

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, July 16th, 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 Board members: Jeff Knee, Bill Benysh, Kipp Cantrell, Mary Jo McClelland, and Jim Widner. Excused: Susan Baker and Charles Miller. Also present were Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

CALL TO ORDER

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

CONSENSUS AGENDA

The Consensus Agenda was presented.

Approval of June 18th, 2019 Minutes – some changes were mentioned to be corrected.

Financial Report

June (2019) Payroll

July Claims

In reviewing the Minutes, there was never any official motion per hiring Abby Stefanatos as the new Information Services following Joe Rayl's resignation. It was the intent to approve the hire of Abby who has taken over the Information Services Manager position but there was not an official motion for that. Ware asks that there be an official motion in the Minutes per Abby's hiring as the new Information Services Manager.

Action: It was moved by Jeff Knee and seconded by Mary Jo McClelland to hire Abby Stefanatos as the library's new Information Services Manager. Motion passed.

Action: It was moved by Bill Benysh and seconded by Jeff Knee to approve the Consensus Agenda. Motion Passed.

PRESIDENT'S REPORT

Farlow Property Update - Inspection

Scott Bowman did an inspection on the Farlow Property on July 9th and July 10th. The building needs a lot more work done than was estimated. It might be more seen as a purchase to tear down than to renovate. In terms of possible ideas per funding, it was suggested that the library could approach the Indiana Landmarks for a grant, but that would then cause more problems in order to meet their standards.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

2020 Budget

The budget process for the 2020 library budget has begun. Ware and the Trustees reviewed the proposed budget along with dates for advertising the budget. Ware Wimberly has started to filled the required forms for the 2020 budget on Indiana's Department of Local Government Finance's Gateway database. On August 1st, Ware will meet with a Department of Local Government Finance official. On the Board meeting of August 20th, the proposed 2020 budget will need approval to be advertised. A public hearing will be held on September 17th. On October 15th, the 2020 budget will need adoption by the Board of Trustees.

Student Rate on Non-residents Fees

Non-resident rates were recently changed due to State Library Standards. Trustees discussed the current price of student non-resident cards at \$20.00 and whether to make any changes. It was decided to keep the price at \$20 annually or \$5 every three months. The idea of expanding the student non-resident card to cover MSD students was discussed, but Trustees decide to keep it to schools located within the library district. There was concern about tax payers of Wabash to pay for non-residents outside the library district. This highlighted a reason to expand the district. Trustees hope to gain ideas and insight on how to go about expanding the present district through the scheduled workshop with the Indiana State Library in October.

Circulation Manager/Circulation Assistant

There are number of personnel changes going on the in the library's Circulation Department. Abby is been promoted to the Information Services Manager position which has made the Assistant Circulation and System Manager position vacant. It was decided to not filled this position and hire a part-time Circulation Assistant in place of that. There will also be a Student Assistant position for upstairs opening up with Faith Macy is leaving for schooling at the University of Evansville. Theresa Singleton has turned in her registration to Ware with her last

working day being August 5th, 2019. With these three positions open to or soon to be open, the Circulation Department will be much different personnel wise.

Information Services Statistics

It was proposed to provide the Board of Trustees with more statistical information such as provided by the Information Services Manager. Bill Benysh would like to see more reports from Information Services like this. It may be valuable to have Abby come into meetings to speak on behalf of the reports along with speaking about what patrons are using which services. It would help put the numbers in the reports within a context.

Updated Hotspot Lending Policy

There has been a couple of incidents with hotspots that require some revising of the policy. There have been two incidents recently when a patron has returned a hotspot way over the due day and already been charged a total replacement cost of \$160.00. Once that replacement cost of \$160.00 is applied and T-Mobile is notified, the hotspot can't be reused without a lot of headache for the library. Although the replacement charge might disappear if the hotspot is returned after the fact, there needs to be some type of consequence for the patron. By returning the hotspot after a replacement charge has been applied to the patron's record, it is unfair to other library patrons and the library itself. It was proposed to add to the policy that a patron in such a case cannot check a hotspot again for a duration of 6 months a minimum. The patron's ability to check out a hotspot would be suspended 6 months at a minimum. This new addition to the hotspots policy was discussed and approved by the Trustees.

Action: It was moved by Bill Benysh and seconded by Mary Jo McClelland to update the Hotspot policy with this addition of the 6-month suspension in such cases. Motion passed.

ADJOURNMENT

Action: It was moved by Jeff Knee and seconded by Jim Widner to adjourn the meeting at 6:25 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

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Ware W. Wimberly III, Director