

Wabash Carnegie Public Library Board of Trustees
Meeting of Tuesday, May 17th, 2022
5:30 pm

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 pm on Tuesday, May 17th, 2022. The meeting was at the Falls Cemetery Chapel at 745 Falls Avenue, Wabash, IN, 46992. 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; Jeff Knee; Bill Benysh; Rhonda Hipskind; Jeff Knee. Mary Jo McClelland and Susan L. Baker were excused. Ware Wimberly, Executive Director; Amy Wendt, Business Manager; Bethany DuBois, Technical Services Manager; Rachel Castle, Community Outreach Coordinator; and Tasha Veal, Circulation Assistant, were present at the meeting.

CALL TO ORDER

Charles Miller called the meeting to order at 5:30 pm.

PRESENTATION/OVERVIEWS(S):

Rachel Castle – Community Engagement/Communication

General Improvements:

- Increase in local newspaper coverage
- April & May episodes of "The Bookmark" podcast are trending toward the highest numbers of the year thus far.
- Foot traffic and material circulation inside the library and programming have almost returned to pre COVID numbers.
- 2372 total followers on Facebook & Instagram
- 26.6% Increased Facebook engagement since April 2022
- 4.8% Increased Instagram engagement since April

Considerations:

- Collaborations with downtown Wabash businesses increase post shares for press events but require time, funds, and staff to plan and promote.
- Hi-res photos create high-profile press coverage – we do not currently have the equipment or skill to provide these photos consistently. Rachel is actively considering solutions for this.

Goals:

- Continue to develop downtown business partnerships and community collaborations as time, funding, and staffing allows.
- Increase social media follower reach
- Explore the necessity or relevance of a relationship with terrestrial radio

- Draft a communications and social media policy to outline staff expectations for cohesive and consistent public interaction and patron expectations for civil discourse.

CONSENSUS AGENDA

The Consensus Agenda was presented and approved.

- a. Approval of April 19th, 2022 Minutes
- b. Financial Report
- c. April Payroll
- d. May Claims

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

No report was given.

COMMITTEE REPORT

Parks Department

The pool is set to open fully on Memorial Day. We talked about how early people need to apply for event permits. Part of the City park is starting to erode, so it's blocked off. The excavation crew is working on it.

NEW BUSINESS

NewsBank Database Renewal

Information on the option to renew the NewsBank database package was presented. Bethany DuBois, Technical Services Manager, gave an overview of the NewsBank, Heritage Hub, and Hispanic Lives database. Bethany talked about what information these resources supply and their usage statistics. She also spoke about Hispanic Lives, which focuses on Spanish-language newspapers, and asked that the database be included in the renewal package. The renewal amount for the databases is \$4,902.00. Trustees discussed renewing these databases and decided the renewal was worthwhile. Trustees requested staff to provide more information to them and the general public on those resources.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to renew NewsBank database package, which includes Heritage Hub, Hispanic Lives, and upgraded graphics to some subscriptions. Motion Passed.

Sara Peterson Consulting

Trustees and Ware reviewed the Letter of Engagement to renew consultant service by Sara Peterson Consulting from April 2022 to March 2023. It had been discussed at the April Board meeting and ok'd to proceed. Ware wanted to clarify that the services provided by Sara Peterson Consulting aligned with the trustee's understanding. The consulting services cover the Director's coaching on the strategic plan and building project, staff or trustee check-in, or as is needed and is a flat fee of \$4,860.00 exclusive of direct costs. As discussed in the April Board meeting, Sara Peterson's service should not go over 36 hours total during this engagement timeline. The renewal was agreed to by the trustees and confirmed as outlined in the Letter of Engagement.

Action: Rhonda Hipskind moved, and Bill Benysh seconded the motion to approve Sara Peterson's contract renewal as presented. Motion Passed.

Elevator Room

Following consultation by Otis Elevator in preparation to replace the current elevator, it was determined that a fireproof room had to be built before a new elevator could be put in for State inspection needs. Ware has spoken with Zach Benedict of MKM, and he has plans ready to send out to specific bidders. The library can choose who those bids are sent to, and Zach expects the bids to be between \$50,000.00 and \$150,000. These costs are part of the amount already in the proposed total renovation and expansion project costs. Trustees discussed this step and whether to ok MKM getting bids for the fireproof elevator room. Trustees agreed to proceed.

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion to authorize MKM architecture + design to get bids on the fireproof elevator room. Motion Passed.

