



Library Board Meeting  
Wells County Public Library  
200 W Washington St Bluffton, IN 46714  
Large Meeting Room  
Tuesday, August 8, 2023  
Meeting Minutes  
6:30pm

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

Absent: Gentis

1. Call to Order: President John Stauffer called the meeting to order at 6:31 PM.
2. Public Input: There was no public input.
3. Consent Agenda: Tabor moved to accept the consent agenda. Ulfig seconded the motion, which passed unanimously. The following items were approved and adopted:
  - a. July 11, 2023 Board Meeting Minutes
  - b. Librarian's Report
  - c. Treasurer's Report
  - d. July 2023 Register of Claims
4. August 1-8, 2023 Register of Claims: Tabor moved to accept the Register of Claims, which totaled \$144,476.22. Yergler seconded the motion, which passed unanimously.
5. Correspondence: A former member of the Wells County community sent a thank you card and \$50 donation.
6. Staff Report-Cindy-SRP/SRP pool party: The pool party for the end of Summer Reading program had 635 attendees between the two sessions. The event was underwritten by Peyton's Northern.
7. Committee Reports
  - a. Building: No business
  - b. Budget
    - i. Budget Calendar and MLGQ (AVGQ): The public hearing for the 2024 budget will be held at the September Board meeting, and will be adopted at the October board meeting.
  - c. Policy and By-laws
    - i. Employee Benefits Policy
    - ii. IN the Public Trust Chapter 4
  - d. Public Awareness/Outreach
    - i. 2021-2022 Audit results: There were no findings by the State Auditor.
  - e. Nominating: No business
  - f. Director Evaluation: No business
8. Unfinished Business: No business
9. Personnel Business: Stauffer yielded the gavel to Tabor, who presided over this portion of the meeting.

- a. New Hire: Johnson moved to approve hiring of Claudia Stauffer as a shelver for 10-12 hours per week at a rate of \$11.19 per hour. Ulfig seconded the motion which passed unanimously with Stauffer abstaining from the vote.
- b. FMLA request: Tabor yielded the gavel back to Stauffer, who resumed presiding over the remainder of the meeting. Yergler moved that 12 months of intermittent FMLA be granted to Hilary Habegger per her request. Tabor seconded the motion. Brown introduced an amendment that the request be contingent on a letter from Habegger stating the intended start date of the 12 month period. Johnson seconded the amendment. The amended motion passed unanimously. Pursuant to this discussion, the board directed the Policy Committee to recommend a policy change related to intermittent FMLA.

10. New Business

- a. Approve 2020 Salary Resolution 23-03: Tabor moved to approve Salary Resolution 23-03 with a 3% COL increase for library personnel. Yergler seconded the motion, which passed unanimously.
- b. Tabor moved that Budget Form 1 be approved in the total amount of \$3,872,212. Johnson seconded the motion, which passed unanimously. Form 1 includes the following line items and dollar amounts:
  - i. 2024 Rainy Day Budget: \$274,000
  - ii. 2024 Operating Budget: \$2,937,762
  - iii. 2024 Bond & Interest Budget: \$360,450
  - iv. 2024 LIRF Budget: \$300,000
- c. Approve Notice to Taxpayers: Tabor moved to approve Budget Form 3 as presented. Yergler seconded the motion, which passed unanimously.
- d. Indiana Internet Consortium Commitment Resolution 23-04: Tabor moved to approve Resolution 23-04 for the period July 1, 2024 to June 30, 2025. Ulfig seconded the motion which passed unanimously.
- e. Building Insurance Renewal: Yergler moved that the building insurance renewal be awarded to Hastings for a 1 year period at a cost of \$14,050. Brown seconded the motion, which passed unanimously.

11. Other Items for Consideration

- a. Director Updates

**Community Meetings/Activities attended outside the library:**

Bluffton NOW! Board Meeting  
 Chamber Board meeting  
 Chamber Executive Meeting  
 Chamber HR sub committee  
 Rotary Meetings  
 Wells County Foundation Board

**Meeting Updates inside the library:**

Department Head meeting – We do not meet in August.

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

The June book sale brought in \$2,097.41

Friends of the Library Book sales Next Book Sales will be:

October 25-28, 2023 with Friends Only Sale on October 24th

February 7-10, 2024 with Friends Only Sale on February 6th

June 26-29, 2024 with Friends Only Sale on June 25th

October 23-26, 2024 with Friends Only Sale on October 22nd

Children's Book Festival - Save the date for October 7, 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.

12. Roundtable

13. Next Meeting Announcements:

- a. Regular Meeting– Tuesday, September 12, 2023, 6:30pm at Bluffton
  - i. Public Hearing on 2024 Budgets

14. Adjournment: President Stauffer adjourned the meeting at 7:40 PM.

Annual Meeting to follow immediately.

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ANNUAL MEETING  
(Immediately following regular session)

1. Call to order: President John Stauffer called the meeting to order at 7:40 PM.
2. Nominating Committee Report: The nominating committee recommended that all officers remain in their current responsibilities for an additional year, with no changes:
  - a. President: John Stauffer
  - b. Vice President: Steve Tabor
  - c. Treasurer: Deb Johnson
  - d. Secretary: Dustin Brown
3. Election of Board Officers: Ulfig moved to accept the recommendation of the Nominating Committee as presented. Tabor seconded the motion, which passed unanimously.
4. Reading of the By-Laws: Brown moved to dispense with the reading of the bylaws. Ulfig seconded the motion, which passed unanimously.
5. Adjournment: Stauffer adjourned the meeting at 7:46.

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John Stauffer, Board President

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Dustin Brown, Secretary