



Library Board Meeting
Wells County Public Library
Main Library

200 W Washington St Bluffton, IN 46714

Tuesday, November 10, 2020

Parlor Meeting Room

Meeting Minutes

6:30pm

Present: Brown, Stauffer, and Tabor at physical meeting; Johnson and Smith attended virtually

1. Call to Order: President Dustin Brown called the meeting to order a 6:34 pm.
2. Public Input: None
3. Consent Agenda: Tabor moved to accept consent agenda; Stauffer seconded. Motion passed 5-0.
 - a. October 13, 2020 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. October 2020 Register of Claims
4. November 1-10, 2020 Register of Claims: Tabor moved to accept the Register of Claims in the amount of \$190,064.67; Stauffer seconded. Motion passed 5-0.
5. Correspondence: None
6. Staff Report: None
7. Committee Reports
 - a. Building
 - i. Construction items included in the change order for CME have been paid. All other items are outstanding with companies outside of CME, like Habbeger's, Baldus, Stylus, and Nancy Wagner.
 - ii. We have one year for CME to fix any issues we come across while using our new spaces. So far, issues have been found with electrical plugs, lights, and flooring. Sean does a weekly check with Nate so he knows which subcontractor to call in.
 - iii. A few items are still on backorder.
 - b. Budget
 - i. Form 4 of our budget was submitted correctly last month. Now we wait on the 1792 notice to be sent from the DLGF for our review. If everything looks correct, Sarah signs it and sends it back to the DLGF, and we again wait for the official budget approval by the end of December/beginning of January.
 - c. Policy and By-laws: Under New Business
 - d. Public Awareness/Outreach: None
 - e. Nominating: None
 - f. Director Evaluation: None
8. Unfinished Business: None
9. Personnel Updates
 - a. Approval is asked for the hiring of Chloe Maddox as the new Material Services Clerk 1. She has a Bachelor's in Psychology, and she is considering pursuing her Master's in Library

Science. Tabor moved that we approve Chloe Maddox as the new Material Services Clerk 1 with 20 hours/week at a rate of \$11.41. Stauffer seconded. Motion passed 5-0.

10. New Business

- a. Health Insurance: We have not yet received the renewal information for 2021. When Sarah receives the information, she will provide it to the Board members for review. The Board will vote on a plan at the December meeting.
- b. Resolution 20-10 Cafeteria Plan Section 125 Resolution: Johnson moved we approve the Resolution 20-10 Cafeteria Plan Section 125 Resolution. Tabor seconded. Passed 5-0.
- c. Resolution 20-11 to Close Property Tax Fund: Tabor moved that we approve Resolution 20-11 to Close Property Tax Fund; Stauffer seconded. Motion passed 5-0.
- d. Building Insurance: Stauffer moved we remain with Cincinnati for a 3-year plan but move the Workman's Comp portion to Brick Street (a savings of \$1,461). Tabor seconded. Motion passed 5-0. We will wait to decide on Directors and Officers Liability Insurance (D & O) and Employment Practices Liability Coverage (EPLI) after Sarah talks with Tim Babcock for his legal opinion concerning the non-profit vs. government status for the library. This decision will be voted on at the December meeting.
- e. Policy Changes for 2021: Stauffer moved that we approve the Policy Changes for 2021 as presented with some additional changes as long as they meet the legal requirements. Tabor seconded. Motion passed 5-0.

11. Other Items for Consideration

- a. Director Updates: The library will close at 5:00 pm on November 25 and all day November 26 and 27. It will also be closed all day December 24, 25, and 26; it will close at 5:00 pm on December 31 and remain closed all day January 1, 2021. Due to a past staff member's funeral, the department head meeting was postponed.

12. Roundtable: Nothing.

13. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, December 8, 2020 @ 6:30pm

14. Adjournment: President Dustin Brown adjourned the meeting at 8:10 pm.

Board President, Dustin Brown

Board Secretary, Deb Johnson