Present: Brown, Johnson, MacNeill, Stauffer, Tabor, Ulfig  
Absent: Eicher, Gentis

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.
   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. Ulfig 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.

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John Stauffer, Board President

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Dustin Brown, Board Secretary