

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

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 6:30 p.m. on Tuesday, May 21<sup>st</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 Trustees: Jeff Knee, presiding; Bill Benysh, Susan L. Baker, Mary Jo McClelland, Charles Miller, and Jim Widner. Kipp Cantrell was excused. Also present were Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

### **CALL TO ORDER**

Jeff Knee opened the meeting at 6:39 p.m.

### **CENSENSUS AGENDA**

The Consensus agenda was presented.

Approval of April 16<sup>th</sup> , 2019 minutes

Financial Report

April (2018) Payroll

May Claims

Some grammar and spelling corrections needed in April 16<sup>th</sup>, 2019, Minutes

**Action:** It was moved by Charles Miller and seconded by Susan L. Baker to accept the agenda with corrected grammar/spelling in the Minutes. Motion passed.

### **PRESIDENT'S REPORT**

#### Property to the East (Farlow)

Ware and the Trustees discussed the current status of the library's offer to purchase the property (Dr. Farlow) next door. Starting price to buy the property may be \$180,000 and possibly another \$150,000 to bring the property up to code. This can be adjusted as the Board of Trustees decides. Concern was brought up whether it would be worth acquiring the property with all of the renovations that are necessary. Since the property does lie in the historical district, other variables apply to the price and what can and can't be done in terms of remodeling the property. The Board of Trustees feels there is a need to inspect the property before making a decision. The question seems to be if the Board is willing to spend a few thousand dollars to check out the property. Leases towards tenants in the second floor apartments are something that was asked

about. Mark Guenin isn't sure what the current owner has in regards to those tenants. The Board is willing to spend the few thousand to get an inspection for an informed decision, but \$185,000 for the property seems too high a price. Hiring an inspector may depend on possibly differences in building codes. There was a question on whether to hire an architect who would then recommend an inspector, or simply hire the inspector with the given that there are no specific codes the library would have to abide by.

### Wabash City Schools

Jim Widner and Ware Wimberly met with Jason Callahan about the continued partnership between the library and the school. Representatives from City Schools and the library talked about where the parties are currently at. City Schools are ready to begin planning the new building and are looking at a capital campaign to help funding. Library Trustees are concerned about providing any type of financial assistance until the building takes shape due to other library space needs. It was discussed about Jason Callahan coming to a Library Board of Trustees meeting about a proposed capital campaign. It was discussed that July Board meeting would be the best time in the upcoming months.

## **NEW BUSINESS**

### Custodian Job Description

Ware has drafted a job description for a custodial staff member. Corrections towards spelling were made as well as eliminating post-secondary education as necessary. Ware has spoken to Betty Temple, Inc. about the plans to hire a person as part of the library staff. The company is fine with that. Trustees discussed pay rate and the need to be competitive with other entities rates such as schools. There were questions on whether the custodial person will handle snow removal. Regular hours for snow removal would be handled by someone else, while light snows during the time of custodians hours would fall on the custodian. Ware was asked to find out what City Schools or other school districts pay their custodial staff so the libraries pay is favorable before advertising the position

**Action:** It was moved by Bill Benysh and seconded by Charles Miller to approve the custodian job description and advertise once comparison wages were examined. Motion passed.

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

### LED lighting in Children's Room

Jones Contracting will be changing the lighting in the Children's room to LED at the end May. Ware recommends that Library Improvement Reserve Fund (L.I.R.F.) are used to pay once the project is complete. Charles Miller asks if Trustees could empower Ware to use L.I.R.F. up to a certain amount on Board approved projects so he may not have to go to the Board in such instances as a mean to save time. Ware will look into that questions. The Board of Trustees agreed for the new LED lighting in the Children's Room to be paid using L.I.R.F. monies.

**Action:** It was moved by Charles Miller seconded by Susan L. Baker to use Library Improvement Reserve Fund (L.I.R.F.) monies to pay Jones Contracting for the lighting work in the Children's room. Motion Passed.

### New Servers/Computers

Joe Rayl and Ware Wimberly are continuing to talk to locate vendors per quotes for new server(s) and computers. Their goal to have quotes for the Board of Trustee at the June Board meeting for review.

### Current and future L.I.R.F. transfers from Operating

Ware discussed with Trustees about re-evaluating current amount budgeted in 2019 budget to transfer from Operating to the Library Improvement Reserve Fund (L.I.R.F.). It something that the Board and Ware will continue to discuss as the year proceeds.

### Architect

Ware recommends starting to contact architects to begin the process of renovation. Ware plans to contact Zack Benedict of MKM first due to their previous work. Ware will also send Trustees copies of the MKM's proposed expansion plans due to the Board of Trustees membership having changed since 2014.

### Trustee Training in Fall

Trustee Training event on unserved areas is planned for the Fall. It is tentatively scheduled for October 8<sup>th</sup> but that might change. Trustees found the training just before the Board meeting very informative.

### Mitch Figert/Wabash County Historical Museum

Ware will be meeting with Mitch Figert of the Wabash County Historical Museum about the future partnering ideas, including space needs.

### Evening With the Mayor

Ware was not able to attend but the library's non-resident fees came up the recent Evening with the Mayor program. Former Trustees Shirley Walter and Pete Jones were present and gave information in support of the library.

### Trial Period Without Fines on some materials

Ware had a conversation with the Library Director at Kokomo-Howard County Public Library on some issues including doing a trial period without fines on juvenile type material. It was agreed by the Board to try during the summer with the summer reading program in place.

**Action:** It was moved by Bill Benysh and seconded by Mary Jo McClellan to allow a trial period during the summer of no fines on returning juvenile type material. Motion passed

### **ADJOURNMENT**

**Action:** It was moved by Charles Miller and seconded by Susan L. Baker to adjourn the meeting at 7:45 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Executive Director