

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

Meeting of Tuesday, March 19th, 2019

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, March 19<sup>th</sup>, 2019, 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; Mary Jo McClelland. Also present was Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant, and Julie Lengel, Youth Services Assistant.

### **CALL TO ORDER**

Jeff Knee opened the meeting at 5:30 p.m.

### **PRESENTATION – Youth Services**

Julie Lengel presented description of the upcoming library's Battle of the Books event. Teams from Wabash, Southwood, Northfield, St. Bernard's, Emmanuel, and two homeschool groups for two separate age groups will be competing in the event. Teams have 30 questions each and with a minute to answer them. Six books are covered in the Battle of the Books with a mix of fiction and nonfiction. The elementary teams compete on Monday, March 25<sup>th</sup>, at the Heartland Career Center while the Middle School teams compete at the library on Tuesday, March 26<sup>th</sup>.

Julie also presented a library initiative called Bookwalk which is based on a concept called Storywalk. A book is dismantled, laminated and put onto these posts low enough for a child to read. It would be on a 45 degree angle so adults can easily read it as well. This would create seventeen stations with two pages per station. Possible parks are the river walk and the all-inclusive playground. A possible rotation basis would depend on the season. Other details are powder coated aluminum to hook around the post and plexi-glass to shield the book pages from the elements, or a have the plexi-glass curl. In looking for this to be a long term thing, Youth Services is looking at somewhat permanent installations into the park. Youth Services looking at possibly a sponsorship for this project with a plaque made to proclaim that sponsorship along the Bookwalk. \$3,890 is an estimation for the total cost of this project. Kipp Cantrell sees an issue possibly with drainage tanks underground at the all-inclusive park and Bill Benysh brings up the point of heavy regulation around playgrounds. Jim Widner states that Paradise Springs does have an education trust that may help with cost if it were implanted in that area. Bill Benysh saw a lot of possibilities with this and mentioned grants to help with the ongoing cost.

## **CENSENSUS AGENDA**

Agenda was presented

Regular Board Minutes (February 19<sup>th</sup>, Minutes)

Financial Report

February Payroll

March Claims

There were some spelling errors in the February's Minutes which have been corrected

Susan L. Baker asked about Science Central claim. Ware Wimberly answered that Science Central does educational programming like Honeywell Center does at schools, libraries, etc. Science Central will be doing a program here at the library for this year's Summer Reading.

Susan L. Baker asked what Swank Movie Licensing would be. Ware Wimberly answered it gives the library license to show those movies with programming such as a teen program.

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

## **Committee Report**

Bill Benysh (Park Department) presents that there will be meetings to start renovation for the baseball diamond along with trying to get softball back at Wabash.

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

### Lighting

Ware presented a proposal from Quality Electric for replacing all lighting in the Children's Room and office with LED light. LED lights were put up around the dome, and it has made a significant difference from a lighting perspective. Charles Miller asks if the library would change all the lights or only some. Ware answered that he would like for it to be all, section by section, as LED's are far more efficient. Kipp Cantrell points out that the city did that transition as well, and got a quote from Jones Electrical and Plumbing also. Mary Jo McClelland suggests looking the cost of buying the LED's beforehand and having a company install it.

## Annual Financial Report

Copies of The library's Annual financial Report for 2018 were presented to Trustees. There were no questions over the report.

## Legislation Update

There is current legislation that public libraries are concerned about pertaining to possible binding budget reviews by a local elected fiscal body. Public libraries are concerned that this will allow other elected bodies to reduce or take away funds from public libraries who's Boards are appointed by elected bodies. The particular bill has passed the Indiana House of Representatives and is in a Senate committee. The latest update is that the Senate Committee will not move the bill to the Senate which kills the bill for now. The bill can always be added as an amendment to another bill so the possibility is not over. Ware Wimberly went to Indianapolis as part of the Indiana Library Federation (ILF) legislative Day to talk to State Senators and Representatives about bills that could affect public libraries. He and other librarians had meetings with Senator Zay and Representative Wolkins.

