



Wells County Public Library
Library Board of Trustees Meeting

200 West Washington Street
Bluffton, Indiana 46714
Meeting Minutes
Tuesday, January 9, 2024

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

Absent: Brown

1. Call to Order: President John Stauffer called the meeting to order at 6:30 PM
2. Public Input: None
3. Consent Agenda: Tabor moved to accept the consent agenda. Gentis seconded the motion, which passed. The following items were approved and adopted:
 - a. December 12, 2023 Board Meeting Minutes
 - b. Librarian's Report
 - c. Treasurer's Report
 - d. December 2023 Register of Claims
4. January 1-9 Register of Claims: Yergler moved to accept the register of claims, which totaled \$219,999.56. Johnson seconded the motion, which passed.
5. Correspondence: MKM had submitted the library remodel project for the 2023 AIA Fort Wayne Honor Award for Interior Architecture and won the highest award. They sent a note and a plaque.
6. Staff Report – Nate showed the board how the friends of the library area and the shop/garage had been rearranged. He noted the friends thanked him a number of times and he's pleased because he has a more defined work area.
7. Committee Reports:
 - a. Building – Nothing
 - b. Budget – Sarah reviewed the projected cash flows for 2024 and reasons for expecting minimum in flows and trying to keep expenses at 95% of budget.
 - c. Policy, By-Laws, and Insurance – Donor Recognition Policy and Small Purchase Policy were reviewed with some minor revisions proposed for the Donor Recognition Policy. Stauffer reviewed chapter 9 of IN the Public Trust
 - d. Public Awareness/Outreach - Nothing
 - e. Nominating - Nothing
 - f. Director Evaluation – Nothing.
8. Unfinished Business: - Nothing
9. Personnel Updates: Tabor moved that Julie Christian's request for FMLA be approved. Gentis seconded the motion which passed.
10. New Business:
 - a. Tabor moved that Resolution 24-1 to encumber a total of \$13,876.88 from 2023 operating funds to 2024 be approved. Ulfig seconded the motion which passed.
 - b. Johnson moved that Resolution 24-02 to transfer \$4,500.00 in operating funds between budget lines be approved. Tabor seconded the motion which passed.

11. Director Updates:

Community Meetings/Activities attended outside the library:

Bluffton NOW! Board Meeting
Bluffton NOW! Executive Meeting
Chamber Board meeting
Chamber Executive Meeting
Rotary Meetings

Meeting Updates inside the library:

Department Head meeting – Spring In-service, Goal 3 for the Long Range Plan, staff review restructure, Policies.

Friends of the Library Book sales

Next Book Sales will be:

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

12. Round-Table – Yergler asked about the process to get items added to the collection.

Sarah told him about the form that needs to be filled out for each item being requested.

13. Next Meeting – Tuesday February 13, 2024 @ 6:30 at Bluffton

14. Meeting was adjourned at 7:04 by Stauffer

John Stauffer, President

Stephen Tabor, Acting Secretary