



Library Board Meeting  
Wells County Public Library  
Main Library  
200 W Washington St Bluffton, IN 46714  
Large Meeting Room  
Tuesday, February 14, 2023  
Meeting Minutes  
6:30pm

Present: Brown, Gentis, MacNeill, Stauffer, Ulfig

Absent: Eicher, Johnson, Tabor

1. Call to Order: President John Stauffer called the meeting to order at 6:30 PM.
2. Public Input: No questions or comments.
3. Consent Agenda: Gentis moved to accept the consent agenda. Ulfig seconded the motion, which passed unanimously. The following items were approved and adopted:
  - a. January 10, 2023 Board Meeting Minutes
  - b. January 10, 2023 Board of Finance Minutes
  - c. Librarian's Report
  - d. Treasurer's Report
  - e. January 2023 Register of Claims
4. February 1-14, 2023 Register of Claims: Ulfig moved to accept the Register of Claims, which totaled \$253,364.11. Gentis seconded the motion, which passed unanimously.
5. Correspondence: No correspondence
6. Staff Report-Adult Services-Jason: Jason discussed some of the statistics regarding usage of adult services resources by patrons. Of special note was the fact that meeting room usage in 2022 was 200% that of 2021.
7. Committee Reports
  - a. Building: Boiler replacement complete.
  - b. Budget: No business
  - c. Policy and By-laws
    - i. Collection Management, Exhibit and Display, and Internet Use Policies
  - d. Public Awareness/Outreach: No business
  - e. Nominating: No business
  - f. Director Evaluation: No business
8. Unfinished Business: No business
9. Personnel Updates
  - a. New Hires: Ulfig moved that new hires be approved as presented. Gentis seconded the motion, which passed unanimously:
    - i. Approve hiring Annette Grover for the fulltime, exempt with benefits position of Material Services Manager at a rate of pay at \$20.54/hour.
    - ii. Approve hiring Racheal Hunter for the part-time, without benefits, 16 hours per week position of Clerk I for the Children's Services department at a rate of pay at \$11.52/hour.
    - iii. Approve hiring Paige Watters for the part time, without benefits, 12 hour per week position of Shelver position at a rate of pay at \$12.22/hour. This is a lateral move for Paige.

- iv. Approve hiring Sarah Stuck for the part time, without benefits, 12 hour per week position of Teen Clerk I position at a rate of pay at \$12.22/hour

10. New Business

- a. 2022 Review
- b. 2022 Annual Report: Gentis moved to accept the 2022 Annual report with updates to board member contact information. Ulfig seconded the motion, which passed unanimously.
- c. 2023 Non-Resident Card Fee: Ulfig moved that the non-resident card fee be increased to \$80. Gentis seconded the motion, which passed unanimously.
- d. Landscaping and Snow Removal Contract Renewal: Gentis moved to accept the Outdoor Concepts bid for snow removal and landscaping at both locations for \$7695/year. Ulfig seconded the motion, which passed unanimously.
- e. Pest Control Contracts: Gentis moved to award the contract for pest control to Renicks for \$140/month for one year and reevaluate, and to give notice to Orkin. Ulfig seconded the motion, which passed unanimously.
- f. Wells County Foundation Endowment Distribution: Gentis moved to accept the full undistributed amount of \$17,800 from the Wells County Foundation. Ulfig seconded the motion, which passed unanimously.
- g. Spring In-Service Date May 19<sup>th</sup>

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 – spring in-service, mini-golf, reviewed policy and finalized the 2018-2022 Long Range Plan, discussed stats and any changes needed, and discussed possibility of offering low-key weddings (like a courthouse wedding) at the library.

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

-Friends of the Library Mini Golf Fundraiser: So far, we have raised \$1,600 in just sponsorships!  
-Friends of the Library Book sale: Our February book sale is currently going on. As of Thursday, we have raised just over \$1,400.  
-Children's Book Festival - Save the date for October 14, 2023. Roundtable

12. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, March 14, 2023, 6:30pm at Bluffton in the Large Meeting Room

13. Adjournment: President John Stauffer adjourned the meeting at 7:44 PM.

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John Stauffer, Board President

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Dustin Brown, Board Secretary