



**Wells County Public Library**  
**Library Board of Trustees Meeting**

200 West Washington Street  
Bluffton, Indiana 46714  
Meeting Minutes  
Tuesday, October 12, 2021

Present: Eicher, Gentis, MacNeill, Smith, Stauffer, Tabor

Absent: Brown, Johnson

1. Call to Order: Vice President John Stauffer called the meeting to order at 6:36 PM
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda. Gentis seconded the motion, which passed. The following items were approved and adopted:
  - a. September 14, 2021 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. September 2021 Register of Claims
4. October 1-12 Register of Claims: Tabor moved to accept the register of claims, which totaled \$152434.14. Eicher seconded the motion, which passed.
5. Correspondence: Two thank you notes to Sarah for her participation in a webinar on 'what you wish you'd known before starting the construction bonding process'. One from Kristin McClellen and one from the State Library.
6. Staff Report – Cook, Talk, Taste Library Program group requested that the board visit their meeting as judges in their chili contest.
7. Committee Reports:
  - a. Building
    - Parlor heat pump update has been completed successfully
    - The work done by Felger-Hart during the last few months was reviewed
    - There is blower motor in a VAV box in the children's room that needs to be replaced.
  - b. Budget - LIT estimate has been reduced from what reported last month to \$647,643.
  - c. Policy, By-Laws, and Insurance - Staff proposals for policy updates have been given to the Policy Committee for review and recommendation to the full board during next month's meeting.
  - d. Public Awareness/Outreach – Nothing
  - e. Nominating - Nothing
  - f. Director Evaluation – Nothing
8. Unfinished Business:
  - a. Felger-Hart maintenance costs for the last four years were reviewed
  - b. It was confirmed that the cost of the Ossian stairs repair will not exceed the quote

- c. It was confirmed that the Board Bylaws state that the President of the board make committee assignments.
9. Personnel Updates: None
10. New Business:
- a. Tabor moved that Form 1 and Form 3 for the 2022 budget be adopted. Gentis seconded the motion which passed.
  - b. Tabor moved that Resolution 21-09 be approved. Eicher seconded the motion which passed.
11. Director Updates: **Library Closed:** 5 pm Nov. 24<sup>th</sup> through the 26<sup>th</sup> for Thanksgiving

**Community Meetings/Activities attended outside the library:**

Bluffton NOW! Board Meeting-did not attend this month  
Chamber Board meeting-did not attend due to Street Fair shelf reading  
Chamber Executive Meeting  
Rotary Meetings  
Wells County Foundation Grants Committee-did not meet  
Wells County Foundation Board

**Meeting Updates inside the library:**

Department Head meeting –ILF Conference, Evaluations, Committees, Missing/Lost Procedures, Last Purchase Date, Long Range Plan Goals Chart 1, Word Wise: Technology, Transportation and Travel

**Current Projects/Big Programs/News:**

**-Children’s Book Festival** - Save the date for October 9. If you have kids/grandkids come out for a fun time. We are always looking for volunteers for this program, if you are interested.

**-After-Hour Pick-up** – Once school starts, I will reach out to Southern Wells’ librarian to see if having pick-up lockers on site is something the school would be willing to work with us to complete.

**-One Book One County** – We have selected our OBOC title: “The Indigo Girl” by Natasha Boyd

**Grants/Donations:**

We were awarded \$5,400 dollars in ARPA funds to purchase video conferencing equipment. This equipment will allow for a better experience with blended meetings where half of the participants are in the room and the other half are virtual. The camera is high definition and there are microphone pods that can be spread throughout the room to better capture questions and conversation. We will be using this equipment in house for meetings and programs but will also allow other organizations to use the equipment for meetings in-house.

We are allowed to pass a resolution to allow remote participation in board meetings. Is this something you as a board would be interested in now that we will have this equipment?

12. Round-Table - Tabor asked if he could join the meeting remotely in November for the purpose of fulfilling the secretary's duties and presenting Policy Committee recommendations. Sarah said she would review and provide details.
13. Next Meeting – Tuesday November 9, 2021 @ 6:30 at Bluffton
14. Meeting was adjourned at 7:20 by Stauffer

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John Stauffer, Vice President

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Stephen Tabor, Secretary