

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, April 17, 2018

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, April 17, 2018 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 Board members: Jeff Knee, Bill Benysh, Susan L. Baker, Mary Jo McClelland, Liz Hobbs and Charles Miller. Josh Petruniw was excused. Also present were Ware Wimberly, Executive Director, and Joe Rayl, Information Services Manager.

CALL TO ORDER

Jeff Knee called the meeting to order at 5:30 p.m.

PRESENTATION – Joe Wright (Intraset Technologies)

WCPL's current servers are 5 to 6 years old, which is considered to be the lifetime of most servers. Intraset proposed reducing our physical servers and using cloud based servers. Warranties have expired on our current physical servers. Intraset proposed only one physical server would be needed as opposed to the current three. The new system would support a more updated version of Polaris, our circulation software. Cassie, our public computer software, could also be updated under the new cloud-based server system. Intraset also explained the benefits of migrating our email system to the cloud, which would be more cost effective for the amount of users/employees we have here at WCPL. Cloud based email will also save on email migration, which has been paid for four times since 1999. Email migration cost will completely go away using cloud-based email.

Board would like to inquire about an additional quote on replacing the servers, perhaps from North Manchester or Fort Wayne.

CONSENSUS AGENDA

The Consensus Agenda was presented.

Approval of March 18th, 2017 minutes.

Financial Report- Board questioned the \$425 expenditure on post-it notes.

March Payroll

April Claims

Action: It was moved by Charlie Miller and seconded by Susan L. Baker to approve the Consensus Agenda. Motion passed.

COMMITTEE REPORT

Inclusive Park is breaking ground. Five year plan is underway.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Server Quote

Consensus of a need for a second opinion with more research into Intrasect's quote.

Wall Update

The work in repairing the wall in our staff room has still not been completed by ProTech's Inc. and ProTech's response is becoming very unsatisfactory.

Phone Quote

Intrasect gave phone quote of about \$6000. Metronet only offers internet-based phone service, which WCPL does not want. Gibson Teldata out of Fort Wayne will give us a quote next week.

Wall Downstairs

Wall is perhaps too blue and doesn't seem to mesh with the existing green. Other options will be explored.

Internal Control Policy Binder

All Trustees should have an updated Internal Control Policy binder.

Sign out Front

Options are still being explored.

Recommended Library Consultant

Consultants are being contacted concerning strategic planning for future library renovation. Board will meet next Tuesday April 24th at 6:00 p.m. with Sarah Peterson of Sara Peterson Consulting.

Inaugural Event for the Joanna Strode Continuing Education Series in Support of Lifelong Learning

The mountain climbing program/presentation by Parker Beauchamp was a major success. 15 patrons in attendance – very engaging.

Credit Limit on Library's Credit Card

The current credit card limit on library credit which is at \$3,000 was discussed. Amy has find that our library purchases are getting close to \$3000 on a monthly basis due to supplies need for library programming and service. It was agreed to raise the credit card limit to \$5000 in order to have a little breathing space on monthly basis.

Action: It was moved by Bill Benysh and seconded by Charles Miller to have the library's credit card limit be raised from \$3,000 to \$5,000. Motion passed.

Assistant Circulation Manager / Community Outreach Coordinator Positions

The Assistant Circulation Manager position is currently vacant. Ware discussed with the Board the possibility of hiring Abby Stefanatos for the position which is a full-time position. Abby is currently the library's Circulation Assistant (part-time position) and has done an excellent job. Ware outlined advantages of having Abby fill the Assistant Circulation Manager position. If agreed with the Board to hire as the Abby in the Assistant Circulation position, Ware is looking at a salary that would be around \$22,000. By filling a vacant full-time position, this would affect health insurance and other benefits the library provides. Ware will have more information on that part at the next regular meeting.

Survey – National Library Week

Surveys were filled out during library patrons during national library week. Summary of answers were compiled and looked at.

Bill Stouffer – Painting Appraisals

Painting appraisal is not completed yet. There is some confusion about if the appraisal is done. Ware will call him. Proposed contacting an art gallery, or other local options for getting the appraisal if not completed by the June or July board meeting.

Makerspace Space/Board meetings

Discussed the idea of Board meetings being held in the Program room so the current Board room could be used as the makerspace. The makerspace team consisting of some library staff could make presentation to the Board to discuss all the activities included with the MakerSpace.

CD Maturing

The library's CD will be maturing on May 22nd, 2018. CD is in the amount of \$550,000. It is a six month CD. Board discussed whether money should be invested back into another CD, keep it available to work on library renovations, invest in other options such as the Community Foundation, shorter term CDs, Edward Jones, or other banks.

Board discussed the importance of diversifying investments.

ADJOURNMENT

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

Respectfully Submitted,

&

Ware W. Wimberly III, Director