

Wabash Carnegie Public Library Board of Trustees

Meeting of Wednesday, March 22, 2023

Board of Trustees

5:30 p.m.

Falls Cemetery Chapel

745 Falls Avenue, Wabash, IN, 46992

The Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Wednesday, March 22, 2023. 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 Bill Benysh, presiding; Jeff Knee; Rhonda Hipskind; Susan L. Baker; Jim Widner; Mary Jo McClelland; and Charles Miller were present. In addition, Ware Wimberly, Library Director; Tasha Veal, Circulation Assistant; Carrie Rees, Chittick Insurance; and William Carroll, Wabash Plain Dealer reporter, were present at the meeting.

### **CALL TO ORDER**

Bill Benysh called the meeting to order at 5:31 p.m.

### **CONSENSUS AGENDA**

- a. Approval of Minutes for February 15, 2023.
- b. Financial Report
- c. February Payroll
- d. March Claims

**Action:** Rhonda Hipskind moved, and Jeff Knee seconded the motion to approve the Consensus Agenda. Motion passed.

### **PRESIDENT'S REPORT**

The paintings purchased by the library are lovely, and Bill encourages everyone to look at the artwork in the library.

## **COMMITTEE REPORT**

### Wabash Parks Department Board

A bid for a pool concession stand is in the works.

## **NEW BUSINESS**

### Commercial Insurance renewal

Carrie Rees of Chittick Insurance reviewed quotes for the building, property, general liability, crime, and cyber risk liability insurance coverage. Carrie proposed changing the coverage to Westfield Insurance, which would be managed by Chittick Insurance rather than INGUARD. Susan L Baker, a trustee, concurred with that recommendation and advocated for additional changes. Trustees discussed the proposed insurance options. Trustees agreed to change and approve the transition to the Westfield Insurance coverage Carrie had proposed.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to accept the change of insurance agent from Inguard to Chittick Insurance with the proposed policy from Westfield Insurance, but with modifications to come. Motion passed.

### Reconsideration of Library Material

Polly Howell, Rachel Castle, Laura Beutler, Victoria Dolmanet, and Ware Wimberly have been working on the Collection Development Policy and the Request for Reconsideration form. Other librarians and the library's attorney, Mark Guenin, have been consulted. Trustees discussed the recommended revisions and approved the revised documents. Trustees decided to approve each policy separately.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to approve the revised Request for Reconsideration form. Motion passed.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the revised Collection Development Policy. Motion passed.

### Social Media Policy

Rachel Castle created a social media policy for how the library uses its platform and public interaction. Social media has become an essential tool to use in communication for the library. Trustees discussed the proposed policy and approved it.

**Action:** Rhonda Hipskind moved, and Jim Widner seconded the motion to approve the proposed Social Media Policy. Motion passed.

Volunteer Policy:

Victoria Dolmanet created a volunteer policy, which Polly Howell and WareWimberly have also reviewed. The library has a few volunteers but no policy in place for that. The proposed policy was discussed and approved by the Trustees.

**Action:** Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the proposed Volunteer Policy. Motion passed.

**DIRECTOR’S REPORT/ADMINISTRATIVE UPDATE**

Non-resident Fee/Annual Report

Trustees were given the library’s annual report and annual financial report for 2022 to look over before the meeting. In 2022, operating expenditures per capita jumped from \$104.68 to \$106.35. Our non-resident rate is currently \$105.00 and can’t be below \$106.35 per the Annual Report. Therefore, the non-resident fee must increase per State Library standards. Thus, the non-resident fee will be added to the new business for April.

Elevator Update

The elevator modernization project is completed. We are awaiting the final invoices from Otis Elevator Company.

Staff

Ware would like to take a moment to commend the staff! Any construction is stressful, and the team has been great.

Carpet Cleaning/Grout/Tile

On Sunday, March 19, Stanley Steamer cleaned all the carpet, grout, and tile.

Local reciprocal contract with North Manchester Public Library

The Director of North Manchester Public Library, Diane Randall, approached Ware about setting up a local reciprocal agreement between the two libraries. Trustees were given a copy of the proposed deal. The agreement would provide Wabash Carnegie Public Library patrons access to more library collections while our library operates at partial capacity, along with other advantages. Trustees discussed the potential reciprocal agreement and decided to proceed to approve the agreement.

**Action:** Charles Miller moved, and Mary Jo McClelland seconded the motion to accept the local reciprocal borrowing agreement with North Manchester Public Library effective April 1, 2023. Motion Passed.

Overall Schedule for Expansion and Renovation

Phase 1A will continue until May 19 and primarily involve outside work putting up the addition. Phase 1B begins May 22, and Phase 2 involves renovation in the 1970's addition part of the work. There is a second construction meeting on March 24.

Paintings

The two paintings of the Bickel Art Collection purchased through Metzger Auction hang in the Circulation Desk area upstairs.

CD at First Merchants:

Our library has a Money Market Account that earns .04% interest. There was discussion at previous Board meetings about changing the Money Market account to a higher earning account. The new twelve-month CD by First Merchants does that while keeping funds at a local banking institution in Wabash. The twelve-month CD has an APY of 4.50%. Ware Wimberly and Bill Benysh met with a First Merchant's banker about making that change, and approval is needed at this meeting. Trustees approved the change of the Money Market account to the special 12-month CD provided by First Merchant's Bank with a \$1,000.00 minimum balance. The current Money Market account has E. Pearson Gift funds in it, and the library does not foresee a need for those gift funds in the next twelve months. Therefore, the motion to approve does need to specify that the current Money Market account is to be closed. As of March 20, 2023, the Money Market account (#xxxxxx3607) had \$275,372.06. The whole amount will go into the new twelve-month CD with an APY of 4.50%.

**Action:** Rhonda Hipskind moved, and Susan L. Baker seconded the motion to close the Money Money account (#xxxxxx3607) at First Merchants and to advance the funds into a twelve-month CD at First Merchants Bank. Motion passed.

## **ADJOURNMENT**

The meeting adjourned at 7:09 p.m.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 7:09 p.m. Motion passed.

Respectfully Submitted,

Tasha Veal, Circulation Assistant

&

Ware W. Wimberly III, Library Director

Board of Trustees, Minutes, March 22, 2023

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full, and adopted on April 18, 2023.

Wm Bensch      James L. Hudson  
Susan J. Baker      Traygo Holloman  
Rhonda H. Spalding  
AMG      \_\_\_\_\_

ATTEST

Susan J. Baker  
Secretary, Library Board of Trustees