

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, November 22nd, 2022 5:30 p.m.

Falls Cemetery Chapel

745 Falls Avenue, Wabash, IN 46992

The Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, November 22, 2022. The meeting was at the Falls Cemetery Chapel at 745 Falls Avenue, Wabash, IN, 46992. Notice was posted of this meeting pursuant to Indiana Code Sec. 5- 14-1.5- 5(a)(b). Members present were Charles Miller, presiding; Jim Widner, Jeff Knee, Rhonda Hipskind, Mary Jo McClelland, Bill Benysh, and Susan L. Baker. Ware Wimberly, Executive Director; Polly Howell, Youth Services Librarian, and Tasha Veal, Circulation Assistant, also were present at the meeting.

**CALL TO ORDER**

Charles Miller called the meeting to order at 5:32 p.m.

**PRESENTATION**

Polly Howell: Alternative Spaces For Programming During Construction.

Polly presented options for the Children's library to rent away from the library during the expansion and renovation project, including the former Eastwood Elementary School. Some board members gave additional suggestions. Further discussion will occur once the project has been rebid.

**CONSENSUS AGENDA**

- a. Approval of Minutes for October 18th, 2022, Minutes
- b. Financial Report
- c. October Payroll
- d. November Claims

**Action:** Rhonda Hipskind moved, and Susan L. Baker seconded the motion to approve the Consensus Agenda. Motion passed.

**PRESIDENT'S REPORT**

No report was given.

## **COMMITTEE REPORT**

### Wabash Park Department Board

Trustees discussed the Christmas decorations at Paradise Springs Park.

## **NEW BUSINESS**

### Circulation Assistant Hire

Ashley Mosley, a circulation assistant, has left the library's staff due to her family's having relocated. Cody Abbott interviewed candidates to fill the vacancy and offered the position to Brendan Ridgeway. Ware recommended that the board approve Brendan's hire.

**Action:** Bill Benysh moved, and Rhonda Hipskind seconded the motion to approve the hire of Brendan Ridgeway as Circulation Assistant. Motion passed.

### Internet and Computer Use Policy

Trustees reviewed the current Internet and Computer Use Policy. Ware did not have any recommendations for changes. Trustees proceeded to approve the Internet and Computer Use Policy.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the Internet and Computer Use Policy. Motion passed.

### Employee Health Insurance

The library's employee health insurance policy with Anthem is up for renewal with no increase to the premium. The library could change to a comparable Affordable Care Act plan, but the premiums would be about \$700.00 more per month. The trustees discussed the options and decided to renew the current plan.

**Action:** Rhonda Hipskind moved, and Mary Jo McClelland seconded the motion to renew the current employee health insurance plan for another year. Motion passed.

### Library Firewall

The trustees reviewed a proposal to switch internet firewall services from Intrasect Technologies to E.N.A. by Zayo which already provides the library's internet service at a discounted rate through the Indiana E-rate Consortium. Intrasect Technologies has provided firewall service to the library for many years, but it is expensive, and, although Intrasect's firewall service has been good, it can't provide the service at the same discount, 80 percent, that E.N.A. can. Ware asked three Indiana public libraries about their experiences with E.N.A.'s firewall and all have been satisfied both with the firewall and customer service. The trustees discussed whether to stay with Intrasect or try E.N.A.'s service. Considering the discount and the other libraries' satisfactory experiences, the trustees decided to approve changing the firewall service to E.N.A. by Zayo.

**Action:** Rhonda Hipskind moved, and Mary Jo McClelland seconded the motion to change firewall service to E.N.A. by Zayo. Motion passed.

### Construction Fund Authorization

The library has begun to receive money from the General Obligation Bond. Because this money and the interest it earns has to be kept separate from the library's money in other accounts, the trustees approved the creation of a new account at Crossroads Bank that is designated as the Construction Fund.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to deposit money from the General Obligation Bond into the new construction fund at Crossroads Bank. Motion passed."

### Salary Ordinance/Schedule 2023

The trustees discussed the proposed salary ordinance for 2023 and considered higher-than-usual increases in staff salaries as a way to address inflation and the gap between the staffs' salaries and the director's salary. The trustees asked for additional information about salary ranges from Indiana public libraries of comparable size to Wabash and voted to table the subject until the December meeting.

**Action:** Jim Widner moved, and Susan L. Baker seconded the motion to table the Salary Ordinance in and Schedule agenda item to the December Board meeting. Motion passed.

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

### Polaris Upgrade:

The library's Polaris system will be upgraded from its current 6.3 version to a 7.2 version on Monday, November 28. Because all of the circulation functions will be down, and because some extremely loud construction is scheduled to be done that day, the library will be closed, and staff will work from home.

Elevator Modernization Project:

Ware provided an update on the elevator modernization project. The elevator has been out of order since November 2, but, so far, has not impaired library services.

Bond Update/Rebid

The closing of the bond is to occur on December 13th. The library received an A+ rating for the bond. In addition, the library received a good faith deposit of \$24,150.00 this week which was deposited into the new account at Crossroads Bank for the General Obligation Bond funds.

Farlow House

Demolition work on the Farlow House will start on November 23, and the library has notified its patrons as well as the surrounding residents and churches about it."

Update on Wellbrooke Partnerships

The partnership between the library and Wellbrooke of Wabash is proceeding well. Library staff will evaluate how this program might be expanded at the end of the year.

Food Drive

We have a food drive where library patrons can donate canned or nonperishable food staples to take off fines on one's library card. Library customers can also donate even if there are no fines. With most library materials not having fines attached to them when returned, the focus is more on a food drive than wiping out fines. The food drive will last from November 14th – December 16th.

Snow removal

Ware requested quotes for snow removal from three businesses and he received two. The quote from Nate's Lawn and Landscape was the same as last winter and less than the other quote so Ware accepted Nate's quote.

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Indiana Library Federation Annual Conference Report

Abby Abbott, Cody Abbott, and Ware Wimberly attended the Indiana Library Federation's annual conference in Indianapolis on November 15 and 16, and wrote reports about their experiences, including Ware's about the sessions he attended that focused on book challenges.

Matured CD that is part of the E. Pearson Fund

Ware reported that a CD from the Elizabeth Pearson Fund will mature on November 24. The trustees discussed their options once it matures and decided to reinvest the principal in a new CD. The interest from the matured CD will be deposited into the E. Pearson Gift Fund.

**Action:** Bill Benysh moved, and Mary Jo McClelland seconded the motion to roll over the principle of the matured CD into a new CD and for the interest earned to be deposited into the library's E. Pearson Gift Fund. Motion passed.

Hometown Holiday Event:

On November 30th, the library will have a Hometown Holiday Hangout event for a night of cozy crafts, treats, books, and more! The event will conclude with a book discussion on Sheila Roberts' "A Little Christmas Spirit."

Christmas Event and Gift Cards

A Christmas dinner for staff and Trustees has been set for December 9th, starting at 5:30 p.m. at the Wabash County Museum. Ware is finalizing the meal menu for the event. Staff will also each be getting a gift card for \$50.00, which will come from a non-tax fund library account as agreed to by the Board of Trustees.

**ADJOURNMENT**

Meeting adjourned at 7:05 p.m.

**Action:** Susan Baker motioned, and Rhonda Hipskind seconded the motion to adjourn the meeting at 7:05 p.m. Motion passed.

Next Meeting: Tuesday, December 20th, 2022