

Wabash Carnegie Public Library Board of Trustees  
Meeting of Tuesday, June 21st, 2022  
5:30 p.m.  
Falls Cemetery Chapel  
745 Falls Avenue, Wabash IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, June 21st, 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. Ware Wimberly, Executive Director; Bethany DuBois, Technical Services Manager; Tasha Veal, Circulation Assistant; and Mark Guenin, Library Attorney, were present at the meeting.

### **CALL TO ORDER**

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

### **PRESENTATION/OVERVIEWS:**

**Bethany DuBois** – Overview of Technical Services and answer questions on databases one might have.

- Responsibilities:
- Ordering all materials for circulation, book discussion, Battle of the Books, give-a-ways
- Selection of Adult Materials minus reference and movies
- Mending/Repairs
- Processing of all materials
- Genealogy
- Collection Development
- Acquisitions
- Serials(printed magazines)
- Receiving items in

Bethany also provided an overview of what she does daily, monthly, and yearly. After the presentation, Bethany answered questions from the Trustees.

## **CONSENSUS AGENDA**

The Consensus Agenda was presented and approved.

- a. Approval of May 17th, 2022 Minutes
- b. Financial Report
- c. May Payroll
- d. June Claims

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda. Motion passed.

## **PRESIDENT'S REPORT**

No report was given.

## **COMMITTEE REPORT**

### Park Board

The Park Board is working to create a 5-year plan, including renovating the city park playground.

## **NEW BUSINESS**

### Renewing Flipster/print magazines

Bethany Dubois reviewed the renewal package for Flipster and print magazine subscriptions. The renewal is due in July, and Ware and Bethany requested to approve the renewal of both Flipster and the print magazines. Bethany went into detail on the process she uses to select the e-magazines in the Flipster and print magazine subscriptions. Bethany's presentation also included usage information over the past few years. Trustees had a very frank and thorough discussion about magazine usage and Flipster usage. There are concerns about the usage of the Flipster, which needs to see a dramatic increase in usage to be renewed again in one year. Ware and staff are to publicize Flipster vigorously so more are aware of what it provides to library patrons. The Board also agreed that a few publications, including Diesel World and Bon Appetit should not be renewed. Trustees approved to renew with the one nay by Bill Benysh.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded to approve the motion to renew Flipster another year, minus Bon Appetite, Diesel World, and the print magazine subscriptions. Further, Flipster will not be continued in a year if the usage numbers do not at least double. The motion passed 6 to 1, with Bill Benysh voting nay.

Transfer \$45,000.00 from Operating to Library Improvement Reserve Fund (L.I.R.F.)

As outlined in the 2022 budget, there is \$90,000.00 that needs to be transferred from the Operating to Library Improvement Reserve Fund. In previous years, Trustees approved to transfer half of the total amount in June and the other half toward the end of the fiscal year. Ware recommends approval to transfer \$45,000.00 to L.I.R.F. at this Board of Trustees meeting.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to transfer \$45,000.00 from the Operating Fund budget to Library Improvement Reserve Fund (L.I.R.F.) per the 2022 budget. Motion passed.

Bids for Fireproof Elevator Room

Only one bid was received for the fireproof elevator room. The one bid was Hamilton Hunter Builders for \$103,765.00. If approved, it is anticipated that work will start in mid-August and be for 45 days. Bids were expected to be between \$50,000 - \$150,000. Trustees discussed the preference to get other bids as a comparison before any approval and reviewed the list of companies that were sent notification of the bid opportunity. Four other companies were given a chance to bid but did not offer a bid. Following M.K.M. architecture + design's recommendation to accept and need to move the project on, Trustees decided to approve the proposal submitted by Hamilton Hunter Builders for \$103,765.00.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to accept the Hamilton Hunter Builders bid and use Library Improvement Reserve Fund monies for the project. Motion passed.

### General Obligation Bond

Mark Guenin met with the Board of Trustees to begin the formal steps for the library upon the condition of approval by the Wabash City Council to issue a General Obligation Bond for a renovation and expansion of the library building. Mark is working with Jane Herndon of Ice Miller Legal Counsel on behalf of the library for the bond process. Mark read an excerpt outlining the various steps the Board has to take from here and all the legal ramifications. The Board must approve these minutes to continue in the bond process. Trustees asked questions and discussed with Mark where things stand right now with the city council. Trustees approved to proceed with the various steps outlined by Mark and legal ramifications. To begin the bond process, Trustees had to adopt a preliminary bond resolution and a reimbursement resolution. Trustees approved and passed the *Preliminary Bond* resolution and the *Declaration of Official Intent to Reimburse Expenditures* resolution.

**Action:** Bill Benysh moved, and Jim Widner seconded the motion to approve and begin the process of issuing a General Obligation Bond by approving a *Preliminary Bond Resolution* and the *Declaration of Official Intent to Reimburse Expenditures* Resolution. Motion passed.

### Student Assistant Hire

Ware recommended the approval of the hire of Anna Kissel as a Student Assistant to replace Isabelle Frank who graduated from high school and will leave at the end of the summer. Trustees approved Anna Kissel's hire.

**Action:** Bill Benysh motioned, and Rhonda Hipskind seconded to approve the hire of Anna Kissel as Student Assistant in Youth Services. Motion passed.

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

### Calendar of Schedules/Events

Ware presented a calendar of events and essential items that need to be covered during the rest of 2022 and going into 2023.

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### 2023 Budget:

With July almost here, it is crucial to consider the 2023 budget that will need to be approved by Wabash City Council due to the expansion and renovation bond's taking the budget over the growth quotient that was determined by the state

### Staff Working From Home

Higher gas prices and general inflation have affected the staff's personal budgets, especially for those who live out of town. Some staff members will work from home one day a week to help with gas expenses. Ware inquired about the possibility of a mid-year cost-of-living pay increase, but the trustees expressed concern about doing that while seeking a bond for the expansion and renovation project and for the precedent it sets. They will keep it in mind for the salary ordinance they will consider in the Fall

### Summer Reading

The library's Summer Reading Program *Ocean of Possibilities* has started very well. Participation is up from last summer and continues to increase. Overall, circulation numbers continue to grow from last year too.

### July

Due to his vacation schedule, Ware asked if the July Board meeting could be moved to July 14th. Ware is planning on going to Canada on the 17th with family and will provide a little bit more time for Amy to prepare financial reports. Trustees agreed to move the July meeting to the 14th.

### August 3rd:

On Wednesday, August 3, there will be an in-house training session both for staff and the trustees who can come, and the library will be closed that day. It will be an opportunity for professional development and meeting with trustees on what a post-COVID library should be like, and what lessons were learned during the pandemic. Trustees will attend the morning session.

Storage unit:

The library still has items in a rented storage unit. Ware will work to move those items out of the storage unit into the Farlow House and thus end the library's contract on the storage unit once things are moved.

**OTHER**

**ADJOURNMENT**

The meeting adjourned at 7:24 p.m.

**Action:** Susan Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 7:24 p.m. Motion passed.

Next Meeting: Thursday, July 14<sup>th</sup> at 5:30 p.m.

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Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on July 14<sup>th</sup>, 2022.

Chris Miller

Jeff Gull

Tracy McCreary

Rhonda Hipstead

Susan J. Baker

James L. Hayes

Wm. Bump

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ATTEST

Susan J. Baker  
Secretary, Library Board of Trustees