



Library Board Meeting  
Wells County Public Library  
Main Library  
200 W Washington St Bluffton, IN 46714  
Tuesday, December 13, 2022  
Large Meeting Room  
Meeting Minutes  
6:30pm

Present: Brown, Johnson, MacNeill, Stauffer, Tabor, Ulfig

Absent: Eicher, Gentis

1. Call to Order: President John Stauffer called the meeting to order at 6:31 PM.
2. Public Input: No questions or comments.
3. Consent Agenda: Tabor moved to accept the consent agenda. Johnson seconded the motion, which passed 5-0. The following items were approved and adopted:
  - a. November 8, 2022 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. November 2022 Register of Claims
4. December 1-13, 2022 Register of Claims: Tabor moved to accept the register of claims, which totaled \$560,022.03. Ulfig seconded the motion, which passed 5-0.
5. Correspondence: None.
6. Staff Report: Children's Room presented their area, programming, supervised visit accommodations, and story room. Cook, Talk, Taste was in the midst of a program which was visited and observed.
7. Committee Reports
  - a. Building
    - i. Outdoor Projects: Charging ports are installed and in use.
  - b. Budget
    - i. 1782 Notice: Notice was found to be correct and was signed and returned.
    - ii. Cash flow
    - iii. Transfer to Rainy Day
  - c. Policy and By-laws
    - i. Hours, Access, Board Meeting, Circulation and Public Health Policies
  - d. Public Awareness/Outreach
    - i. Staff Gift
  - e. Nominating
  - f. Director Evaluation
8. Unfinished Business: None.
9. Personnel Updates: None.
10. New Business
  - a. Fund Name Change: Johnson moved to change the name of the State Technology Grant Fund to the Broadband Connectivity Grant Fund per instruction from the State Board of Accounts. Ulfig seconded the motion, which passed 5-0.
  - b. Cafeteria 125 Plan Approval: Tabor moved to approve the WCPL Cafeteria 125 Plan. Johnson seconded the motion, which passed 5-0.

- c. Amazon Account: Tabor moved to approve WCPL obtaining an Amazon Store Card to replace the Amazon Business account being phased out at the end of 2022. Ulfig seconded the motion, which passed 5-0.
  - d. CD Investments: Tabor moved to approve investing \$100,000 each from LIRF and Rainy Day funds in 12 month term Certificates of Deposit at First Merchants Bank at a rate of 3.94%. Johnson seconded the motion which passed 5-0.
  - e. Patron Point: Tabor moved to approve a subscription to Patron Point software to enhance communication with patrons and verify email addresses at a cost of \$13,550 plus \$0.30 per verification. Ulfig seconded the motion which passed 5-0.
  - f. Long Range Plan approval: Johnson moved to accept the Long Range Plan for 2023-2027 as presented. Tabor seconded the motion which passed 5-0.
11. Other Items for Consideration
- a. Director Updates
    - Community Meetings/Activities attended outside the library:**
      - Bluffton NOW! Board Meeting
      - Chamber Board meeting
      - Chamber Strategic Planning Meetings
      - Rotary Meetings
      - Wells County Foundation Grants Committee
      - Wells County Foundation Board
    - Meeting Updates inside the library:**
      - Department Head meeting –Last purchase date, sections 12, 13 and 14 of the Emergency Response manual, chapter 5 Whole Hearted Librarianship, Mini-Golf fundraiser, Goal 2 of current long range plan, NICHE Academy refresh.
    - Current Projects/Big Programs/News:**
      - Children’s Book Festival - Save the date for October 14, 2023. If you have kids/grandkids come out for a fun time. We are always looking for volunteers for this program, if you are interested.
      - Our latest Friends of the Library sale brought in a total \$1,667.60 from 2020 October sale. All proceeds of a FOL sale go to library programming and staff development. We are very grateful for our Friends group!
12. Roundtable: None
13. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, January 10, 2023 @ 6:30pm in the Large Meeting Room
  - b. Board of Finance meeting will follow the regular board meeting
14. Adjournment: Meeting was adjourned at 7:48 by President Stauffer.

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John Stauffer, Board President

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Dustin Brown, Board Secretary