

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:45 p.m. on Tuesday, January 21, 2020 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, presiding; Bill Benysh, Charles Miller, Jim Widner, Mary Jo McClelland, and Kipp Cantrell, Susan L. Baker. Also present were Ware Wimberly, Executive Director and Madeline Helsel, Student Assistant

CALL TO ORDER

Jeff Knee opened the meeting at 5:45 p.m.

CENSENSUS AGENDA

The Consensus agenda was presented and discussed.

Approval of December 17th, 2019 minutes

Financial Report

December (2019) Payroll

January Claims

Action: It was moved by Charles Miller and seconded by Mary Jo McClelland to approve the Consensus Agenda. Motion passed

PRESIDENT'S REPORT

Subcommittee for Space Needs

Ian will get back to the library after a space assessment is done.

Ware, Rachel Castle, Polly Howell, Amy Went, Jim Widner and Mary Jo McClelland discussed the responses to the questions sent by MKM. Plan to continue to meet regularly to ensure communication between team members (Trustees and staff) as the space assessment process proceeds. A look at what the library's collection is and will be in the future will need to be assessed as this process proceeds.

COMMITTEE REPORT

Park Board – Bill Bensyh

No report. Bill Benysh is an officer on the Park Board

NEW BUSINESS

Library IQ

The library is looking at Library IQ as a collection development tool. Due to wanting some additional information and details, it was decided to table the Library IQ business to the February Board Meeting.

Action: A motion was made by Mary Jo McClelland to table the library IQ and was seconded by Susan L. Baker. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Custodian

Jennifer Scheffer resigned Friday, 17th. There had been growing concerns on Ware's part per Jennifer's work for the past number of weeks. Ware then called Betty Temple, who came back with a lower price. It was later found out that Scheffer had worked for Betty Temple before. In the past Betty Temple's group would be here eighteen hours a week. It was hoped that the custodian would help set up programs and general maintenance. When there is a maintenance issue, the library usually calls Quality Electric for the issue. It is also assumed that with Betty Temple reducing the price, she wants to keep us as a client, and if we break if off again and that fails, she might not answer us back again. It was suggested that perhaps an internship through Heartland Career Center might be made for some form of maintenance position.

New Computers

Replacements of the public computers that have the Windows 10 operating systems is near complete. Four new computers have been installed downstairs and replacements of the ones upstairs are arriving soon. Due to delay of the regular original computers, it was decided to go

with another model which ended up saving the library around \$400.00 and in stock sooner. With those upstairs computers replaced, Windows 10 upgrade will be complete.

Digital Signage

Bulletin boards upstairs and downstairs have been replaced with digital signs that highlight library news, upcoming events, programming happening with the library.

Bed Bugs Inspections

From conversations with other public libraries, it seems that doing bed bug inspection for precautionary means would be prudent. Ware has contacted Indiana Pest Control who will be doing a monthly check up.

Working with Wabash County Museum on Community Read Grant

The Wabash County Museum and the library are doing a partnership on a Community Read that focuses on population decline in rural communities. The book for the Community Read is Jean Thompson's The Year We Left Home. There have been articles in The Wabash Plain Dealer and The Paper of the partnership with the Library and the Museum.

ILL Policy

An updated Interlibrary Loan Policy by Information Services Manager Abby Abbott was presented to the Board. It increases to 10 the total number of items can request through Interlibrary Loan per month. It also includes the ability for our non-new material to be lent out material to other libraries. Anticipating averaging 15 of our printed material to be borrowed to other libraries per month.

Action: It was moved by Bill Benysh to accept the Interlibrary Loan Policy, seconded by Susan L. Baker. Motion passed.

Late Fees

Staff is working on the 2019 Annual Report which should provide us statistical information that should help evaluate how our no late-fee-policy for juvenile or young adult collection is working out.

State Boards Accounts/Capital Assets

The state wants the library to keep track of the depreciation of capital assets. Currently, our capital assets are for items greater than \$1,000. The state recommends that the line is increased to \$5,000.00 and anything above the dollar amount is considered a capital asset. We need clarification on the original plan of capital assets. Does this new policy mean that the library only is tracking the depreciation of new assets the library will get? It is believed that tracking depreciation must be done with everything, not just future assets. Ware and Amy will decide who will keep track of depreciation".

Action: It was moved by Mary Jo McClelland to wait a month for clarification on the original plans for capital assets. It was seconded by Charles Miller. Motion passed.

ADJOURNMENT

Action: It was moved by Susan L. Baker and seconded Mary Jo McClelland to adjourn the meeting at 6:41 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Executive Director