

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, May 21, 2024

5:30 p.m.

Falls Cemetery Chapel

725 Falls Ave, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, May 21, 2024. The meeting was at the Falls Cemetery Chapel, 725 Falls Ave, 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; Rhonda Hipskind, Jim Widner; Jeff Knee; Charles Miller; Susan Baker; and Mary Jo McClelland. Rachel Castle, Interim Director, was present.

CALL TO ORDER

Bill Benysh called the meeting to order at 5:30 p.m.

CONSENSUS AGENDA

Action: Jim Widner moved and Susan Baker seconded the motion to accept the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

A candidate is being considered as Executive Library Director. The background check, performed by Barada, came back clean. Relocation costs were discussed and it was decided that the board will reimburse relocation and/or temporary housing costs, up to \$3000.

Action: Rhonda Hipskind moved and Charles Miller seconded the motion to extend a job offer to this candidate as Executive Library Director. Motion passed.

The board ratified the severance package with Ware Wimberly.

Action: Mary Jo moved and Charles Miller seconded the motion to ratify the severance package. Motion passed.

COMMITTEE REPORT

Mary Jo reported that the playground is ready to begin as soon as the yard is prepped at the park. Decisions were made by email to accommodate schedules of committee members who could not make the meeting in person.

OLD BUSINESS

Fraudulent Phone Charges

In regards to the fraud charges that led to the change in phone lines, Frontier informed Rachel via email on Wednesday, May 15, that the request for credit on our account was approved in the amount of \$2209.41 and that it will reflect on the June invoice.

NEW BUSINESS

Construction/Furniture Update

Charles Miller and Mary Jo McClelland met with representatives from MKM and Three Rivers Business Interiors to review substitutions in the furniture bid on May 2, 2024. The bid does not currently include furniture for a play area in the Children's Room. It also does not include task chairs for employees. Some children's seating was taken out of the original bid.

Though the furniture bid was already accepted, the board agreed to add the furniture back into the play area, and decided on wider patron seating upstairs, flat folding tables for the program rooms, and task chairs for the staff work areas.

Rachel spoke with Ben McHugh and Jeff Trier on May 10, about the shelving in the new section of the building. In reassembling the existing shelves in various configurations, the library will be short a few sections and endcaps for the shelves. Since the original craftsman of the shelves is now retired, Rachel is speaking to some other woodworkers locally who will be able to help replace those.

Change Order

Additional work was needed on a bulkhead and the ductwork in the lower level renovation. The total for that work is \$6,686. Some of the work began before library representatives were made aware and the board approved work proceeding via email on April 24, 2024.

Action: Rhonda Hipskind moved and Jeff Knee seconded the motion to approve the bulkhead change order. Motion passed.

New Data Runs and Racks

A quote for \$14,975.22 was submitted by Intrasect Technologies to continue running new data cable for the construction project. This quote covers the rest of the newly renovated or expanded areas, upstairs and down. Because of a shift in the construction plans, staff needed that data to be run as soon as possible and the board approved, via email, the work proceeding on May 14, 2024. An invoice was sent for the standard 50% down payment and the work began Thursday, May 16. It is expected to be completed soon.

Action: Rhonda Hipskind moved and Susan Baker seconded the motion to approve the data run quote from Intrasect. Motion passed.

New Security Camera Quote

Rachel met with Harper Apted from Cottage Watchman to review the status of current security cameras in and around the library, and where new ones should be installed in the completed building. He explained that what we have currently is out of date and while some of the newer cameras (particularly the ones outside) can still be used, most will need to be replaced. The software that we have been running for years is also no longer available and will need to be replaced as well. Due to more blind spots in the layout of the new building, more cameras will be required. The new quote is \$43,068.00.

Rachel asked that the board keep this quote in mind but is also setting up meetings with other companies to receive at least one more quote before asking the board to decide on new security cameras.

Equipment Quotes

Copy Machine Lease

For the last three years, the library has leased their copy machine through Perry Protech, a company based out of Ohio with a Ft. Wayne office. That lease expired at the end of April. They are presently on a month-to-month lease with Protech. Rachel met with Boyd Doll from WM Imaging Solutions out of Ft. Wayne and Ryan Godfrey from Perry Protech, both of whom submitted proposals for new machines and leases. Rachel recommended accepting the proposal from Imaging Solutions based on the terms of the lease and the service options.

