



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Large Meeting Room
Tuesday, April 13, 2021
Meeting Minutes
6:30 p.m.

Present: Brown, Johnson, Smith, Stauffer, Tabor

1. Call to Order: Vice-President Angie Smith called the meeting to order at 6:33 p.m.
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the Consent Agenda; Johnson seconded. Passed 5-0.
 - a. March 9, 2021 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. March 2021 Register of Claims
4. April 1-13, 2021, Register of Claims: Tabor moved to accept the April 1-13 Register of Claims in the amount of \$179,390.01; Smith seconded. Passed 5-0.
5. Correspondence: The library won a state award from Builders and Contractors Association (BCA) for the Library Project for 2020.
6. Staff Report-Emily: Computer and Technology classes and clubs are starting up, again. The library offers assistance with many devices, including computers, iPads, mobile phones, and even SMART TV's. Technology classes will start in the fall with topics such as Internet and Microsoft Word.
7. Committee Reports
 - a. Building: The Cannem project was completed successfully. The heat/air conditions have improved, and the dehumidifiers have been returned. The company said they could have the dehumidifiers back within 24 hours if we need them again.
 - b. Budget: Nothing at this time
 - c. Policy and By-laws
 - i. Donor, Exhibit and Fixed Asset Policies: A few suggestions were made in wording and punctuation.
 - d. Public Awareness/Outreach
 - i. COVID Updates: We will continue to follow the guidelines established by the CDC, state, county, and city. As of April 6th, masks are recommended but not required of patrons and staff. Social distancing of 6 feet should still be practiced. At this time, plexiglass will remain at the service desks until a barrier within 6 feet is no longer needed. At any time the County Health Department could put stronger restrictions in place; if this happens, the library will adhere to those restrictions.
 - ii. Stats: Monthly Collection and Registration Stats as well as Circulation and Programming Stats are now available for 2020.
 - e. Nominating: Nothing at this time

- f. Director Evaluation
 - i. Director Evaluation Survey: Committee members Dustin Brown (Kim Gentis assisting) and Steve Tabor will conduct the survey through the use of staff emails that Sarah will provide. This process is usually completed in April and May.
- 8. Unfinished Business: None
- 9. Personnel Updates: None
- 10. New Business
 - a. SBOA allowed payments: The State Board of Accounts has shared their new list of items that are allowed to be paid with payroll outside of a board meeting. Sarah will create a resolution for May's board meeting that will allow those items to be added.
 - b. Internet User Agreement: The library card agreement that patrons sign when they receive their cards will now state that they understand a library card provides internet access to all patrons 12 years old and older. This eliminates the need for the extra parental agreement form for internet access; many times parents cannot/will not come to the library to sign an additional form. The Internet User Agreement will state that using internet in the library building implies an agreement with our policy. Tabor moved we approve the changes to the Internet Use Policy; Stauffer seconded. Passed 5-0.
 - c. Ossian Restroom Project: Sarah requested the required three quotes for the Ossian Restroom Project. We now have the funds to proceed. Only James S. Jackson Construction provided a quote at this time. Johnson moved that we accept the Jackson Construction quote in the amount of \$31,100; Tabor seconded. Passed 5-0.
- 11. Other Items for Consideration
 - a. Director Updates: Most of Sarah's meetings have been in person. The Department Head meeting focused on changing the restrictions to teens on our Internet User Agreement, summer interns, the spring in-service, and updating the WordWise category of Science and Self-Help. Plans for the Children's Book Festival are underway. We received \$1,400 in reimbursement for COVID related expenses from the CARES Act funding. We also received a grant in the amount of \$7,040 from the Wells County Foundation Wabash Endowment for the 2021-2022 Teen Programming Fund. To date, we have assisted 875 patrons through the AARP tax service. AARP volunteers appreciated the use of our library, stating that they loved the way they were treated and enjoyed the cleanliness and the remodeling.
- 12. Roundtable: Nothing
- 13. Next Meeting Announcements:
 - a. Regular Meeting-- Tuesday, May 11, 2021, 6:30 p.m. at **Ossian Branch Library**
- 14. Adjournment: President Dustin Brown adjourned the meeting at 7:34 p.m.

Board President, Dustin Brown

Board Secretary, Deb Johnson