10, 2019
Meeting Minutes
6:30 pm

1. Call to Order:
 - a. Meeting was called to order at 6:34.
 - b. Present: Gentis, Tabor, Johnson, Smith, Minnier
2. Public Hearing on the 2020 budget (no public comments/questions)
3. Public Hearing on the Additional Appropriation (no public comments/questions)
4. Public Input (no public input)
5. Consent Agenda: Motion to approve Minnier and seconded by Tabor. Approved 5-0.
 - a. August 13, 2019 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. August 2019 Register of Claims
6. September 1-10, 2019 Register of Claims
 - a. Motion to approve Register of Claims in the amount of \$177,156.85 by Minnier, second by Johnson.
 - b. September 1-10, 2019 Register of Claims approved.
7. Correspondence (no new correspondence)
8. Staff Report-OBOC
 - a. Listened to Emily Marshall share about One Book One County
 - b. *Diamond Willow* by Helen Frost is the title.
 - c. Local Author Night October 17 from 6-8.
 - d. Book discussions Oct. 8 and 10 (6:30) and October 14 (1:30)
 - e. Sled Dog Program October 24 (6:30-8:00)
 - f. Open poetry night November 7 (6:30-7:30)
9. Committee Reports
 - a. Building
 - i. Questions arose about who checks Ossian's HVAC system when the story room flooded from a clogged drain.
 - ii. Felger Hart will now do a yearly inspection.
 - iii. Architect meetings
 - 1 September 9: nonfiction, genealogy, meeting rooms
 - 2 September 16: circulation, periodicals, teen, material services
 - 3 September 23: interior lobby presentation to staff with finalized shelving plans

- b. Budget
 - i. Budget Calendar
 - ii. Investments: Looking into those that are easily accessible with good interest rates, but hesitant to invest too much when building
 - c. Policy, By-laws and Insurance
 - i. Internal Control Policy: Reviewed policy.
 - ii. Tabor suggested change to Internal Control Policy Component One: Change wording to say WCPL maintains accountability instead of “tries to”. Remove “from the top down” from the end of the sentence.
 - d. Public Awareness/Outreach (no new information)
 - e. Nominating
 - i. Board Committees
 - 1 Building: Steve (chair), Dustin, Angie
 - 2 Nominating: Angie (chair), Robin, Deb
 - ii. Board Calendar
 - f. Director Evaluation
10. Unfinished Business (none)
11. New Business
- a. New Hire: Approved (5-0) Diane Kipfer as Clerk 1 to replace Susan Batdorff (motion by Tabor; second by Minnier). Pay will be 24 hours weekly at \$10.55 an hour.
 - b. E-rate Consortium: Approved (5-0) Resolution 19-09 to renew E-rate Consortium agreement with Indiana State Library Association Consortium (motion by Minnier; second by Johnson).
 - c. Cannum Building Proposal: Discussed proposal for an assessment to find gaps in building envelope. Before repairing the roof, it would be nice to find leak locations and energy efficiency problems. Only a small portion of building maintenance and repair funds have been spent this year. Cost for assessment is \$4510.00. The board asked for more information on return on investment for similar size and aged buildings.
 - d. Carpet Cleaner: Board approved (5-0) the purchase of a carpet cleaner from Tepe Sanitary Supply, Inc for a cost of \$5,298.90 (motion by Tabor; second by Minnier). The purchase will eliminate the need for outside companies to come in for spring cleaning of furniture and for emergencies.
 - e. Crosswinds: Discussed Crosswinds Employee Assistant Program (mental health and counseling) as a benefit for staff. Cost would be \$3500 for the first year. We could see how many use it to determine if the benefit should continue. The board would like to hear more information from Marc Transparenti at the October meeting before proceeding.
12. Other Items for Consideration
- a. ILF Conference (November -5)
 - b. Director Updates
 - i. Street Fair (library closed September 17-22)
 - 1 Shelf reading Sept. 17
 - 2 Sept. 18 shelf reading and department projects
 - 3 Sept. 19 in-service
 - 4 Sept. 21 department projects

- ii. Friends of the library book sale October 30-November 2
 - iii. Little Free Libraries at State Park and YMCA (Friends of the library)
 - c. Local Author Fair Form (October 17)
- 13. Roundtable
- 14. Next Meeting Announcements:
 - a. Regular Meeting– Tuesday, October 8, 2019 @ 6:30pm.
 - i. Adoption of 2020 Budgets
- 15. Adjournment (Meeting adjourned at 7:31)