



Wells County Public Library
Library Board of Trustees Meeting

200 West Washington Street
Bluffton, Indiana 46714
Meeting Minutes
Tuesday, April 12, 2022

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

Absent: Brown, Smith

1. Call to Order: Vice President John Stauffer called the meeting to order at 6:31 PM
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda. Johnson seconded the motion, which passed. The following items were approved and adopted:
 - a. March 8, 2022 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. March 2022 Register of Claims
4. April 1-12 Register of Claims: Gentis moved to accept the register of claims, which totaled \$152,326.54, with an account reference correction. Johnson seconded the motion, which passed.
5. Correspondence: Thank-you notes from Power to the Meeple, Decatur Cart, a teen librarian, MKM architecture, and Kate's kart. Plus a notice from Wells County Foundation that a donation was made by Michael Elliott in memory of his mother Barbara Elliot.
6. Staff Report – None
7. Committee Reports:
 - a. Building
 - Jackson plans to begin work on the Ossian stairs and pad for after-hours pick-up lockers by the end of the month.
 - Future needs for the main's HVAC systems were reviewed, including boilers which will be in the 2023 budget.
 - b. Budget – The audit report from the SBOA for year 2020 was reviewed. No issues were cited in the report.
 - c. Policy, By-Laws, and Insurance - Donor, Exhibit and Display, and Fixed Asset policies were reviewed with some minor proposed updates for the fixed Asset policy..
 - d. Public Awareness/Outreach - Nothing
 - e. Nominating - Nothing
 - f. Director Evaluation – Tabor committed to get the survey questions to Smith to review before the end of the week.
8. Unfinished Business: - Nothing
9. Personnel Updates: Nothing.
10. New Business:

- a. Johnson moved the library drop Propay and Nayax for credit card processing and use only the Square system. Tabor seconded the motion, which passed
- b. The Spring In-Service agenda was reviewed.

11. Director Updates:

Library Closed all day Friday, April 15 and Saturday, April 16

Closed all day, Friday, May 20 (In-service)

Closed all day Saturday May 28th and Monday, May 30th

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting

Bluffton NOW! Executive Board Meeting

Chamber Board Meeting

Rotary Meetings

Wells County Foundation Board and Grants Committee Meeting

Meeting Updates inside the library:

Department Head meeting – Discussed spring in-service, Phone issues, Reviewed Policies and Emergency Response Manual, started reading Whole-hearted Librarianship together, Workflows home locations and Overdrive changes/how-to.

Current Projects/Big Programs/News:

-After-Hour Pick-up – the lockers have been ordered and we are now working on prepping the sights for install. We contacted Jackson's and they are more than happy to pour the cement pad for the lockers and bench at Ossian.

-Long Range Plan – 2022 is the last year for our current Long Range Plan. Starting in 2022, we will start to create our Long Range Plan for 2023-2027. We are hosting a LRP planning session with staff during In-service on May 20th. We will also be referencing the Community Needs Assessment being conducted by the Wells County Foundation, which I will be taking part.

12. Round-Table - Nothing

13. Next Meeting – Tuesday May 10, 2022 @ 6:30 at Ossian Branch

14. Meeting was adjourned at 7:01 by Stauffer

John Stauffer, Vice President

Stephen Tabor, Secretary