

Library Board Meeting

Wells County Public Library

200 W Washington St Bluffton, IN 46714  
Board Room

Tuesday, June 8, 2021

Meeting Minutes

6:30pm

Present: Brown, Gentis, Johnson, Minniear, Stauffer, and Tabor

1. Call to Order: President Dustin Brown called the meeting to order at 6:3 p.m.
2. Public Input: None
3. Consent Agenda: Minniear moved to accept the Consent Agenda; Tabor seconded. Passed 6-0.
   1. May 11, 2021 Board Meeting Minutes
   2. Librarian’s Report
   3. Treasurer’s Report
   4. May 2021 Register of Claims
4. June 1-8, 2021 Register of Claims: Tabor moved to accept the June 1-8 Register of Claims in the amount of $282273.29; Minniear seconded. Passed 6-0.
5. Correspondence: We received a thank-you note from the director of Paoli Public Library for the large print books WCPL donated to them.
6. Staff Report-Summer Reading Program: Janelle reported that the Kick-Off (going on today) with the live animals has been very successful (212 at the 4:30 show). To date, we have 963 children, 159 teens, and 240 adults registered for the summer reading program. The 2021 programing is back to normal after experiencing pandemic stress in 2020, and patrons seem very appreciative.
7. Committee Reports
   1. Building
      1. Restroom Update: The Ossian restroom project is wrapping up. The countertops

have arrived and will be installed next week. James S. Jackson Company has been wonderful to work with. The project has moved smoothly with no issues other than a backordered countertop.

* 1. Budget
     1. Budget Calendar: The following dates from the Department of Local Government and Finance budget calendar pertain to us:

June 30-Assessed Value Growth Quotient (AVGQ) is provided.

July 14-Receive our estimate of permissible property tax levy

July 14-Receive our estimate of the miscellaneous revenue

July 19-Beginning of Department Budget Workshops

July 30-Circuit Breaker estimates

August 2-Receive Net Assessed values

August 10-Board meeting: Public Hearing on Proposed 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

* 1. Policy and By-laws
     1. Internet use Policy: After reviewing this policy, Stauffer moved to accept it with the recommended changes; Tabor seconded. Passed 6-0.
  2. Public Awareness/Outreach: Nothing
  3. Nominating: Nothing
  4. Director Evaluation: Will be discussed at Executive Session

1. Unfinished Business: None
2. Personnel Updates: None at this time
3. New Business
   1. Street Fair Request: Minniear moved to allow the Street Fair Committee to rent the Annex lot from Sat., Sept. 18, through Sunday, Sept. 26, for $150.
   2. Board Appointments: The board terms set to expire this year are Dustin Brown and Robin Minniear. Dustin will be renewing, and Robin will not be renewing. So far, David Crell is interested in applying. The commissioners will make their decision at the July 6th meeting, so anyone interested in applying should do so by June 30th. The application is posted on the County’s website; applicants should be sure to specify Library Board.
   3. West End 2007 HVAC unit: Felger-Hart tested the compressors on the unit and leaned that the system is running about half capacity. This unit is the oldest in the building, so replacing the system would be another option. Also, the existing system uses R-22 refrigerant which is becoming more scarce and expensive. A new system would use the new R-410a which is considerably cheaper and more readily available. Stauffer moved that we replace the whole unit at a cost of $83,798.00 with the money coming out of the LIRF (Library Improvement Reserve Fund). Minniear seconded, and it passed 6-0.
4. Other Items for Consideration
   1. Director Updates: The library will be closed July 3-5 for Independence Day. Sarah has attended meetings of the Creative Arts Council Board, Bluffton NOW! Board, Chamber Board, Chamber Executive, Rotary, Leadership Academy, YMCA Board, Wells County Foundation Grants Committee, and Wells County Foundation Board. She appreciates the opportunity to be involved with community activities. She will be going off some of the boards soon. The Department Head meeting discussed going fine-free, new book boxes, and training on the new phone system organization. Over 50 Indiana libraries have already gone fine-free. A panel of librarians whose libraries have already gone fine-free will come and talk to our staff. Plans for the Children’s Book Festival are underway. Staff 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. The library will be purchasing a product called Niche Academy which offers tech education to staff and patrons. The program allows the library to create its own tutorials, as well. The cost is $2100 for a full year.
5. Roundtable: Nothing
6. Next Meeting Announcements:
   1. Regular Meeting– Tuesday, July 13, 2021, 6:30 p.m. at Bluffton
7. Adjournment: President Dustin Brown adjourned the meeting at 7:12 p.m.

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

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Board President, Dustin Brown Board Secretary, Deb Johnson