

## **WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES**

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:45 p.m. on Tuesday, January 16<sup>th</sup>, 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, Josh Petruniw, Bill Benysh, Susan Baker, and Mary Jo McClelland. Excused: Liz Hobbs and Charles Miller. Also present were Ware Wimberly, Executive Director, and Kassie Burchett, Student Assistant.

### **CALL TO ORDER**

Jeff Knee opened the meeting at 5:45 p.m.

### **CENSUS AGENDA**

The Consensus agenda was presented.

Approval of December 19<sup>th</sup>, 2017 minutes

Financial Report

December (2017) Payroll

January Claims

**Action:** It was moved by Susan Baker, and seconded by Josh Petruniw to accept the agenda. Motion passed

### **PRESIDENT'S REPORT**

Jeff Knee went over results from the performance evaluations by Trustees of Ware W. Wimberly III, the library's Executive Director.

## **COMMITTEE REPORT**

Bill Benysh reported that he missed the last Park Board Meeting because of family reasons. He knows that they were going to meet with an architect. They are going to look at painting, fixing roofing issues, etc. on a pavilion that is there now.

## **NEW BUSINESS**

### Board of Trustee By-Laws

Per the Board of Trustees By-Laws, the By-Laws need to be reviewed each January. The Board reviewed the ByLaws and found them satisfactory.

**Action:** It was moved by Susan Baker to approve the Board of Trustees By-Laws as presented and seconded by Bill Benysh. Motion passed.

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

### Water/Cass Street/Women's Restroom

There has been a continuous drip coming from the wall in the downstairs women's restroom. Water was evident in the wall corresponding to the outside wall along Hill Street next to the entrance way on Cass Street. It has been consistent with the melting snow. Ware called Quality Electric to come look at it. The person believes that a joint or tile has eroded allowing the water to come in the walls. Ware then contacted Brian Gottschalk of Atlas Building to get a second review. He noticed some interior lapboards were very wet too. He recommended seeing a contractor to make a new joint in the wall so the water will go outside. He recommended contacting Mike Paul Construction, Ware called and left a message. Ware will keep the Board informed per updates.

### Expansion/Renovation Committee

Ware believes that the Board really needs to make a decision about the expansion or renovation for some space in the library. Ware also believes that this would be the best time financially to look at this expansion. At a minimum, they needed to address concerns with the current space. Ware believes that having a committee of some Trustees, a few staff members, and himself would be the best way to handle "ground work" aspects of this.

The Trustees decided that they will look into other libraries and see what they are doing in terms of either switching up the current building, or expanding. The Board also discussed the importance of having a strategic plan in place that guides any movement in this area and plans

per future needs. Ware was asked to identify a couple of library consultants who the library can contact for future consultation on this matters

### Hotspots

The staff has been testing out hotspot technology through T-Mobile that we are planning to make available for library patrons to borrow with a library card. The hotspots provide Internet access for the library borrower. Staff have used ones both within the City of Wabash, Wabash County, and surrounding area in the last week. The reception appears to be very good and reliable in various locations.

### Internal Control Policy Binder

Ware gave an updated Internal Control Policy Binder to each Trustee. He asked the members to review the binder so that they can review it and discuss it in the February meeting. There is a lot of information and Ware believes that making a binder for each member to review on one's own schedule would be the most effective way for them to cover it.

### Vacation

Ware will be on vacation from January 21<sup>st</sup> – January 28<sup>th</sup>.

### Annual Report/End of the Year Report

Ware is working on the 2017 Annual Report that needs to be submitted to the State Library. The report has very good statistical information on the library and the year covered completed. Ware hopes to have a Year in Review 2017 for our library at the February meeting too. Ware gave the Trustees a copy of the Circulation transactions since 2014 for statistical information.

## **ADJOURNMENT**

**Action:** It was moved by Susan Baker and seconded by Bill Benysh to adjourn the meeting at 6:40 p.m. Motion passed.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III

Director