



Library Board Meeting  
Wells County Public Library  
Main Library

200 W Washington St Bluffton, IN 46714

Large Meeting Room

Tuesday, December 10, 2019

Meeting Minutes

6:30pm

Present: Tabor, Minniear, Johnson, Ramsey

Absent: Gentis, Smith, Brown

1. Call to Order: Meeting was called to order at 6:32.
2. Public Input: No public input
3. Consent Agenda: Motion to approve made by Ramsey and seconded by Minniear. Agenda approved 4-0.
  - a. November 12, 2019 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. November 2019 Register of Claims
4. December 1-10, 2019 Register of Claims
  - a. Motion to approve December 1-10, 2019, Register of Claims in the amount of \$143,265.25 by Minniear, seconded by Ramsey.
  - b. Register of claims unanimously approved.
5. Correspondence: None
6. Staff Report: None
7. Committee Reports
  - a. Building
    - i. Additional appropriation was approved by County Council without issue
    - ii. A successful bond sale along with current interest rates and our A+ rating by Baker Tilly yielded a reduction in the bond by years of payment and \$394,000 in interest.
    - iii. A donor campaign will be established for those patrons wishing to contribute to the outside improvements that were excluded from the project. This will enable us to put in the benches, refresh the landscaping, and fix the entryway.
    - iv. All offices have been scrunched. Christmas decorating will be minimal.
    - v. A furniture and equipment sale is from Dec. 10-13 with proceeds going to the Friends of the Library. The first day was very successful.
    - vi. Most Microsoft files have been recovered from the Ransomware attack on the library's servers. They have not been able to recover pictures or videos. The cost for the recovery service was \$500; the insurance company will be contacted to see if it is worth making a claim.
  - b. Budget
    - i. The 1782 Notice was shared with board members. This may not be the final numbers for budget, but it is getting close.

- c. Policy and By-laws
    - i. Patron and Meeting Room Policies
    - ii. Employment and Benefits Policies
  - d. Public Awareness/Outreach
  - e. Nominating
  - f. Director Evaluation
8. Unfinished Business
9. New Business
- a. Meeting location changes:
    - January 14, 2020: Parlor
    - February 11, 2020: Ossian Meeting Room
    - March 10, 2020: Ossian Meeting Room
    - April 14, 2020: Ossian Meeting Room
    - May 12, 2020: Large Meeting Room
    - June 9, 2020: Large Meeting Room
    - July 15, 2020: Large Meeting Room
  - b. Building Project Change Orders
    - i. Most libraries develop a resolution allowing the Director to sign-off on change orders up to a certain amount without waiting for board approval during monthly meetings. Discussion was held.
    - ii. Sarah will write up a resolution and email it to the board members for approval.
  - c. Insurance Pricing
    - i. Pricing is similar to last year. Eight full-time staff have waived insurance leaving five staff members on the plan.
    - ii. Motion to keep the staff contribution to the insurance at \$100 a month was made by Minniear and seconded by Brown. Motion passed unanimously.
10. Other Items for Consideration
- a. Director Updates
    - i. The library will be closed all day December 24-26.
    - ii. The library will close at 5:00 p.m. on December 31 and be closed January 1.
    - iii. Parlor City Christmas was a huge success.
    - iv. Department Head meetings: Job descriptions are being updated and conference procedures are being established.
11. Roundtable
12. Next Meeting Announcements:
- a. Regular Meeting: Tuesday, January 14, 2020 @ 6:30 p.m. in the Parlor
  - b. Board of Finance meeting will follow the regular board meeting.
13. Adjournment: Meeting adjourned at 7:30 p.m.

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Steve Tabor, Acting President

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Deb Johnson, Acting Secretary