

# Wabash Carnegie Public Library

Meeting of Tuesday, October 12<sup>th</sup>, 2021

Falls Cemetery Chapel

7:00 p.m.

The Board of Trustees of the Wabash Carnegie Public Library met in regular session and through Zoom conference call at 7:00 p.m. on Tuesday, October 12th, 2021. 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; Susan L. Baker; Jeff Knee; Mary Jo McClelland; and Bill Benysh. Also present was Ware Wimberly, Director. In addition, Amy Wendt, Business Manager; Bethany DuBois, Technical Services Manager; and Rob Burgess, Wabash Plain Dealer, were in attendance by Zoom.

## CALL TO ORDER

Charles Miller opened the meeting at 7:01 p.m.

## PRESENTATION

There was no presentation. Pete Jones hopes to make comments to the Board in November.

## CONSENSUS AGENDA

The Consensus Agenda was presented and approved.

**Action:** Bill Benysh moved, and Susan L. Baker seconded the motion to approve the Consensus Agenda. Motion Passed.

## PRESIDENT'S REPORT

No Report

## COMMITTEE REPORT

Bill Benysh confirmed that the City of Wabash Parks Department is still interested in working with the library on a StoryWalk in the City Park. There have been no new developments at this point.

## **DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE**

### Farlow Property/Liability Coverage

The library expected to close on the Farlow property on October 1 but that did not occur because Dr. Farlow's tenant did not move out of the building in time and also because Dr. Farlow had to re-establish the business entity that holds title to the property. Ware is to find out from Dr. Farlow and his accountant when they expect those things to be finished.

The trustees discussed the liability insurance the library already had taken out on the property based on an October 1 closing, and were concerned that the library could be liable if something happened on a property it did not own yet. The trustees decided to cancel the insurance even if it meant having to pay a penalty which, per Ware's understanding, would be 25% of the year's \$1,000.00 premium. Ware will tell our insurance agent to cancel the policy immediately and he will send the cancellation invoice to our attorney in the hope Dr. Farlow will reimburse the library for the expense.

**Action:** Susan L. Baker moved, and Mary Jo McClelland seconded the motion to immediately cancel the new insurance policy on the Farlow house and property. Motion passed.

### Staff photos

The library has put photos of the staff along with their names and job titles on its website and the trustees complimented them on how well the images look.

### 2022 Budget

The Wabash City Council adopted the library's proposed budget at its October 12 meeting and now it will be sent to the state's Department of Local Government Finance to be certified. The process went smoothly and Ware thanked the trustees who attended the City Council meetings

### Utilization of Library Improvement Reserve Fund

The library has started to use the Library Improvement Reserve Fund (LIRF) to pay the expenses of some preconstruction work that MKM Architecture & Design arranged. Ware mentioned that he thinks some of the claims from the Fall of 2021 won't have to be paid until January 2022 which allows the LIRF balance to stay high through the end of the year.

#### COVID Procedures Guidelines

Ware presented an updated outline of procedures in dealing with COVID-19 such as wearing masks, limitations with programming, and steps a staff person is to take if he or she comes in contact with another person who has COVID-19. The trustees were satisfied with the changes in the guidelines.

#### MKM renovation update

Ware reported that the expansion and renovation plans were proceeding reasonably well so far. A second staff meeting with MKM Architecture + design occurred recently with three of the Trustees in attendance. In the second staff meeting, potential layouts in workstations, collections, etc., were discussed and highlighted. Trustees discussed the possible new layout for the library.

#### Staff departures

Ware was sorry to report that Wanda Smith resigned effective October 31 and that, due to health concerns, Ellen Ragan had to resign immediately. The trustees discussed giving thank you gifts to employees who either retire from the library or leave it for other reasons and asked Ware to bring a policy to the next meeting.

#### Reciprocal agreement

Ware explained the reciprocal borrower's agreement that the library has with other libraries. Under state standards for Indiana public libraries, this library can be part of the statewide reciprocal borrower's group or it can have individual agreements with specific public libraries, but the library has to fulfill one of those two conditions. Our library limits reciprocal borrowers to five printed books but other libraries in the group allow borrowers to check out more items. The North Manchester Public Library recently joined the statewide reciprocal borrower's group and that has renewed interest in our borrower's policy. The trustees and Ware discussed if the board wanted to change its reciprocal borrower's policy and decided to keep its limits where they are and see how things develop. As of the day of this meeting, there were fewer than ten reciprocal borrowers. The trustees asked Ware to find out if the library could fine just reciprocal borrowers and Ware said he thought the fining policy should be uniform but will check with the State Library.

#### Overdrive

The Overdrive consortium that the library is part of has combined with another consortium creating a new one of 180 libraries. The trustees discussed further Metropolitan School District of Wabash County's (MSDWC) request to have access to the library's Overdrive service. After discussion, the trustees agreed that MSDWC would have to pay some sort of access fee but the library needs to collect more data to figure out how much.

**ADJOURNMENT**

The meeting adjourned at 8:35 p.m.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded to adjourn the meeting at 8:35 p.m.  
Motion passed.

Respectfully Submitted,

Tasha Veal, Circulation Assistant

&

Ware Wimberly, Executive Director