

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, August 15, 2023

5:30 p.m.

Wabash Presbyterian Church Fellowship Room

123 W Hill Street, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, August 15, 2023. The meeting was at the Wabash Presbyterian Church Fellowship Room, 123 W Hill St, 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; Jim Widner; Jeff Knee; Charles Miller; Rhonda Hipkind; Mary Jo McClelland; and Susan L. Baker. Ware Wimberly, Executive Director, was present.

CALL TO ORDER

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

CONSENSUS AGENDA

The Consensus Agenda was presented and approved. Ware reviewed some claims, and there were some minor grammar corrections needed.

- a. Approval of July 13th, 2023 Minutes
- b. Financial Report
- c. June Payroll
- d. July Claims

Action: Charles Miller moved, and Rhonda Hipkind seconded the motion to approve the Consensus Agenda with some minor grammar corrections. Motion passed.

PRESIDENT'S REPORT

Bill viewed the rock snake at the StoryWalk and the Community Art Project.

COMMITTEE REPORT

The City of Wabash Park Department's selection of playground equipment is moving along.

NEW BUSINESS

Advertise the proposed 2024 Budget

Ware reviewed the proposed 2024 budget and the budget calendar. The advertised budget would consist of Operating Funds, Library Improvement Funds, Debt Services Fund, and the BettieB Wimberly Gift Fund. The advertised total would be \$3,639,226.00, \$54,784 less than 2023, primarily due to the reduced amount in the Debt Service Fund. Ware reviewed details of these components. Per Ware's understanding from the Department of Local Government Finance, the budget does not need to be approved by the Wabash City Council due to being overall less than the 2023 budget. The adoption date needs to be changed to October 24 due to the Fall break the week before. Ware and the Trustees discussed aspects of the proposed Operating Fund. Trustees discussed the proposed budget. Trustees also discussed designating current monies in the 2023 budget under the BettieB Wimberly Fund and the Library Improvement Fund for the 2024 budget. Trustees approved to advertise the budget.

Action: Mary Jo McClelland moved, and Susan L. Baker seconded the motion to advertise the proposed 2024 budget. Motion passed.

Action: Mary Jo McClelland moved, and Susan L. Baker seconded the motion to approve \$935,000.00 from the BettieB Wimberly Fund and \$835,000.00 from the Library Improvement Reserve Fund for the proposed 2024 budget. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Construction Update

Ware provided an update on the construction work. The previous mold and asbestos removal was just for the lower level downstairs in the 1970s part and not the upstairs in the 1970s, as Ware had initially understood. A quote for the additional mold remediation was presented to the Board. Ware informed the Trustees also that the project timeline of the completion of the addition will not be completed as soon as the contractors had anticipated. Ware has an upcoming Construction meeting where he wants clarification on the schedule. More remediation work is expected to be done when Phase 2 work begins in the 1903 part. Trustees discussed the remediation proposal and quote. It was approved by the Trustees to proceed with the remediation of mold and asbestos in the 1970's upper floor part. It was clarified that Hamilton Hunter fixed the temporary waterline break and covered the expense. Hamilton Hunter will start on the renovation of the public bathrooms downstairs, and the general public will be notified.

Action: Jeff Knee moved, and Charles Miller seconded the motion to approve the quote not to exceed \$15,755.00 for the removal of and disposal of mold and asbestos on the upper floor of the 1970s part of the building. Motion passed

List of Construction Expenses

Ware presented an updated list of construction-related costs, which the Trustees reviewed. They asked to clarify the difference between routine or unexpected expense items on the list moving forward.

Goals Update

Ware presented an update on library goals for 2023. Ware presented a draft of a s working post-construction visionary statement and sought feedback from some staff members and Bill to have a final version by the September Board meeting. Ware will provide a draft to the whole staff and return with the final copy. Ware is also working with Rhonda and Mary Jo on the preliminary proposed salary schedule and salaries for 2024, which will presented at upcoming Board meetings. Ware also reviewed the outreach at Wellbrooke of Wabash and Autumn Ridge Rehabilitation Center.

Notary

Ware has received his certification as a public notary. He has to wait for a new stamp and journal to be acquired before he can notarize. Trustees inquired about the charge per notary. It can not exceed \$10.00 per notary and is currently \$2.00.

Staff Changes

Cody gave me his resignation as he is becoming the new Director at the South Whitley Public Library. Alicia Clarke is also leaving due to an opportunity with MSD of Wabash County. The library is sad to see both leaving soon but happy for their opportunities. Trustees and Ware discussed the importance of exit interviews and how to conduct those for Cody and Alicia. Madelyne was hired as Technical Services Assistant to replace Alicia's position. Ware asks for approval of Madelyne's hire as Technical Services Assistant. Trustees discussed this recommended hire and approved it.

Action: Rhonda Hipskind moved, and Susan L. Baker seconded the motion to hire Madelyne McCann as the library's new Technical Services Assistant. Motion passed

Ware discussed combining the Information Services Librarian/Manager and the Circulation and Systems Librarian/Manager into a new Adult Services Librarian position. Trustees discussed this and were okay with pursuing this possibility.

Copies of Master Landscaping Plans

Amy Ford dropped off several examples of Master Landscaping Plans for the Trustees to review.

Mary Jo McClelland – Re-appointed for a Second Term

Ware is happy to report that Mary Jo has been re-appointed by the MSD of the Wabash County School Board for a second term. The second term runs from August 13, 2023, to August 13, 2027.

Computers

The library is considering replacing some current staff computers, particularly for Amy as the library's Business Manager.

Wabash County Animal Shelter

Trustees discussed possible outreach opportunities at Wabash County Animal Shelter.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Action: Charles Miller moved, and Susan L. Baker seconded the motion to adjourn the meeting at 6:30 p.m. Motion passed.

Board of Trustees, Minutes, August 15, 2023

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on
September 19, 2023

ATTEST

Secretary, Library Board of Trustees

