

## WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, March 16th, 2021

Zoom Meeting (ONLY ZOOM MEETING)

<https://us02web.zoom.us/j/88644850441?pwd=a3BMeVdjYU1ZM3VkbUM2SVkrZmV0Zz09>

Meeting ID: 886 4485 0441

Passcode: 903973

### MINUTES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session through Zoom conference call at 5:30 p.m. on Tuesday, March 16<sup>th</sup>, 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; Mary Jo McClelland, Rhonda Hipskind, Bill Benysh, and Susan L Baker. Also present were Ware Wimberly, Director, and Sara Peterson, Consultant.

#### CALL TO ORDER

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

#### CONSENSUS AGENDA

- a. Approval of February 16<sup>th</sup>, 2021, Meeting Minutes
- b. Financial Report
- c. February Payroll
- d. March Claims

Trustees reviewed the Consensus Agenda. There were some spelling and grammatical errors that have been corrected.

**Action:** It was moved by Rhonda Hipskind and seconded by Susan L. Baker to approve the Consensus Agenda. Motion passed.

#### COMMITTEE REPORT

Jim Widner, Charles Miller, Rachel Castle, Polly Howell, Amy Wendt, Sara Peterson, and Ware Wimberly met via Zoom with representatives from MKM Architecture and Design to discuss the possible renovation to the library. The group looked at a particular scenario from a budget perspective. The amount of funding that could be available still is to be determined because the library is waiting for word on the closing of an estate that could be a factor in the financial scale of the project.

## **OLD BUSINESS**

### Personnel Policy

A revised Personnel Policy which is more in-depth and extensive from an HR perspective was presented to the Board. Following discussion, the Board approved the policy.

**Action:** It was moved by Jim Widner and seconded by Rhonda Hipskind to approve the revised Personnel Policy. Motion passed.

## **NEW BUSINESS**

### Collection Development

Ware presented a revised Collection Development Policy with a new Reconsideration Procedure form. Ware credited Abby Abbott for her assistance, particularly with the Reconsideration Procedure Form. Following discussion, the Board approved the revised Collection Development Policy along with the Reconsideration Procedure form.

**Action:** It was moved by Mary Jo McClelland and seconded by Bill Benysh to approve the Collection Development Policy and the new Reconsideration Procedure Form. Motion passed.

### Library IQ

The trustees reviewed the quote to renew the Library IQ subscription. This subscription is quite expensive but is worthwhile based on statements from four staff members on how it has helped them in their work. Following discussion, it was agreed to approve the renewal of Library IQ.

**Action:** It was moved by Susan L. Baker and seconded by to approve the renew of Library IQ for another year. Motion passed.

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

### Annual Reports

Ware reported that both the annual report to the State Library and the annual financial report to the State Board of Accounts have been submitted. He thanked Amy Wendt and Cody Abbot for their work on the reports. Ware can print out copies if so requested by trustees.

### New Laptops

The library has received nine new laptops which were purchased from BIT Computers but will be set-up and installed by Intraset Technologies.

### Scheduling Vaccines

Ware reported that library staff has scheduled and registered a handful of people for their COVID-19 vaccinations. The staff has done this both at the library and over the phone.

### Yearbooks

Yearbooks have been delivered to be digitized. Ware will keep trustees up to date on that progress.

### BettieBWimberly Estate

We have not received an update from Doug Lehman's office on the status of her estate.

### Farlow House

Discussions are continuing on the Farlow House property next door. Mark Guenin is working to get an appraisal of the houses through Kristi Lindquist.

### Parking bumps

Ware contacted Gaunt and Son Asphalt about several parking bumps that need to be repaired although he doesn't know when the work will be done.

### Shades (Window)

The window shades at the Circulation Desk have been replaced. The new shades are operational, attractive, and help with glare at the Circulation Desk.

### Digital Access Cards

Polly and Cody are talking to St. Bernard's and Emmanuel Christian Church about possibly providing digital access cards to their students. Both schools are located within the library district.

#### Boardgames

The library has board games for patrons to check out in the near future.

#### Sponsorship of Grow Wabash County State of Our Communities

As a sponsor of Grow Wabash County's *State of our Communities* event, the library can send up to eight persons to it at no charge. The event will be Thursday, April 1, from 7:30 to 10:00 in the morning.

#### E. Pearson Gift Fund Investments

The Board discussed whether there were limitations on how the Elizabeth Pearson Gift Fund could be used when it was established. Based on a resolution passed by the Board in 2004 and after discussion with Pete Jones who was a trustee at the time, there appears to have been no limitations put on it except that the principal could not be spent except in an emergency and only over a six-month period

#### **ADJOURNMENT**

**Action:** It was moved by Susan L. Baker and seconded by Jim Widner to adjourn the meeting at 6:10 p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly III, Executive Director