

**Wabash Carnegie Public Library Board of Trustees**

Meeting of Tuesday, June 18, 2024

5:30 p.m.

Falls Cemetery Chapel

725 Falls Ave, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, June 18, 2024. The meeting was at the Falls Cemetery Chapel, 725 Falls Ave, Wabash, IN, 46992. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Bill Benysh, presiding; Rhonda Hipskind, Jim Widner; Jeff Knee, Charles Miller; and Mary Jo McClelland. Rachel Castle, Interim Director, was present. Susan Baker was absent.

**CALL TO ORDER**

Bill Benysh called the meeting to order at 5:30 p.m.

**CONSENSUS AGENDA**

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

**PRESIDENT'S REPORT**

Another resume was submitted for the Executive Director position. The hiring committee will proceed with scheduling an interview, which may be virtual as the applicant is currently living out of state. Bill Benysh will arrange the interview. While the board expressed a preference for the new Executive Director to live within the library taxing district, it was acknowledged that housing availability may prohibit this.

**COMMITTEE REPORT**

Mary Jo McClelland reported that the Parks Department has started to assemble the playground equipment for installation at the park.

**EQUIPMENT/FURNITURE UPDATES**

VOiP Phone Lines

Rachel has completed all of the back-end administration for the new phones to be installed and that will be happening soon.

### Construction/Furniture Update

The furniture deposit was paid from LIRF. Charles Miller picked that check up on Friday morning and delivered it to Paula Page at Three Rivers Business Interiors. He, Rachel, and Paula discussed the delivery plan and it was decided that all of the book shelving and the Children's Room furniture would be ordered immediately. Rachel contacted Paula Page with the project's Date of Substantial Completion, November 11, so the remainder of the furniture could be ordered without a need for additional storage.

### Security Camera Quote

Rachel met with Shayne Balding of Skyline Technologies to inquire about a second security quote. He explained that the scope of the project was outside his business's capability but offered his professional opinion on the quote already received. He believes that the quote is reasonable and that others won't vary much from that amount.

Rachel reached out to the YMCA and Honeywell Center with inquiries about their security camera companies, in the hopes of obtaining other quotes. Troy at Honeywell and Patty at YMCA both shared information on their systems so Rachel will reach out for additional quotes on cameras before asking the board to make a final decision.

## **PERSONNEL UPDATES**

### Director Search

Rachel has received a few responses to the new Indeed job posting. Most do not have the MLS required for this position. She added the job to LinkedIn on Thursday, June 13 and received a resume there, which she forwarded on to the hiring committee. She also spoke with Tonia from Pro Resources in Marion about the position and received a quote for the service. The fee would be 18% of the first year's salary, paid over a 12-week period.

The decision was made to interview the applicants received from the LinkedIn post before considering an outside recruiter.

### Part Time Positions

Due to the costs of hiring outside help to address IT, maintenance, and cleaning needs, Rachel has been looking at the feasibility of creating part-time, in-house positions to address these needs. The board discussed the options of hiring part time staff for these positions. They also discussed other options: hiring someone on a retainer, cultivating a volunteer network, providing tech-help as a service to patrons as an additional IT job duty.

While these are avenues to explore more deeply in the future, the board decided that the Executive Director search is the hiring priority at this time and they will pick this discussion up later.

## ADMINISTRATIVE UPDATES

### Policy Revision

Due to past conversations about the hours required of a full-time staff member and in particular the Executive Director, changes to the standing requirements were discussed.

The current Personnel Policy does not specify the hours that are required of the Executive Director, but instead includes that position with all other full time staff. *Section 2.1, Classification* reads as follows:

- *Full-time or part-time: Full-time employees usually work 38 hours per week from September – May and 36 hours per week from June – August. Part-time employees are paid hourly and work fewer than 30 hours per week.*

Pursuant to other sections of the policy which make exceptions for the Executive Director, it is proposed that the wording be changed to read as follows (bold for emphasis):

- *Full-time or part-time: **With the exception of the Executive Director**, full-time employees usually work 38 hours per week from September – May and 36 hours per week from June – August. Part-time employees are paid hourly and work fewer than 30 hours per week. **The Executive Director usually works 40 hours per week.***

With this change, *Section 3.4, Compensatory Time*, will also need to be amended. It currently reads as follows:

- *Compensatory time is available to full-time employees who are required to work more than 38 hours per week (36 during the summer) to perform their regular duties or when they are involved in professional activities outside the Library.*

The proposed wording of this section is as follows (bold for emphasis):

- ***With the exception of the Executive Director**, compensatory time is available to full-time employees who are required to work more than 38 hours per week (36 during the summer) to perform their regular duties or when they are involved in professional activities outside the Library. **Compensatory time is available to the Executive Director after 40 hours worked per week.***

Action: Jim Widner moved and Rhonda Hipskind seconded the motion to change the wording of the Personnel policy to alter the Executive Director's required hours. The motion passed.

