



Library Board Meeting
Wells County Public Library
200 W Washington St Bluffton, IN 46714
Board Room
Tuesday, July 13, 2021
6:30pm
Meeting Minutes

Present: Johnson, Minniear, Smith, Stauffer, Tabor

1. Call to Order: Vice-President Angie Smith called the meeting to order at 6:31 p.m.
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda; Johnson seconded. Passed 5-0.
 - a. June 8, 2021 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. June 2021 Register of Claims
4. July 1-13, 2021 Register of Claims: Tabor moved to accept the July 1-13, 2021, Register of Claims in the amount of \$174667.36; Minniear seconded. Passed 5-0.
5. Correspondence: We received communication from the State that the Annual Report filed in February found us to be compliant. We also received a thank-you note from Melanie and Christian Care for the memorial in honor of Melanie's father.
6. Staff Report-Jackie Dailey reported on Backyard Games. Friends of the Library financed the purchase of 17 backyard games that can be checked out for one week at a time, with a limit of one each time. The program has been well received by our patrons.
7. Committee Reports
 - a. Building
 - i. Restroom Update: The Ossian restroom project is nearly finished. We are replacing the urinal and waiting on a replacement mirror for the one that arrived with a scratch on it. The public can use the restroom now.
 - ii. HVAC Update: There is a five year replacement compressor warranty and a first year labor warranty on the whole unit. Due to COVID, there is an 8-10 week lead time, so the work cannot be done until August. It was suggested that perhaps Street Fair Week would be a good time for them to work on the HVAC.
 - b. Budget
 - i. Budget Calendar and MLGQ (AVGQ): The MLGQ for the State is 4.3%, an increase of .1% from last year. The MLGQ is the percentage we are allowed to increase our budget total and Maximum Levy. We are still waiting for the local tax information.
The dates that pertain to us are:
 June 30-Maximum Levy Growth Quotient (MLGQ) is provided
 July 14-Receive our estimate of permissible property tax levy
 July 14-Receive our estimate of the miscellaneous revenue
 July 22 at 8 a.m.- DLGF Budget Workshop

 July 30-Circuit Breaker estimates
 August 2-Receive Net Assessed values
 August 10-Board Meeting:
 Approve Salary Resolution and Proposed 2022 Budget
 August 17-Deadline for release of 2022 LIT estimates
 September 14-Board Meeting: Public Hearing on Proposed Budget
 October 1-Deadline for actual LIT estimates
 October 12-Board Meeting: Adopt 2022 budget
 - c. Policy and By-laws
 - i. Compensation and workplace: Policies were reviewed with no suggestions made.

- d. Public Awareness/Outreach: We received one complaint about the PRIDE month display on the upper level. It was explained that the library recognizes monthly holidays with a display. The library represents the entire community.
 - e. Nominating: Nothing
 - f. Director Evaluation: Nothing
- 8. Unfinished Business: None
- 9. Personnel Business
 - a. New Hires: Stauffer moved that we approve the hiring of Amy Meyer for the position of Library Shelver with a start date of 6/14/21 and a rate of \$7.25 per hour for 8 hours per week (replacing Rachel Rusticus who is moving); the hiring of Grace Zoll as Material Services processing clerk, a lateral move, but with an increase in hours from 20 to 24 per week (replacing Deb Schantz who retired); the hiring of Nicole Zurcher for the position of Circulation Clerk 1, with a start date of 6/14/21 at a rate of \$11.41 per hour for 21 hours (replacing Grace Zoll); and the hiring of Kate Tudor for the position of Library Shelver with a start date of 7/19/21 at a rate of \$7.25 per hour for 12 hours (replacing Diane Kipfer who is moving). Tabor seconded, and the motion passed 5-0.
- 10. New Business
 - a. Parking Lots: Sarah contacted 3 companies to get quotes on resurfacing our parking lots. Only one company returned a quote, Liby's Stripe Right. Liby's made a quote based on 2021 prices but determined they would not be able to do the job until 2022. Since there was a question about the possibility of changing the quote due to possible price increases in 2022, it was decided to table approval of the quote until the board receives a specific amount that can then be approved. The board asked Sarah to have Liby's put us on their schedule.
 - b. Ossian Outdoor stairs: The cement stairs leading from Ossian's parking lot to the main entrance are crumbling enough that the railing is starting to pull out of the stairs. Due to the immediate liability of this issue, Jackson Construction was asked to provide a quote for the work that we could add to our current project with them. This would be done as a change order which would put us over the amount we have from the foundation by \$1,979.66. The Outside Projects line totals \$8,211.73 which is plenty to cover the extra cost of the stairs. Tabor moved to approve this project with Jackson Construction; Minniear seconded. Passed 5-0.
 - c. Resolution 21-05: This resolution is to close the Construction Fund which has a remaining amount of \$111.32 with no outstanding invoices. Tabor moved to approve Resolution 21-05; Minniear seconded. Passed 5-0.
- 11. Other Items for Consideration
 - a. Director Updates
 - i. The Library will be closed September 4th-6th for Labor Day and September 20th at 5:00 through September 25th for the Bluffton Street Fair.
 - ii. Although many groups do not meet during the month of July, Sarah attended these meetings outside the library: Bluffton NOW! Board meeting, Rotary meetings, the Wells County Foundation Grants Committee meeting, and the Wells County Foundation Board meeting.
 - iii. The library Department Head meeting watched a webinar on how to provide after-hours pick-up in lockers at a minimum cost. We hope to offer this service at Ossian, Bluffton, and Southern Wells. A quote for these lockers will be included in next year's budget. Research continues on becoming a fine-free library. We are the last library in our continuous improvement group to consider this. We will be going fine-free at the end of this year or the beginning of next year. Since the department heads do not meet in August, they have the next month to plan what going fine-free looks like for each department.
 - iv. To date, the Summer Reading Program has the following participants: 1,204 kids from age 2 through grade 6 have read more than 177,254 minutes; 233 teens have read 188,252 pages; and 351 adults have read 359,043 pages.
- 12. Roundtable: Nothing
- 13. Next Meeting Announcements:
 - a. Regular Meeting— Tuesday, August 10, 2021, 6:30 p.m. at Bluffton. Approval of 2022 salaries and budget. Annual Meeting immediately following.
- 14. Adjournment: Vice-President Angie Smith adjourned the meeting at 7:25 p.m.