Hire – Library Assistant

Layla Hedeem, a library assistant, has resigned from her position due to her family relocating to Illinois. Peighton King, who has been a Student Assistant, was hired to fill the part-time library assistant position vacated by Layla Hedeem. As a Library Assistant, Peighton would work 25 hours a week, primarily upstairs. Ware recommends approving the hire of Peighton as Library Assistant. Trustees approved the hire.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to approve the hire of Peighton King as Library Assistant, seconded by Rhonda Hipskind. Motion passed.

Non-resident Fee

Following the annual report, the current non-resident rate needs to be re-evaluated per State Standards for libraries and will need to be increased. The library is still waiting for confirmation from the Indiana State Library per confirmation of compliance with Indiana Public Library Standards. That should be received soon, and we will need to adjust those fees. Trustees decided to revisit the non-residential fee rate at the September Board meeting.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to table the decision of when to increase the non-resident fee for review until September. Motion Passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Bond Update:

A meeting with Mayor Scott Long and City Council President John Burnsworth is scheduled on May 26th to discuss issuing a bond and reception to it by the City Council. Jane Herndon, a legal Bond Council from Ice Miller, recommends the library avoid a land lease bond if at all possible. With going for a General Obligation bond, Trustees would like to explore items that could be cut from the renovation/expansion plans as it currently sits. The Board would like to bring the plan of a 2.4 million General Obligation bond to the Mayor and City Council. The meeting with the Mayor and City Council President will be attended by Jim Widner, Charlie Miller, Ware Wimberly, Amy Wendt, and Jeff Knee. Rhonda Hipskind will participate in Jeff's spot if he cannot attend.

Beverly Burns will be retiring as of May 24th

The library is saddened to announce Beverly Burns' retirement as Library Assistant. Bev has worked part-time at the library since 2015 and has been a treasured member of our team.

Rachel Castle's Workstation

In looking at computer schedules and needed replacements, Rachel's workstation needs to be upgraded. A quote from Intrasect Technologies for \$2,000.00 was included in the trustees' packet and Ware reported he had gotten a second quote from BIT Computers. Intrasect's quote was lower and the board accepted it.

Gender Queer

The library received a challenge to a book in its collection called *Gender Queer*. Ware reviewed the challenge and responded by mail, noting that the book's classification had been changed from Young Adult (YA) to Graphic Novel (GN).

Farlow House

Ware has communicated with some local realtors on the possibility of a realtor's listing of just the Farlow house. Realtors have conveyed to Ware that they cannot list the building for sale without including the land with it. However, the library can list it on its own if it chooses. Jeff Knee and Bill Benysh are making further contacts about options with the house.

Plexiglass

The plexiglass has been removed from the upstairs and downstairs front desks and stored in the off-site storage unit. In either late May or early June, Ware wants to evaluate the remaining items in the storage unit. There was a discussion of temporarily putting off-site storage unit items in the Farlow building until its fate is determined.

Evaluation

Ware has received a yearly evaluation from the Board of Trustees for 2021 and is working to improve areas of concern.

Meeting with North Manchester Public Library Director

Ware reported a meeting with Dianne Randall, North Manchester Public Library Director, about her approach to and preparation for the Library Board of Director's meetings. Some of the main points she shared were as follows:

She uses e-packets, which cut down on paper amounts at the Board meetings.

She uses Google Drive calendar for scheduling.

She incorporated Department Heads' reports in the Director's Report and had them attend the board meeting.

Board Appointments

There are two Board reappointments needed in the next few months. Charlie's third term ends on June 26th, and he will be up for reappointment. Jeff's third term ends on July 23rd, and he will be up for reappointment.

Staff and Trustee Planning Day for Post-COVID

Ware will look further into dates for an in-house workshop day for staff members and Trustees to participate. Trustees inquired if the in-house workshop day could be in the summertime.

Indiana Library Federation Membership

The library has paid the membership for the Executive Director in the past. The Executive Director has found this valuable in understanding current trends and the latest developments, particularly in Indiana. Trustees inquired if this would be something useful to other staff. Ware and Amy thought this could be a valuable tool for full-time staff members. It was agreed that Ware should set up membership for full-time staff if they are interested.

ADJOURNMENT

The meeting ended at 7:15 pm.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to approve the motion to adjourn at 7:15 pm. Motion passed.

Next Meeting: June 21st at 5:30 pm.