



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Board Room
Tuesday, June 9, 2020
Meeting Minutes
6:30pm

1. Call to Order:
 - a. Present: Gentis, Smith, Ramsey, Brown, Minniear, Tabor, Johnson.
 - b. President Gentis called the meeting to order at 6:35.
2. Public Input: None
3. Consent Agenda: Ramsey made a motion to approve the agenda. Brown seconded. Approved 7-0.
 - a. May 12, 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. May 2020 Register of Claims: Minniear made a motion to approve the register of claims in the amount of \$273,809.32. Johnson seconded. Approved 7-0
4. June 1-9, 2020 Register of Claims
5. Correspondence: None.
6. Staff Report: None.
7. Committee Reports
 - a. Building
 - i. Building Progress: Staff is trying to fit as much material as possible into the public access areas. Furniture has been spaced 6 feet apart. Waiting to hear how CME plans to move the empty shelves by fiction so they can carpet the area. CME asked to move movies so they could get to the lower ceiling. Sarah asked them to figure out the fiction shelves area first so movies aren't moved twice. The new mural is coming along well. MKM is supposed to find something to install the starlights in the children's room. MKM has been asked where in the building we still have old lights and then price what it would be to change them to LED. Rosma, the ceiling contractor, has the scaffolding started for the new wood ceiling and the circulation desk is completely gone. Hopefully, in 4-5 months, we will be moving into new spaces.
 - ii. Phasing Plan: The library opened today, June 9.
 - b. Budget
 - i. Budget Calendar:
 1. June 30-Assessed Value Growth Quotient is provided
 2. July 14-Beginning of Department Budget Workshops
 3. July 14-Receive our estimate of permissible property tax levy
 4. July 14-Receive our estimate of the miscellaneous revenue
 5. July 31-Circuit Breaker estimates
 6. August 3-Receive Net Assessed values
 7. August 11-Board meeting / approve salary resolution and proposed 2021 budget
 8. September 8-Baord meeting / public hearing on proposed budget
 9. September 30-Deadline for actual LIT estimates
 10. October 13-Adopt 2021 budget

- c. Policy and By-laws
 - i. Internet use Policy: Reviewed and discussed the Internet Use Policy and made corrections.
 - d. Public Awareness/Outreach: Virtual programming has gone well! The regional coordinator had many positive things to say about it.
 - e. Nominating: None.
 - f. Director Evaluation: To be discussed later.
8. Unfinished Business: None.
9. New Business
- a. Furniture Bid: The low bidder for the furniture package was 111 Design with a bid of \$531,507.71. The bid was written so we can choose the items to remain or go in our plan before purchase. 111 Design has offered preliminary alternates for some items, which lowered the bid to \$507,007.13. The bid came in higher than what we originally expected since we opted to include the end panels in the package instead of having Habegger's create them. Demco has slat wall end panels made specifically for our shelving system that can be laminate instead of stained or painted, which chip easily. We have \$400,000 of our construction budget set aside for furniture and an additional \$220,000 in rainy day so this bid in its total is within our budget. Even with \$400,000 of the construction fund budgeted for furniture, we still have 221,956 left in our construction fund that isn't budgeted for something particular. Brown moved to accept the bid. Ramsey seconded. Passed 7-0.
 - b. Street Fair Request: Street Fair is on for now. The Street Fair Committee would again like to rent the annex lot for the period from Saturday, September 19 through Sunday, September 27, 2020. The Street Fair Committee will pay the library \$150.00 for this rental period. Tabor moved to accept the request. Johnson seconded. Passed 7-0.
 - c. Personnel Updates: Hannah Coblentz was let go. Megan, our intern, is covering the hours for now. We hope to hire soon, now that we are open to the public.
 - d. Board Appointments: Kim and Ted have board terms set to expire in August. Kim will be applying for renewal. Ted will let Sarah know before his term is up.
10. Other Items for Consideration
- a. Director Updates: None.
11. Roundtable
12. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, July 14, 2020, 6:30pm at Bluffton
13. Adjournment: Meeting adjourned at 7:05.

Executive Session will be held immediately following to discuss personnel pursuant to IC 5-14-1.5-6(b)(9)

President, Kim Gentis

Secretary, Angie Smith