



Library Board Meeting
Wells County Public Library
Main Library
200 W Washington St Bluffton, IN 46714
Tuesday, January 10, 2023
Large Meeting Room
Meeting Minutes
6:30pm

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

Absent: Eicher, Gentsis

1. Call to Order: President John Stauffer called the meeting to order at 6:33 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. December 13, 2022 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. December 2022 Register of Claims
4. January 1-10, 2023 Register of Claims: Tabor moved to accept the Register of Claims, which totaled \$116,477.51. Ulfig seconded the motion, which passed 5-0.
5. Correspondence: Thank you notes were received from Gwen Daugherty and Teresa Dustman.
6. Staff Report: Jackie demonstrated use of the CD/DVD/Blue Ray repair machine and discussed the financial benefits of using this equipment.
7. Committee Reports
 - a. Building
 - i. Lawn/Snow Maintenance: Outdoor Concepts has provided these services satisfactorily since 2007.
 - b. Budget
 - i. Cashflow: 2022 is complete
 - ii. Cashflow Analysis 2023: Increased disbursements by 5% and only accounted for minimum tax revenue.
 - c. Policy and By-laws
 - i. Donor Recognition and Small Purchases Policies were reviewed.
 - d. Public Awareness/Outreach: No business.
 - e. Nominating: No business.
 - f. Director Evaluation: No business
8. Unfinished Business: None
9. Personnel Updates
 - a. Retirement of Staff: Judy Maxwell, Material Services Manager, has announced her retirement effective 3/31/2023.
10. New Business
 - a. Encumbered Operating Funds Resolution 23-1: Tabor moved to carry over \$102,009.52 from the 2022 budget for open 2022 Purchase Orders. Johnson seconded the motion, which passed 5-0.

- b. Transfer of Operating Appropriations Resolution 23-2: Tabor moved transfer \$20,600 total of appropriations in the 2022 budget to eliminate negative line items. Brown seconded the motion, which passed 5-0.
 - c. West End Boiler Replacement: Johnson moved to accept the Felger-Hart proposal in the amount of \$35,075.00 to replace the West End Boilers. Tabor seconded the motion, which passed 5-0.
 - d. Amazon Credit Card: Tabor moved to approve obtaining an Amazon Prime Business Card in place of the previously approved Amazon Store Card. Ulfing 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 Board
 - Meeting Updates inside the library:**
 - Department Head meeting –Patron Point, New Employee training, Mini-Golf fundraiser, Goal 3 of current long range plan, Staff policy review. Reviewed policies: Investment, Credit Card, Donor Recognition and Small Purchase.
 - Current Projects/Big Programs/News:**
 - Children’s Book Festival - Save the date for October 14, 2023.
12. Roundtable: No items.
13. Next Meeting Announcements:
- a. Regular Meeting– Tuesday, February 14, 2023 @ 6:30pm in the Large Meeting Room
14. Adjournment: President John Stauffer adjourned the meeting at 7:23 PM.

John Stauffer, Board President

Dustin Brown, Board Secretary