

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

Meeting of Tuesday, February 19<sup>th</sup>, 2019

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, February 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; and Kipp Cantrell. Mary Jo McClelland was excused. Also present was Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

### **CALL TO ORDER**

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

The Consensus Agenda was presented

Regular Board Minutes (January 15th, 2019) and Board of Finance Minutes (January 15th, 2019)  
Financial Report  
January Payroll  
February Claims

Susan L. Baker asked clarification on claim for auto coverage as part of the library insurance policy and charge for the carpet squares due to a bleach spill by cleaning crew. Ware said the auto coverage covered the library in case an employee had an accident on the way to conference or work related event. Betty Temple Cleaning, Inc. would be reimbursing the library for switching the carpet squares affected by the spilled bleach.

**Action:** Susan L. Baker moved to approve the Consensus Agenda and Bill Benysh seconded. Motion passed.

### **NEW BUSINESS**

#### Renewal of WatchGuard

The library's WatchGuard software expires on March 10<sup>th</sup>. The WatchGuard software provides protection for computers and the information held such as library patron information from cyber-attacks, hacking and other information threats. There is a proposal from Intrasect Technologies with a Basic Security plan or a Total Security plan. Both options are for 3 years. The Total Security plan is more and has some additional features or applications that Intrasect highly recommends. Charles Miller inquires if there are any issues with the Basic. Ware Wimberly says there has not. Although there has not been any problems, the additional security or layers of protection provided by the Total Security might be prudent in Ware's mind due to the information age we live in. Bill Benysh makes the point that some insurance is fine until something happens, especially if that something is expensive. Data backups are in place, but this

pertains primarily to protection of people's privacy, as highly sensitive personal information is stored on the library's database. The Board prefer to stay with the Basic Security plan until it has an opportunity to talk to Intrasect more about the Total Security plan. Ware also mentioned that he and Joe Rayl need to sit down with Mike Shira of Intrasect in the near future and map out schedules for technology updates and renewals.

**Action:** Charles Miller moves to proceed with WatchGuard's Basic Security plan presently but have Intrasect talk to Trustees further about the Total Security plan. This was seconded by Bill Benysh. Motion Passed.

## **Administrative Update/Director's Report**

### Possible School Partnering

Ware Wimberly and the Youth Services staff have had a number of meetings with Jason Callahan and other Wabash school officials on a new media center at the Wabash High School & Middle School buildings that would combine adult learning, media center services, and public library service. It is a very big type of project. Ware and the Trustees discussed concerns, what questions they have, and thoughts on the idea. In conjunction with renovations at the library, Susan L. Baker brought up the question on whether this area would be the responsibility of the School Board or Library Board. Jeff Knee expressing concern over opening it to students that don't go to Wabash. In its initial visions, Ware Wimberly states that essentially after 3 o'clock it would be open to the community and thus have a community focus. The new space would be between the current Middle School and High School Campuses. The initial idea is to have a two story structure. The second floor would be school related while first floor would be community oriented. Concerns for a teen space at the Library could possibly move over to this space. Trustees want to continue to be in discussion but want to see how the idea develops and proceeds before making a type of commitment.

### Trustee Training

Ware and Trustees discussed the various training workshops that are offered by the Indiana State library. Along with an introduction to being a Trustee, there are workshops on various facets such as library budgets, policy making, Open Door Policy, etc. Trustees discussed the various workshop options and cited a couple of particular interest. Ware will be in contact with the State Library.

### Non-resident Fees, Fines, etc.

The 2018 Annual Report was submitted to the Indiana State Library as required. Copies of the 2018 Annual Report were presented to Trustees. In the Annual Report, the library's operating expenditures per capita has increased and gone above current non-resident fee. The 2018 operating expenditure fee per capita is \$88.81 which is higher than the current non-resident fee

of \$84.00. Thus, the non-resident fee will need to be adjusted above \$88.81 per State Law. Ware recommends considering \$89.00 per year (\$22.25 quarterly). Will look to have that changed before the end of the summer.

Ware and Trustees also discussed current fees and fines the library has. Many libraries are rethinking the use of fines and fees per circulation policies. One of Ware's personal work goals is evaluate fines and fees for either possible reduction or eliminating. It might be beneficial to reduce fees and fines when the non-resident fee is rising. A number of issues were discussed. It was suggested by Susan L. Baker to perhaps look at the idea of a month fee of fines and see what possibly effects there might be. An articulate policy needs to be put in place, as said by Bill Benysh. If there are no fines, there needs to be some sort of leverage such as not being able to check things out if a book is overdue. Research to be done about the libraries in Fort Wayne and Kendallville before any decisions are made.