Action: Susan Baker moved and Rhonda Hipskind seconded the motion to to accept the proposal from Imaging Solutions for a 36 month copier lease. Motion passed.

State Board of Accounts

Bill and Rachel were contacted by the State Board of Accounts in regards to an upcoming, bi-annual audit. Rachel sent contact information to Eric Wildermuth of Crowe, LLP. This is the company the State has chosen to conduct this year's virtual review. Amy and Rachel will be responsible for uploading most of the information, though an engagement interview and exit interview with board members may be required. Rachel explained to Mr. Wildermuth that Amy has a scheduled vacation for the last week of May. Rachel's vacation is scheduled for the beginning of June. She received an email on 5/15/24 that they will not schedule the audit until after both Amy and Rachel have returned from vacation.

Borrower Policy Update

In April of 2023, the Borrower's Policy was updated to increase the cost of a non-resident card from \$105 to \$107. While the board voted to make those changes, the change was never made on the written policy on file. Rachel has made those changes. Due to a couple of recent incidents where library patrons were charged for more expensive cards when less expensive options were available, Bill requested the Borrower's Policy be changed to allow refunds of non-resident and student cards at the Executive Director's discretion. Rachel made those changes to the policy and presented the entire updated policy to the Board for approval.

Action: Rhonda Hipskind moved and Charles Miller seconded the motion to adopt the Borrower's Policy as it is now written, including the refund changes. Motion passed.

Storage Unit Update

The library's lease of temperature-controlled, storefront storage with Kevin & Jill Van Duyne expired on April 30, 2024. The library is currently renting the space month-to-month. A long-term tenant has rented that space and the library, therefore, must vacate the space by June 30, 2024. Rachel will work with other department heads at the library to determine the items that can be brought back to the library from storage and which the library must continue to store until the completion of the construction project. She will then consider smaller, less expensive storage facility options.

Construction Timeline Changes

The library staff has moved out of their usual workspace. We are utilizing space in the genealogy room as a staff room until the permanent space is available for staff. This is intended to allow electricians to replace the wiring on the 1903 side of the building more quickly. The staff is working to empty the rest of the 1903 section of the library for the final phase of renovation. Rachel's goal is to be moved out of the portion of the building by the end of May.

Since the library is closed on Monday, May 27, 2024, for Memorial Day, Rachel would also like to be closed on Tuesday and Wednesday, May 28-29, to evacuate the 1903 portion of the building and to conduct some staff training. The board agreed that this would be useful for the staff.

Organizational Chart/Photos

The board was presented with an updated Organizational Chart and informed that there is now a 'Meet the Staff' wall in the library building, across from the Adult Services desk. Staff photos, names, and other fun facts are displayed to help patrons better know the staff that is helping to serve them.

Arc of Wabash County

Each year, Arc of Wabash County in association with AWS foundation, gives a series of \$1000 donations to organizations in town for their Pay It Forward Day. Clients at Arc nominate and vote for organizations in Wabash County that they appreciate and want to help. The library was one of their chosen organizations this year. Thanks to Jim and Charlie for joining us on the day of the check presentation.

Landscaping

The City Council voted to vacate the alley on Monday, May 13, 2024. Landscaping can proceed as planned.

Summer Reading






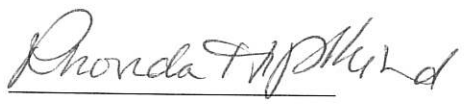
The library's annual Summer Reading Program begins on June 1 and runs through July 27. The library will once again be using Beanstack to track the minutes each patron reads. There will be prizes available along the way and a lot of kids and teen programming is planned off-site. We are partnering with the YMCA for our Wednesday kids' programs this year. Leah Betzner has planned a full slate of teen crafts, Rachel and Leah are working on one collaborative teen/adult program and the library will be introducing WCPL Walking Book Club on Tuesday evenings at the River Walk.

The meeting adjourned at 6:50 p.m.

Action: Susan Baker moved and Rhonda Hipkind seconded the motion to adjourn at 6:50 p.m. Motion passed.

Board of Trustees, Minutes, May 21, 2024

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on June 18, 2024.

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ATTEST

Secretary, Library Board of Trustees