

## WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, November 20, 2018

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, November 20th, 2018 in the library board room. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b).

Present members included Jeff Knee, presiding; Charles Miller; Jim Widner; Bill Benysh; and Mary Jo McClelland. Susan Baker and Liz Hobbs were excused. Also present included Ware Wimberly, Executive Director; Athena Varner, Student Assistant; and Sara Peterson, Consultant.

### CALL TO ORDER

Meeting began at 5:32 p.m. by Jeff Knee.

### PRESENTATION (general ideas presented therein) by Sara Peterson on 2019 to 2021 Strategic Plan.

Main theme of presentation: **encourage change + advocate for it**

- Reduce passive space, expand on active space without complete isolation/ lack of flexibility/ complete loss of historical aspects
- Keep aesthetics historically matching/ accurate/ respect current building but bring it up to date and full of life
- Renovate without stretching budget completely out of reach + use what we have as of currently *and then* add on
- Serve the unserved; inspire learners

General approach to draft/outline found helpful by Ware, Bill, and Jim; felt to be a useful, “black and white” tool to show community leaders and officials.

Ideas involved include library excellence, how library has/will evolve, goals/ strategies of said plan, expanding visibility and engagement in community, partnership expansion, readily be able to tell our story.

Targeted approach to internal re-organization, furnishing (more contemporary, modern, warm, aesthetic), limited expansion without taking out too much space, rentals (such as downtown storefront), etc.

- Aligning staff/ management for efficiency (Ware needing additional body power for more outreach)
- Need to expand volunteer base to leverage ideas + process reviews within library in next couple of years + the effectivity of current methods
- Ongoing board education

- Make use of available resources
- Talk about change in library environment more
- Better budgeting overall with maintenance and in general
- Next year's budget approved by state (\$300,000+), which gives flexibility for renovation
- Expanded Genealogy
- Better board room/ another meeting room
- Flexibility on shelving space concerning nonfiction and the difference in targeted audience/ average checking out vs fiction

Reach expansion: Expand district entirely? (Question brought on by Jeff Knee)

- Approached by Metro for access
- Partner with schools for visibility + inclusion without having everything paid for by city/ city schools
- Partner with people in town for visibility
- Focus on community needs-- not just library needs

## **CONSENSUS AGENDA**

The Consensus Agenda was presented.

Approval of October 16th, 2018 Minutes. Grammar and spelling errors cited and need corrected.

Financial Report

October Payroll

November Claims

**Action:** It was moved by Charles Miller and seconded by Mary Jo McClelland to approve the Consensus Agenda with needed corrections. Motion passed.

## **PRESIDENT'S REPORT**

Jeff stated need for annual evaluation of the Library's Executive Director. He will send out evaluation forms to the other Trustees.

## **COMMITTEE REPORT**

### Bill Benysh – City Parks Board

- Talk about replacement of trucks plan by the Mayor
- Grant in works for 38x38 area, potentially down by River Walk

## **NEW BUSINESS**

### 2019 Salary Ordinance/Schedule

Trustees discussed proposed salary ordinance and schedule for 2019. 3% increases in salaries and wages are in the proposed salary ordinance and schedule. The staff has really worked well this year together and has jelled well. In terms of performance, it was fairly even across the board. Both Wabash county government and Wabash city government increases for personnel for 2019 are in the 2% range. The library's overall budget is very healthy. Trustees discussed and agreed on the 3% increases.

**Action:** It was moved by Bill Benysh and second by Mary Jo McClelland to approve the proposed 2019 Salary Ordinance and Schedule. Motion passed.

### Checking account/ Wells Fargo/ Crossroads

With Wells Fargo becoming Flagstar Bank (Michigan based banking corporation) at the end November, a Wells Fargo branch would no longer be in Wabash. The library's main checking account (minus payroll) has been at Wells Fargo. This checking account is used for daily deposits. Amy was informed at the beginning of November that the account would be staying with Wells Fargo even though Wells Fargo would not have a branch in Wabash or the State of Indiana starting November 30<sup>th</sup>.

In conjunction and communication with Board officers this month, Amy and Ware decided to open a new checking account at another local banking institution for the purposes that the Wells Fargo one was serving. After talking to a number of local banking institutions, it was decided to open a new account at Crossroads Bank. The new Crossroads checking account has been set up following authorization from the Trustees who are signers on the account to meet that purpose. Official approval is needed at this Board meeting for the new checking account at Crossroads.

Trustees reviewed the needed steps taken and proceeded to approve the opening of the new checking account at Crossroads.

**Action:** It was moved by Charles Miller and seconded by Mary Jo McClelland to approve a checking account at Crossroads Bank in Wabash for the library's main checking account minus payroll in place of the current checking account at Wells Fargo to be closed due to Wells Fargo leaving Wabash. Motion passed

## **DIRECTOR'S REPORT**

### Employee Health Insurance

The current employee health insurance if renewed will increase by 1% in 2019. Considering trends in rising health costs each year, the increase of 1% is very good per the library's health insurance agent at INGUARD. Preliminary feedback from Trustees was to keep the current employee health insurance plan with 1% increase rather than going with another plan. Discussion by Trustees at the meeting confirmed this thinking. Staff seems fairly satisfied with the current coverage and if renewed will only have one staff person with dependents on the plan. It was thought prudent to have the representative from INGUARD, Carrie Rees, to be at the December Board meeting to provide overview of the insurance with some fairly new faces as Trustees. It was decided to approve renewing the current employee health insurance plan which is a Health Reimbursement Plan (HRA) though Anthem.

**Action:** It was moved by Jim Widner and seconded by Bill Benysh to renew the current employee health insurance plan through Anthem for the 2019. Motion passed.

### Internal Control Policy Binder

Ware will working on an updated Internal Control Binder for Trustees and his goal is to have it by the December Board meeting to pass out. It would be reviewed at the January, 2019, Board meeting.

## **ADJOURNMENT**

**Action:** It was moved by Bill Benysh and seconded by Charles Miller to adjourn the meeting at 6:55 p.m. Motion passed.

Respectfully Submitted,

Athena Varner, Student Assistant

&

Ware W. Wimberly III, Executive Director