## Discussions with Wabash City Schools

The library is having continued discussions with Wabash City Schools. They're in the process of looking at building something between the middle school and high school. They talked about a collaborative partnership between the school and the library. There is an example of this in Greentown and Kokomo here in Indiana. Ware and Jim Widner shared details of the Wabash City School proposals from a meeting yesterday they attended with Wabash School officials on this proposals. Ware and Trustees discussed concerns and thoughts they have as discussions continue. One major concern is this possible partnership and MSD of Wabash County. Ware is planning to go Greentown Public Library Greentown & Eastern Howard School Public Library with Wabash School Officials in the coming weeks to ask questions and see a real life example. Ware would like other staff and Trustees to go if possible too.

## Strategic Plan Progress

Ware presented a documentation so far in regards to progress in Strategic Plan 2019 to 2021. The updates are appreciated as the plan is implemented.

## WatchGuard Renewal

WatchGuard security was renewed at the Total Security level for one year. There are some major technology challenges that will occur when the year 2020 starts. Ware and Joe Rayl will be meeting with Intrasect officials at the beginning of April. Ware plans to have Joe attend the April meeting to help review details from the meeting with Intrasect.

### Murray Cox as Lincoln

Murray Cox will do a presentation on Lincoln at the end of April in the Library's program room. Mary Jo McClelland asks if the information will be sent to the Winchester Senior Center. Ware assured information will be sent to the Senior Center.

### Custodian Position

Ware is working on a job description for a part-time custodian. He presented a rough draft to Trustees outlining some of the responsibilities. Factors such as number of hours, schedule, pay rate, etc. need to be worked out still. Susan L. Baker note that the hours may dictate how the outsourced maintenance personal will be working.

### Neighboring Property

The library has approached legal counsel on possible interest in neighboring properties. Trustees and Ware discussed these neighboring properties and guidelines for legal counsel when approaching the ownership. The Library is interested at possible administrative space, library programming space, community room space, and storage space in this properties. Charles Miller comments that the properties have been maintained "okay." Ware Wimberly comments that electrical upkeep will definitely be something to look out for since the buildings are so old. Bill Benysh points out that square footage, plot size and number of bathrooms is usually what creates the value. He also asks what would make or break the deal for these properties. Ware Wimberly answered that it's more investigative in seeing what opportunities the library has in buying those properties. It was also expressed that if is not an opportunity in the next few years, it may be time to start moving on.

### Policy Addressing Guidelines for Patrons Given No Trespassing Notices

A library patron was recently given a no trespassing notice due to being belligerent and kicking library equipment. This patron and his significant other would come into the building and fight numerous times. The incident brought to need for a policy that provides guidelines for when an action is taken. For instance, is the no trespassing notice indefinite or does it expire after a period of time? This is the type of questions that a policy needs to answer. It is something Ware needs to work on.

### Policy Per Stipends Or Monetary Thank You to Volunteers

Another policy that needs to be made is on stipends or monetary thank you to volunteers. It is currently is done on a case by case basis. As with the previous issue discussed, there needs to be a policy to go by. It is something Ware needs to work on.

### Possible architects

Ware has a list of possible architects and designers he would recommend looking at. The architects and designers were KrM Architects, Prince Alexander, Ian Stallings, and MKM (Zack Benedict). Trustees gave some initial thoughts but want to see how the things process with neighboring property before beginning work with an architect or designer.

### Kiwanis Pancake Day - Sponsorship

Ware went over the sponsorship for the Kiwanis Pancake Day and the reasons for including supporting the community and having the library's name in the public. Bill Benysh thought it important for the library for reasons stated above to do community sponsorships such as Kiwanis Pancake Day.

### Exciting Staff News

Ware informed Trustees of the exciting news of Rachel Parks's engagement along with Abby Stefanatos and Cody Abbott on their engagement.

### **ADJOURNMENT**

**Action:** It was moved by Mary Jo McClelland and seconded by Susan L. Baker to adjourn the meeting at 7:00 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Director