

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, December 20th, 2022  
5:30 p.m.

Falls Cemetery Chapel  
745 Falls Avenue, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in regular session at 5:30 p.m., Tuesday, December 20th, 2022. The meeting was at the Falls Cemetery Chapel at 745 Falls Avenue. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Charles Miller, presiding; Jim Widner; Rhonda Hipskind; Jeff Knee; Bill Benysh; Mary Jo McClelland; and Susan L. Baker. Ware Wimberly, Executive Director, Executive Director; and Tasha Veal, Circulation Assistant, were present at the meeting.

**CALL TO ORDER**

Charles Miller called the meeting to order at 5:32 p.m.

**CONSENSUS AGENDA**

- a. Approval of Minutes for November 22nd, 2022
- b. Financial Report
- c. November Payroll
- d. December Claims

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda. Motion passed.

**PRESIDENT'S REPORT**

No report was given.

**COMMITTEE REPORT**

Slow time for the Parks committee.

## **OLD BUSINESS**

### Salary Ordinance/Schedule 2023

Trustees discussed the salary ordinance and schedule for 2023. There were proposals for increases between 5% to 7%. After lengthy decisions and deliberation, trustees agreed to do a flat 6% rise across the board. It was further discussed to keep the library's Executive Director at its current level in 2023 with no increase due to concerns over salary schedule gaps. Finally, the Board discussed creating a committee to look at the current salary structure in January to better streamline the process for 2023, which was agreed to.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the 2023 Salary Ordinance and Schedule with a six percent increase for all staff except the Executive Director, which would remain the same for 2023. Motion passed.

## **NEW BUSINESS**

### Encumbrance of L.I.R.F. monies (2021) for the Elevator Modernization Project

The library has \$22,281.05 remaining for the elevator modernization project of the total of \$104,852.00 agreed to for the project, which is in the final stages of completion. \$82,572 for the project was already paid in 2022. The Board needs to encumber those remaining funds in 2023 to pay the remainder of the balance due on the elevator modernization project once completed in 2023.

**Action:** Bill Benysh moved, and Susan L. Baker seconded the motion to approve the encumbrance of the remaining L.I.R.F. funds (22,281.05) into the 2023 budget to complete the elevator modernization. Motion passed.

### End-of-Year Appropriations

Trustees reviewed the proposed End-of-Year Resolution prepared by Amy. The resolution transfers monies within the Operating Budget to other categories so that no line is negative at the end of the fiscal year (December 31st, 2022). Trustees approved the resolution.

**Action:** Jim Widner moved, and Rhonda Hipskind seconded the motion to approve the End-of-Year appropriations. Motion passed.

Board of Trustees Officers 2021/By-Laws

Trustees discussed Board officers for 2023 as outlined in the Board of Trustees By-Laws. Charles Miller did not want to continue as Board President starting in 2023. Susan L. Baker proposed that Bill Benysh be President in 2023 with Rhonda Hipskind as Vice-President. Both Bill and Rhonda agreed to this. The Board thanks Charles Miller for serving as President of the Board for several years. Susan also proposed that Mary Jo McClelland remain Treasurer and Susan remain Secretary. Both Susan and Mary Jo agreed to this. Trustees approved this new slate of officers starting January 1st, 2023.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to present and approve a new slate of Board officers beginning January 1st, 2023 as follows: Bill Benysh – President; Rhonda Hipskind - Vice President; Mary Jo McClelland – Treasurer; Susan L. Baker – Secretary. Motion passed.

**DIRECTOR’S REPORT/ADMINISTRATIVE UPDATE**

Organizational Goals & Ware’s Goals for 2023 (Statement)

Ware presented both organizational and personal goals in his Director’s Report. Trustees discussed the goals. Trustees instructed Ware to revise so that there are measurables or metrics for each goal rather than a general idea.

Organizational Goals:

- Planning in place very early 2023 for renovation and expansion project.
- Replace HVAC systems, more efficient lighting, and new roof(east side) as part of renovation/expansion project.
- Streamline salary and wage determinations.
- Review and revise as needed the library website.
- Develop outreach to other similar entities beyond Wellbrooke of Wabash.
- Project library vision following the end of the renovation project.
- Further develop mechanisms to handle book challenges.
- Complete strategic plan from 2023 to 2027.

Ware's Personal Work Goals:

- Leadership consistent and strong during the renovation and expansion phase.
- Improve skills around annual strategic planning.
- Improve skills in the delegation of tasks and duties.
- Have three or four Trustee candidates in mind for any unexpected changes per Board or in preparation for completion of fourth term for two Trustees in a few years.

Bond Update

The library has officially received the bond funds. The bond funds will be in the Construction Fund held at Crossroads Bank. It is in its separate account, so the interest earned is not connected to the library's other interest-earning accounts. The library also received a \$12,000.00 refund from K.S.M. C.P.A.s and Advisors for the audit required for the bond.

Personnel Policy

A revised copy of the library's Personnel policy was presented but will need to be reviewed in January. Ware was instructed to have some notation of what parts changed and how did those parts change.

Long-term and strategic plan

Ware is working on revising the Long Term and Strategic Plan, which needs revisions and updates. He would like to present a revised plan at the January Board meeting.

Food Drive

The library collected food staples to send to F.I.S.H. for the library's Food Drive from November 16th to December 16th. With the far majority of library items fine-free, there was no expectation that a lot would be collected. However, thirty-five items were collected to assist others in our community.

### Elevator Update

Work on the new elevator work is close to completion. The new elevator has been installed. Some work still needs to be completed by contractors through Hamilton Hunter. Otis still has some work to finish up. The main delay currently is that the new elevator room door will not be shipped until early January. Inspection of the new elevator cannot occur until the door is installed. Thus, work will continue into the new year, and looking for the inspection to be completed in January.

### Former Farlow Building

Farlow House has been razed, and concerns raised about what to do about mud runoff until the grass gets planted. Trustees discussed putting netting over the lot. Ware will talk to American Eagle and other landscaping companies about options.

### New Library CD

A new library CD was established at Crossroads Bank with E. Pearson Fund monies from a CD that matured on 11/24/22. The new CD has a term of 13 months with a 3.05% APY.

### Stained Glass in Dome

Two noticeable pieces of glass are missing from the Dome. Some possible leads to be presented for inspecting the Dome were presented to Ware by the Trustees.

### Circulation Stats

The library's circulation totals for 2023 will be over 105,000 items checked out, which is the best since 2019 (pre-COVID).

### Memorials for Nancy Bickel and Todd Baer

The library has been getting several financial memorials for Todd Baer and Nancy Bickel, who passed very recently. Trustees asked that letters of thank you and acknowledgment be sent for the donations. Mary Jo asked how the memorial funds are used. The funds, if not designated for a specific purpose, are put in the library's Unrestricted Gift Fund. These funds are primarily used for expenses such as programming purposes where the library doesn't use tax money to support the library's mission. If there is a request for a specific use of the donated money, it is put in the

library's Restricted Gift Fund. All the donations so far have not requested a particular use by the library.

Wabash High School Intern

The library has had discussions with Wabash High School about having Troy Guenin-Hodson, a junior at Wabash High School, do a student internship starting in January, primarily in Youth Services.

**ADJOURNMENT**

The meeting adjourned at 7:22 pm.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn. Motion passed.

Next Meeting: Tuesday, January 17th, 2023, at 5:30 pm.

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on January 18<sup>th</sup>, 2023.

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ATTEST

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Secretary, Library Board of Trustees