

WABASH CARNEGIE PUBLIC LIBRARY

Meeting of Tuesday, April 18th, 2023

Board of Trustees

5:30 p.m.

Fellowship Room, Wabash Presbyterian Church, Wabash IN, 46992

123 W Hill St, Wabash, IN 46992

The Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, April 18th, 2023, in the Fellowship Room of the Wabash Presbyterian Church at 123 W Hill Street, Wabash, IN. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Bill Benysh – presiding; Charles Miller; Jim Widner; Susan L. Baker; Mary Jo McClelland; Jeff Knee; and Rhonda Hipskind. Victoria Dolmanet, Technical Services Librarian (WCPL); Tasha Veal, Circulation Assistant (WCPL); and Ware W. Wimberly III, Executive Director (WCPL), were also present.

CALL TO ORDER

Bill Benysh called the meeting to order at 5:31 p.m.

CONSENSUS AGENDA

- a. Approval of March 22nd and March 30th, 2023 Minutes
- b. Financial Report
- c. March Payroll
- d. April Claims

The Register of Claims includes a bill for services by BakerTily Municipal Advisors in securing the load the library received at the end of 2021. The total of \$49,702.82 will come from the General Obligation Bond or Construction Fund.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

No report

COMMITTEE REPORT

There is no pool concessionaire yet; An use agreement was created for lights at Paradise Spring Historical Park.

NEW BUSINESS

Non-resident Fees:

With the completion of our library's annual report to the Indiana State Library, our library's operating expenditures per capita increased from \$104.68 in 2021 to \$106.35 in 2022. As a result, the non-resident fee will have to go up per State Standards to be above \$106.35. Therefore, Ware recommends an increase from \$105 to \$107 annually. Trustees concurred with that increase and discussed when it should take effect with the current expansion and renovation project progresses. Trustees agreed to make the increase effective July 1st, 2023.

Action: Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to increase the non-resident fee per state regulations from \$105.00 to \$107.00 annually, effective July 1st, 2023. Motion passed.

Office Move Data Cables

With moving offices, particularly downstairs, from the 1970 part to the 1903 section, work is required to make data and internet connections or portals for staff once those temporary offices are in place. The Program room and Makerspace room do not have current outlets and data ports needed for team workstations while in those locations. A quote was presented from Intrasect Technologies for the work. Trustees discussed the proposal and concerns from a budget perspective. If approved, Trustees stressed the need to provide a long-term solution that would not have to be redone entirely later in the project. Following discussion, Trustees agreed to approve the quote.

Action: Susan L. Baker moved, and Jim Widner seconded the motion to approve the Intrasect quote provided Intrasect works with the architect to ensure the long-term efficacy of the cable installs. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Library IQ

Ware and Victoria presented information about how Library IQ can assist staff in re-organizing and separating the library's collection with Phase 1B of the project soon to start. Library IQ provides three

options with financial numbers to assist in this process ranging from the creation of lists to extensive on-site assistance. The library staff asked for approval of Option 1, the lowest price possible at just over \$2,000.00. Trustees asked Victoria and Ware about the need and whether the library staff could create and produce those lists. Victoria explained that the process provided by Library IQ in Option #1 would be valuable assistance both from an efficiency and time-saving perspective. The library had recently approved the annual renewal of Library IQ, which was a substantial amount of money. Trustees agreed to approve Option #1 from Library IQ but were wary of the amount of funds already approved for Library IQ's services.

Action: Jim Widner moved, and Susan L. Baker seconded the motion to approve Library IQ's Option #1 to assist library staff. Motion passed.

Roann Paw-Paw Township Public Library

Roann Paw-Paw Township Public Library approached Ware Wimberly about a local reciprocal covenant between the public library in Roan and Wabash Carnegie Public Library. The proposed local agreement would be identical to the North Manchester Public Library and Wabash Carnegie Public Library borrowing covenant. Trustees discussed this option. Ware provided some information on usage by patrons with the current reciprocal agreements. Roann Paw-Paw Township Public Library's non-resident fee is \$50.00, which is less than half of what Wabash and North Manchester charge, respectively. Trustees discussed this factor along with other points, pros or cons. Trustees decided to think about the proposal and discuss it at an upcoming meeting.

Legislative Update

Ware provided an update on the legislation concerning libraries and "harmful" material to minors. The particular legislation had not been approved as part of an Indiana House Education Committee bill. It was dormant but could be inserted in a bill before the Indiana General Assembly session ends.

Construction Update

Phase 1A of the library project continues with the excavating work for the new addition finishing up. Staff is working to prepare for the relocation and moving of library collection, equipment, and supplies in May. The library will be closed May 12th – May 29th (Memorial Day) to allow relocation and moving of these items by Guyer the Movers and Hamilton Hunter to prepare for the beginning of Phase 1B. On May 12th and May 13th, library staff will be taking material wanting to keep through Phase 1B to be reshelved. From May 15th to May 19th, Guyer the Movers will be packing items library plans to put in temporary storage, with Guyer moving those items to off-site storage the following week. The library will reopen on May 30th with Hamilton Hunter working on Phase 1B.

Mowing and Trimming

Ware solicited from four companies for mowing and lawn care, with American Eagle Lawn and Landscaping having the lowest. Nate's Lawn and Landscaping quote was higher at \$100, and the other two companies didn't submit a bid. Trustees agreed to continue with American Eagle Lawn and Landscaping.

Sara Peterson Consulting

The yearly contract for Sara Peterson Consulting Services ends in April. An annual contract was proposed to Ware with a flat fee of \$4,860, excluding direct costs (i.e., mileage and overnight travel expenses). The proposed agreement would go from May 1st, 2023, to May 1st, 2024. Trustees discussed the proposal. The consensus was that Trustees see Sara's services as needed on an as-needed basis and with a reduced scope. When the library's next strategic plan is formed, Trustees will re-evaluate if they want to seek more in-depth consultation from Sara Peterson. Ware will communicate to Sara that the Board currently wants to with an as-needed status.

Policy on Materiality... and Certificate of Library Employee Receiving...

Trustees reviewed the *Policy on Materiality and Process for Reporting Material Items*, and *Certificate of Library Employee Receiving, Processing, Depositing, Disbursing, or Otherwise have Access to Funds that Belong to the Wabash Carnegie Public Library as a tax-supported/gov. entity*. Upon employment with the library, each person gets a copy of those two forms and must review and sign one document. In addition, the employee has to also watch a State Board of Account video on this subject as part of the library's Internal controls procedures. Trustees reviewed the two policies and re-affirm approval with no changes.

Action: Charles Miller moved, and Jeff Knee seconded the motion to approve both policies and viewing of the video for staff and board members yearly, pending some grammatical corrections. Motion passed.

ADJOURNMENT

The meeting adjourned at 6:57 p.m.

Action: Charles Miller moved, and Susan L. Baker seconded the motion to adjourn the meeting at 6:57 p.m. Motion passed.