### Renovation

Ware and Trustees discussed beginning the process of looking at interior renovation and looking at possible space outside the current building. Discussion of options occurred along with the direction to take. Ware will look at companies for future interior renovation and get some possible candidates to the Board at next Board meeting. Various options for the library were discussed.

### Custodian

Ware and Trustees discussed looking at adding a part-time maintenance person or custodian to the library staff. For small projects, setting up for programs, small maintenance items, and other needs, a person who has these responsibilities would be very beneficial in Ware's view for the library's daily operations. Currently, Ware or another staff person has to call a third party to schedule a time to come to the library in such situations. Something maintenance related or a simple repair work could be done fairly quickly rather than being dependent on an outside source's schedule. Having a person in this role could also reduce the work that is outsourced and thus reduce costs. Trustees and Ware discussed it and agreed to look at adding a part-time custodian. Ware will begin working on a job description.

### Legislation

There is currently legislation going through the Indiana House of Representatives that could affect the library's budget process and future budgets. HB 1343 would allow local fiscal government bodies such as a City Council to require a public library's proposed yearly budget be approved by that government fiscal body. For Wabash Carnegie Public Library, this local government body would be the Wabash City Council. In the current version, Wabash City Council would have the option to require review and approve of the library's yearly budgets. Trustees and Ware discussed this possible change in the law and how it might affect the library.

Ware believes there are enough safeguards in current Indiana law that is legislation is unnecessary. Ware will continue to track as it goes into House debate. Although the library has a very good relationship with local government officials, Ware this could see negative impact from a budget perspective down the road if the library's budget is not allowed to grow in any manner in coming years.

### Bank Insurance

At the January meeting, there was concern on the accounts at Beacon and whether monies above \$250,000 were insurance for public libraries. There are four Beacon Credit accounts that have more than \$250,000. With help from Jim Widner, Ware found that the Indiana's Public Deposit Insurance Fund provides insurance for accounts held by public libraries and other government entries. Thus, all the accounts the library has are insured per the financial location or the Public Deposit Insurance Fund which is administered by the State of Indiana.

### Sara Peterson Consulting

Sara Peterson has completed her work with the library on a three year Strategic Plan. Ware inquired and recommended Sara Peterson continuing her consultation work with the library as the new plan is implemented. Ware thought Sara's consultation has been invaluable and would continue to be as the plan is implemented. Sara is interested in continuing the relationship. Ware and Sara discussed a one year (March 2019 to March 2020) consulting period. Sara sent proposal to continue the consultation for a year with basic charge of \$4,000 until March 2020. In February of 2020, the Board can review and decide on whether to continue the relationship. Trustees present were very receptive to the proposal sent by Sara and to proceed. Trustees did want to get Mary Jo McClelland's and Charles Miller's views on this before proceeding. Charles had to leave before this part of the Administrative Update and Mary Jo was not able to attend. The Board of Trustees decide to approve the proposal from Sara Peterson with the 1 year agreement provided Charles Miller and Mary Jo McClelland have no objection to the proposal.

**Action:** Jim Widner moved to approve the year contact extension with Sara Peterson Consulting following the completion of the Strategic Plan pending no objection from Charles Miller and Mary Jo McClelland. Bill Benysh seconded. Motion passed

### Living Well In Wabash County Bus Routes

Living Well in Wabash County is creating bus routes in City of Wabash starting this summer. At a meeting very recently, Beverly Ferry of Living Well in Wabash County explained the new routes and inquired if there were suggested stops from the group present. Ware talked to Beverly about the library being a stop. Beverly asked Ware to send her some possible times and go from there.

### Void Check

There is check from 2016 that needs to be voided. It is a check for Rachel Parks totaling approximately \$3.00 and some change. Trustees agreed to have the check voided. Since Rachel is a library employee, there was discussion of possibly re-issuing a check with that dollar amount payment to Rachel. Ware will look into that.

### **ADJOURNMENT**

**Action:** It was moved by Susan L. Baker and seconded by Bill Benysh to adjourn the meeting at 6:51 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Director