

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, October 15, 2019

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, October 15, 2019 in the library board room. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b).

Members present were Jeff Knee, President, presiding; Susan L. Baker, Charles Miller, Mary Jo McClelland, Jim Widner, Kip Cantrell, Bill Benysh. Also present were Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

CALL TO ORDER

Jeff opened the meeting at 5:30 p.m.

CENSUS AGENDA

The Census Agenda was presented.

Corrections were made to last months' minutes.

Action: It was moved by Charles Miller and seconded by Jim Widner to approve the Consensus Agenda. Motion passed.

NEW BUSINESS

2020 Budget

The proposed 2020 budget has been through the process of advertising and a public meeting. The next step is adoption of the 2020 budget to be submitted to the Indiana Department of Local Government Finance for review through the State of Indiana Gateway web site. Trustees discussed the budget and agreed to the adoption.

Action: It was moved by Susan L. Baker and seconded by Mary Jo McClelland to adopt the 2020 Budget. Motion passed.

Policies (Hotspots)

Hotspots are very popular and patrons have found some loopholes around the policies involving using minor cards. Updates were presented to clarify the policy. The changes are to help prevent parents who have been delinquent in returning hotspots to not be able to just switch to one's children with

cards to check out hotspots. The updates to the policy also allow a patron to bring in an item connected with the Hotspot a grace day if forgotten. Trustees discussed these changes and approved.

Action: It was moved by Mary Jo McClelland and seconded by Charles Miller to approve the policy changes. Motion passed.

Community Bulletin Board

There hasn't been a policy in place in on the Community Bulletin Board for years. A proposed policy was presented to the Trustees. Trustees discussed and approved it.

Action: It was moved by Susan L. Baker and seconded by Jim Widner to approve the policy for the Community bulletin board. Motion passed.

Patron Behavior Policy

With routinely disruptive patrons or customers, there is not a set policy that dictates how long a patron is not allowed on the premises, if ever allowed back at all. Behavior such as damaging the property or sexual misconduct would be something that would ban a patron indefinitely but something such as cursing would only be a period of time. It depends a lot on the circumstances involved.

Ware presented a revised Patron Behavior Policy that outlined both steps to be taken along with possible duration of disruptive behavior. Trustees discussed the updated policy and various situations where this could apply. One situation involves disruptive behavior with a patron who has a criminal record on the sexual offender list. The disruptive behavior not related to that background. Ware will talk to the police for clarification if dealing with a person per that background.

Action: It was moved by Charles Miller and seconded by Susan L. Baker to approve the proposed updated Patron Behavior Policy with corrections. Motion passed.

Long Range Plan 2019 to 2022

Ware asked the state if the Library's Long Range plan could also be the strategic plan. There must be a few things added in order for it to be considered a Long Range plan. Continued professional development of staff is something that was added with the scheduling of continued staff training. The technology that the library has is also something that will also need to be added, and the amount of servers the library has changed to three. The State Library reviewed the Long Range plan with these changes and communicated that filled the requirements for the Long Range Plan for the next 3 years. Trustees discussed the proposed Long Range Plan (2019 to 2020) and approve it.

Action: It was moved by Susan L. Baker and seconded by Charles Miller to accept the Long Range Plan 2019 to 2022. Motion passed.

ADMINISTRATIVE UPDATE

Custodial Position

There is a forthcoming interview lined up for the position with a good candidate.

Story Walk

The StoryWalk has been installed and there has been a lot of publicity for it. There will be a children's program to showcase and introduce the StoryWalk. The stories change monthly.

Zach Benedict

There has been communication between Zach and Sara. The next step from their discussions is to proceed with a Space Needs Assessment proposal and will be covered more at the November Board Meeting.

Ian Stallings

Ian Stallings wishes to send a proposal to be a consultant in some manner for any renovation or expansion. Board members voice concern on the price that Stallings would charge for the library. It was recommended that Sara would talk with Stallings and see how that would work with Zach Benedict. Stallings also is with an organization (W.I.A.R.) that connects with artists nationally and internationally based in the Wabash area.

Veterans' Day

The library's OPAC system (Polaris) is in need of updating. This will involve the system to be down for a day, which is scheduled November 11th, along with staff training. All staff, excluding student assistants, will be required to come.

Lights

Ware is working on trying to get the two quotes for LED lighting.

Computers – 2010 Windows

The library received a quote from Intrasect for updating patron computers to Microsoft Office 10 from Microsoft Office 7. Questions were raised on whether the machines can be kept with the software being updated or if the machine itself can't be used any longer.

Data Bases

The library has added two databases for library patrons (Gale Courses and Chilton (Auto) Library). The Chilton Auto Repair books are no longer in print and are now becoming an online resource. The Gale Courses provides a broad range of online courses for the patrons to utilize.

Wabash County Christmas Spirit

The Wabash County Christmas Spirit organization had a flyer that stated the library would "offer assistance with online registration through one of their computers if you do not have a home computer." The Wabash County Christmas Spirit leadership did not inform the library of this and calls have been made to clarify what the expectation of the assistance is.

Trustee Training

The Trustees just had a second training session through the Indiana State Library on unserved areas. Trustees and Directors from other library districts along with a Wabash staff person attended. It seemed to be very informational although not positive on expanding service to underserved areas. The second part of the meeting seemed to be more valuable than the first. It is an uphill battle to get the underserved areas served. Networking existing libraries to add townships is a strategy that was recommended. There also seem to be misconceptions on what is "free" in terms of the library's services and pertaining to non-residents. Charles Miller recommends that steps toward this goal only be forwarded after all expenses towards the building project have been made.

Charles J. Mintz

A photographer, Charles J. Mintz, from Cleveland took pictures of the library for a project pertaining to Carnegie built libraries. He might use those photos for an upcoming publication.

Plain Dealer

The library is has seen additional front page exposure through the Wabash Plain Dealer. Although not sure why the additional coverage, we welcome the additional publicity.

Polaris LEAP

Ware and Bethany discussed a new tool called Polaris LEAP. It is software through Polaris (Innovative) that allows the Polaris Circulation system to be more mobile and accessible. With Polaris LEAP, Polaris can be used outside of the library. This would be a tool to meet people where they are. This would cost \$4,080 annually. The goal is more flexibility and accessibility for patrons and registering more patrons. Bethany spoke more about Polaris LEAP for clarification. This would allow staff members to look at Patron Records to see if they have fines, or register patrons. This would also allow pictures with the patron records, reducing confusion with names on cards, scan books that are misplaced and see if they are in, out, or missing. There are times when the server crashes and Polaris is completely down, and it gets very hectic. With LEAP, as it is web based, this would no longer be an issue. There is no testing before buying. The interface would be far more user friendly as well. Polaris currently costs around \$12,000 a year. Adding LEAP would add around 33% more to the cost. More details on how Huntington uses LEAP and what they like about it are needed, essentially, is it worth four thousand dollars. If the Library goes through with LEAP, it is noted that everyone should be prepared for having that for an extended amount of time.

ADJOURNMENT

Action: It was moved by Bill Benysh and seconded by Susan L. Baker to adjourn the meeting at 6:53 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

Ware W. Wimberly III, Executive Director