### Policy Creation

At the request of the board, Rachel is currently working on a draft of a Work from Home policy. This practice began during the pandemic and has been utilized frequently since then. The board has expressed concerns about the possibilities of this hybrid work style being misused without a policy in place to regulate it. It was decided that this should be discussed and considered for implementation after the construction project is finished, as some staff do not have permanent spaces to work in the building at the moment. Rachel will present the board with a first draft at the July board meeting.

**Action:** Rhonda Hipskind moved and Charles Miller seconded the motion to create a Work From Home/Remote Work policy. The motion passed.

## **CONSTRUCTION/LANDSCAPING UPDATES**

### Storage Units

Demo has begun on the 1903 portion of the building. Staff worked incredibly hard to clear that area throughout May and were able to complete the project in a few hours on May 28, 2024. Crews were able to begin the demolition on that day. Rachel then took Department Heads (Amy, Laura, Victoria, and Peighton) to the storage unit to mark items that will be needed in the new building, might be needed, and absolutely will not be needed. They did the same with the items being stored in the new construction side of the building.

In order to fully vacate the current storage facility by June 30, the following steps need to be taken immediately: Rent two large storage units, one for items we will not need after the renovation and one for items we will or might need. Staff will help Rachel find the most cost-effective spaces and, without the need for climate control, this should still be significantly cheaper than the space they were using previously. Hire movers to take those items from the storage facility and from here in the library to those two separate units, one for items we will not be needing any longer and one for items that we will or might still need in the new construction. The remaining boxes of books in the current storage facility, will return to the library once the furniture has been moved out. Bookshelves have been ordered in the first phase of the furniture bid so books would already be on hand when it is time for the shelves to arrive.

Rachel has scheduled a meeting with Metzger Auctions in order to appraise the items we will no longer need July 10 @ 9 am. This will include the items in the “no longer needed” storage facility, as well as the large Circulation Desk still installed at the library for the time being. If all items for auction are (mostly) in one storage unit, this will be easier to evaluate.

**Action:** Rhonda Hipskind moved and Charles Miller seconded the motion to proceed with moving items from the previous storage space and consulting an auctioneer for the furniture items the library will no longer need after renovation. The motion passed.

### LIRF Transfer

In the 2024, there is \$150,000 designated to be transferred from the Operating Fund to LIRF. Traditionally, the library transfers half of that in June or July and half in November or December. Rachel asked permission to move \$75,000 from the Operating Fund to LIRF in accordance with this precedent.

**Action:** Rhonda Hipskind moved and Jim Widner seconded the motion to approve transferring \$75,000 of the budgeted \$150,000 from the Operating Fund to LIRF. The motion passed.

### Construction Costs

Rachel brought the most recent Pay App from MKM and Hamilton Hunter to show that the construction project has a current balance, as of May 1, of \$886,970.76. The furniture bid has a \$154,672.54 balance. She stated that it is her belief that these amounts are to be paid from the Construction Fund, LIRF, and the

Bettie B Wimberly Fund, along with some of the CD funds and Rainy Day Fund monies, based on previous Director's Reports on record.

### Landscaping

There is some concern about the slope of the yard from the western-most side of the library's lot, the former Farlow property. That yard currently sits higher and the worry is that rain water will run directly into the new construction side of the building. Jeff Knee requested a quote from Jeff Trier of Hamilton Hunter for options to fix this problem, including pavement, a possible retaining wall, and parking spaces. Accepting this quote was discussed and it was ultimately decided that Jeff will discuss this option and other possibilities with Ben McHugh from MKM Architects before making a decision. This may require a virtual vote from the board between meetings.

## **LIBRARY SERVICES UPDATES**

### State Board of Accounts

On June 13, 2024, Rachel met with Eric Wildermuth and Brian McMahon of Crowe, LLP in Indianapolis to conduct the Entry Conference for the State Board of Accounts bi-annual audit. Rachel reported that the business manager is handling the majoring of the information gathering and submission but that Rachel may have some questions about decisions that were made prior to her installation as Interim Director. The audit covers 2022 and 2023.

### Staff Accomplishments

During the closure of the building on May 28 and 29, staff worked incredibly hard to get everything moved from the 1903 section of the building. They did this in a building with no air conditioning. (The air conditioning is working once again). Their attitude and willingness to help has been exemplary throughout this time of transition.

### Summer Reading

Summer Reading has been going very well. Even without much room in the building, the participation has been incredible. Youth Services' events, co-hosted with the YMCA, have been well-attended. The number of minutes read is over 500,000 across all participants so far.

## **ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

Action: Mary Jo McClelland moved and Rhonda Hipskind seconded the motion to adjourn at 7:00 p.m. Motion passed.

*Board of Trustees, Minutes, June 18, 2024*

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on June 18, 2024.

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Rhonda Hipster

Janet Shive

Maryjo McCreary

Susan A Baker

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Jeff Van

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ATTEST

Susan A Baker

Secretary, Library Board of Trustees