

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

Meeting of Tuesday, February 18<sup>th</sup>, 2020

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, February 18<sup>th</sup>, 2020 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 Jeff Knee, presiding; Susan L. Baker; Charles Miller; Bill Benysh; Jim Widner; Kipp Cantrell; and Mary Jo McClelland. Also present was Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

### **CALL TO ORDER**

Jeff Knee opened the meeting at 5:28 p.m.

The Consensus Agenda was presented.

Regular Board Minutes (January 21<sup>st</sup>, 2019) and Board of Finance Minutes (January 21, 2019)  
Financial Report  
January Payroll  
February Claims

**Action:** It was moved to accept the Consensus Agenda by Charles Miller and seconded by Susan L. Baker. Motion passed.

### **PRESIDENT'S REPORT**

Staff along with Jim Widner and Charles Miller, staff met with Zach Benedict for the space assessment and questions per the process so far. The staff was engaged and participated in the dialogue. It was considered to be a good meeting. It has become apparent technology changes are moving library service in directions that are at odds with the configuration of the building. Charlie Miller brought up the thought of building something at the corner. One concern brought up by Susan L. Baker was traffic on Cass St. and children crossing it. The thought is that perhaps this new building would largely only be for offices, meeting rooms, storage, and perhaps the genealogy section. Zoning in the residential neighborhood would need a special exemption is also a concern. The Library IQ may help in space needs as its analysis allows the library to see what is needed in terms of the collection. Report from Zach Benedict and MKM could be ready for Trustees by the March Board meeting

### **COMMITTEE REPORT**

There was a report from the City Park Board highlighted by the number of leases renewed by the Park Board.

## **OLD BUSINESS**

### Library IQ

Bethany spoke to Trustees on Library IQ. Trustees got information on Library IQ with explanations from Bethany and Polly on the benefits for the library. Library IQ would decrease the amount of time needed to be spent on weeding through the collection. Bethany says that approximately eleven days so far this year have been spent solely on weeding. Finding out why certain materials do not circulate also takes a large amount of time. Library IQ would make a number of processes smoother and quicker. Library IQ will do monthly reports on new books that don't circulate (dead on arrive, DOA), missing books in a series, Dewey areas that are too weak or too strong, etc. Around half the time that is spent going through the reports and the stacks would be freed up. The Library IQ will not replace anything that the library already has. Charles Miller showed concern for classics, and suggested that classics get a specific designation among the collection.

The performance analytics would cost \$8,995, which would be an annual cost. This would be covered from Operating Fund (can't come from Library Improvement Reserve Fund). Disadvantages to this would be largely the cost and the staff isn't drowning in the weeding. Advantages would be that the time would be freed for other projects such as genealogy projects. Information from Polaris goes into Library IQ and it creates an easy to digest report from that data. The main competitor to Library IQ is Collection HQ. The quotes were comparable though Collection HQ was higher and is geared toward larger libraries.

**Action:** It was moved by Charles Miller and seconded by Jim Widner to subscribe to Library IQ's collection performance services for one year. Motion Passed.

## **NEW BUSINESS**

### Capital Assets Policy/Depreciation Level/SBOA

Due to new guidelines by the State of Indiana State Board of Accounts (SBOA), public libraries have to do additional calculations and reporting in regards to fixed assets or capital assets. Amy and previous staff have kept track of fixed assets over the years but have never had to keep track of depreciation of those items. The SBOA wants public libraries to start doing that in 2020. Library Boards also need to approve a method of depreciation and useful of life for capital/fixed assets. The minimum level of fixed or capital assets has been \$1,000 since 2004. It is recommended by the SBOA to increase that to a minimum of \$5,000. The most straightforward and used method of depreciation is straight-line. Ware presented a draft of a capital assets policy with recommended useful of life for various capital type assets.

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Trustees discussed the recommendation to increase the threshold number to \$5,000, method of depreciation, and proposed capital asset policy. Following discussion, it was decided to increase the threshold of a capital asset to \$5,000. It was approved to use a straight-line method for depreciation. It was decided to table the Capital Asset policy until March meeting so that it can be revised to include information approved at this meeting. The Use of life numbers in the Capital Asset Policy should follow IRS guidelines.

**Action:** It was moved by Mary Jo McClelland and seconded by Jim Widner to sign the resolution increasing the threshold of capital or fixed assets to \$5,000. Motion Passed.

**Action:** It was moved by Mary Jo McClelland and seconded by Jim Widner to revise the capital assets policy stating straight-line form of depreciation with IRS guidelines on Use of Life numbers. Motion Passed.

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

### Fine Free

Trustees reviewed financial and usage data on the money on no overdue or late charges on juvenile and YA material. This has been in place since last summer. Ware would like to continue this which was ok'd by Trustees. Since the no overdue or late charges on juvenile/YA adult material started, the library charged somewhat more on lost material but circulation in general has seen an increase since last Fall.

Trustees and Ware discussed if there is an interest to extend the no overdue fees to the whole collection. In the Polaris system, charges for missing or replacement items stay on one's library card for a very long time if not removed or resolved. In looking at the current patron records in the system, 44% of library card holders have fines or replacement charges with almost all the cards being expired. Trustees discussed the pros and cons of the library going fine free. By waiving fines for patrons that had charges of some sort and card being expired, the question posed was would it be an incentive to use the library again. Would this entice patrons to using the library without fear of having to pay every time due to overdue fines for families that do bring material routinely late? Trustees want some more in-depth data particularly with the close to 44% that are expired for further discussion.

### Digital Library Cards

The library is working with Wabash City Schools to set up digital access cards starting this school semester. For a beginning trial period, the digital access cards will be provided to

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Wabash 8th grade classes through this current school year. Laura and Polly will be speaking with 8<sup>th</sup> graders at Wabash Middle School about digital library cards.

Brian Lewis

Ware has been in contact with a Bryan Lewis on doing small maintenance jobs around the library. Bryan Lewis works in maintenance at Parkview Hospital Wabash and is looking for some additional work outside his Parkview employment. Bryan lives in Wabash and seems to have a lot of very good experience. The Board was supportive of hiring Brian Lewis to do small maintenance jobs periodically. Bryan would fill a role for the library that Mike Monroe used in the recent past. Bryan would not be a member of the library staff but will invoice the library for his work. Ware will be in contact with Bryan Lewis.

State House

New legislative related to public libraries is working its way through the Indiana General Assembly. Along with some clarification on calculation in regards to fiscal reviews, SB 1040 requires public libraries to have a background check policy. Our library does that for new employees already but would need to have that in a set policy. The legislation also deals with library borrowing cards for children in foster care. It was passed by the Indiana Senate and will most likely be passed by the Indiana House of Representatives.

**ADJOURNMENT**

**Action:** It was moved by Susan L. Baker and seconded by Charles Miller to adjourn the meeting at 6:55 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Director