

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, March 13th, 2018 in the library board room. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b).

Members present were Board members: Jeff Knee, Bill Benysh, Susan L. Baker, Mary Jo McClelland, Liz Hobbs and Charles Miller. Josh Petruniw was excused. Also present were Ware Wimberly, Executive Director, and Joe Rayl, Information Services Manager.

CALL TO ORDER

Jeff Knee opened the meeting at 5:30 p.m.

CENSENSUS AGENDA

The Consensus agenda was presented.

Approval of February 20th, 2018 minutes

Financial Report

February (2018) Payroll

March Claims

Action: It was moved by Susan L. Baker and seconded by Bill Benysh to accept the agenda. Motion passed.

PRESIDENT'S REPORT

No report

COMMITTEE REPORT

Construction has begun on pavilion.

NEW BUSINESS

Student Assistant - Hire

With Cassie Burchett leaving the library as a Student Assistant, the library had an open Student Assistant position for the upstairs. After a number of interviews, Faith Macy who is a junior at Northfield High School was hired. Ask for the Board's approval of the hire of Faith Macy as Student Assistant.

Action: It was moved by Liz Hobbs and seconded by Susan L. Baker to approve the hire of Faith Macy as Student Assistant. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Wall Update

Protechs, Inc. is scheduled be here starting March 26th to re-plaster the part of the wall in the staff working room that had been treated for possible mold.

Recommend Library Consultation

Ware has been working trying to contact a library consultant who would assist the library in strategic planning. He is trying to find an individual who is not part of an architectural firm. He has a possible lead from the Eckhart Public Library in Auburn IN that is currently going to through some renovation. Jeff Knee gave Ware contact information on another possible consults based in Bloomington IN. Ware will pursue these contacts.

Downstairs Wall - Lobby

Still determining a color for the lobby wall. Ware suggested a WCPL logo in the lobby. Ware will continue to look at colors and make a determination.

Internal Control Binders

With the assistance of Bill Benysh, corrections have been made to the Internal Control Policy Binder that Ware had originally handed out a couple of months ago. A THANK YOU to Bill for his assistance. Ware will make additional binders for the Internal Control Policy and distribute those the remaining Trustees so he or she can review at one's discretion before the next Board meeting.

Sign Out Front

The Board discussed the possibility of new electronic signage for outside. It was asked that Ware investigate outdoor signage that other Carnegie libraries have for idea and comparison purposes. Topics that came up from the discussion was what the rules of signage for Carnegie libraries entail. Also, how does the library being in a local historical district have any effect on the decisions that are made? Discussed pros and cons of electronic signs vs static signs.

Annual Financial Report/Year in Review 2017

A copy of the 2017 Annual Financial Report and the 2017 Year in Review and Board reviewed annual report package. Trustees appreciate the information provided by the Year in Review document.

Stanley Cleaner – Carpet and Furniture

Stanley Steamer will be doing carpet cleaning on the first week-end in April. It was discussed Board discussed why Stanley steamer was chosen rather than a local carpet cleaner (in the library district). Ware stated that the work by Stanley Steamer is very good and the cost is less than a local cleaner. The work by the local cleaner previously done was not as good as Stanley Steamer.

Hotspots – Available to Patrons

The library has made the recently purchased Hot spots available for patrons to checkout with checkouts already occurring.

Student Cards for MSD Schools

Ware was approached by Tim Drake who is part of the MSD of Wabash County Administration about possibility of Student Cards for students who attend MSD schools but don't live in the library district. Currently, a student is eligible for Student non-resident borrower's card if he or she attends a school whose building is located in the library district. Ware and the Board discussed the situation. Due to unserved areas of Wabash County and how the various districts whether school, library, or city are currently, it is a very complex issue. It was decided that this point in time to keep the policy as it currently is. The library would be willing to discuss with MSD of Wabash County if something could be agreed upon that involved reimbursement to the library. Ware will get back to Tim Drake per the Board's discussion.

Indiana Library Federation Conferences

The Indiana Library Federation's Regional Conferences. The Northeast Regional Conference is in Fort Wayne at the Allen County Public Library. Ware is planning to attend Fort Wayne conference on Wednesday, April 4th. There is the North Central Regional Conference on Friday, May 18 at the Indiana University Kokomo Campus. Ware asks that library employees will go as a group to the North Central Conference. Library staff have attended similar day long conferences through ILF in the past and have found them to be very professionally education. It is ok for library staff to attend the conference on Friday, May 18th. The library will be closed on the 18th.

Jeans Friday/Saturdays

Ware and the Board discussed the possibility of staff wearing blue jeans on a Friday or Saturday depending one's schedule as a Casual Friday or Saturday. It was discussed with the Board's consensus on wearing blue jeans on Friday or Saturday as a no.

Telephone Systems

Board discussed issues with the library's phone system. Ware presented a log of instances complied by library staff where there was some type of interruption or irregularity in the telephone transactions. It was noted too that the current system is latest 12 years old. It was determined that multiple quotes were needed for new phone system. It was preferred for it be a non-internet based phone system if approved to replace the current one.

ADJOURNMENT

Action: It was moved by Charles Miller and seconded by Susan L. Baker to adjourn the meeting at 6:20 p.m. Motion passed.

Respectfully Submitted,

Joe Rayl, Information Services Manager

&

Ware W. Wimberly III, Director