

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, July 16, 2024

7:30 p.m.

Falls Cemetery Chapel

725 Falls Ave, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 7:30 p.m. on Tuesday, July 16, 2024. The meeting was at the Falls Cemetery Chapel, 725 Falls Ave, 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; Rhonda Hipskind, Jim Widner; Jeff Knee, Susan Knee; and Mary Jo McClelland. Rachel Castle, Interim Director, was present. Charles Miller was absent.

CALL TO ORDER

Bill Benysh called the meeting to order at 7:30 p.m.

CONSENSUS AGENDA

Action: Mary Jo McClelland moved and Susan Baker seconded the motion to accept the Consensus Agenda. Motion passed.

COMMITTEE REPORT

Rhonda Hipskind explained that two interviews were conducted last week and both went very well. Not all board members could attend these interviews, so she proposed inviting both candidates back for a second interview with the entire board present. It was preferable that both of these interviews take place on the same day. Bill Benysh reached out to each candidate via text to check their availability for Saturday, July 20, 2024. After receiving affirmative responses, second interviews were scheduled for 11:00 am and 2:00 pm at the Wabash Christian Church.

In an update from the Parks Department Board, Mary Jo McClelland reported that the playground process is moving forward. The equipment is in place and employees are now working to get the subsurface ready. Some sidewalks will need to be installed. There has also been discussion about repairing the tennis courts and interest in building outdoor pickleball courts. The Parks Department Board also discussed the feasibility of a splash pad in Wabash.

EQUIPMENT/FURNITURE UPDATES

Furniture Update

Rachel met with Chad Metzger from Metzger's Auctions about the items the library is currently storing both on-site and off-site. He stated that there is a three-week (or more) lead time to load items out and

prepare for an online auction. There is a \$250 charge for moving everything, and then Metzger will receive 30% of the sale of the items. Rachel reached out to representatives at the State Library and learned that we must advertise a detailed list of items for sale 15 days in advance of the sale. Money from the sale of these items will go back into the accounts the items were purchased from, a record which the Business Manager has on file.

Action: Rhonda Hipskind moved and Susan Baker seconded the motion to move forward with auctioning the furniture the library will not be using after the renovation is complete. Motion passed.

Security Camera Quote

Rachel met with G6 to discuss a quote for new security cameras. For comparison, the Cottage Watchmen Camera quote was \$43,068.00. Blake King and Chris Sloan at G6 have promised a comparable quote before the next board meeting on August 20, 2024.

Postage Meter

Our 48-month Postage Meter lease with Pitney Bowes expired on Saturday, July 13, 2024. Rachel spoke with a representative to renew it. The new lease is for 60 months, and the price has increased slightly, but not an exorbitant amount. A Pitney Bowes technician installed the new machine on Tuesday, July 16, 2024.

Phone System

The VoIP phone system has been installed and is in use. There have been a few minor bugs, mainly in the night mode settings and the automated voicemail system, but it seems to be working well otherwise. In addition, Rachel received an email from Ernie Ball, who is interested in purchasing the old phones from the library. A cursory Internet search shows that a pre-owned or refurbished ESI 60 ABP phone, like the ones the library just switched out, sells between \$30-\$60. There are currently 12 of them that Rachel would like to offer to Mr. Ball at \$30/each or the best offer.

Action: Jim Widner moved and Mary Jo McClelland seconded the motion to offer the old phone system to Ernie Ball for \$30/each or the best offer. Motion passed

PERSONNEL UPDATES

Salary Considerations

Rachel asked that the board consider raising Amy Wendt's pay in light of the increased job duties resulting from the library's extended period of time without a trained Executive Director. While Amy is not specifically doing the director's job, the time required to answer questions for the Interim Director and the Board has added to her already heavy, regular workload. State requirements for financial reporting, depreciating assets, and other internal controls have also increased over the course of the year. Rachel asked that the board consider raising Amy's pay to the top of the current pay schedule at this time and then include her pay in staff raises at the beginning of 2025. There was some concern that raising her pay

to the top of the pay schedule would not allow for as much room to raise her pay in the beginning of the next year. Mary Jo McClelland suggested a \$1000/month stipend the additional duties undertaken without a director. At present, that would cover a 3 month period for a total stipend of \$3000. Bill Benysh suggested that Rachel also be compensated for additional, unforeseen duties undertaken since April of 2024. The board agreed that both Amy and Rachel should receive the same stipend at present: a \$1000 per month stipend to cover three months, a \$3000 total, effective immediately.

Action: Jim Widner moved and Mary Jo McClelland seconded the motion to pay Amy Wendt and Rachel Castle a \$3000 stipend, effectively immediately.

ADMINISTRATIVE UPDATES

Remote Work Policy

Rachel has created a first draft of a Remote Work Policy that details the qualifications and requirements of hybrid/remote work for WCPL. Rhonda Hipskind questioned whether there was a need for remote work in the library. Rachel presented that there were some extenuating circumstances and that some positions could work remotely while others cannot. She explained that remote work began during the pandemic and is currently covered under the Covid-19 portion of the Employee Personnel Policy. The board discussed whether the library still needs a Covid policy that requires quarantine and isolation days. Rachel suggested that they update the policy to align with CDC recommendations. She will work on a final draft of that policy for the next board meeting. The board will re-visit the remote work policy once the library construction has been completed and all staff members have permanent work spaces.

E-Rate Funding

Rachel asked the board to sign a resolution declaring the library's commitment to join the Indiana State Library Consortium for Public Library Internet Access. This is a resolution that must be signed every year to maintain the library's discounted internet rates. Each board member in attendance signed the resolution in the affirmative.

CONSTRUCTION/LANDSCAPING UPDATES

Storage Units

Rachel expressed her deepest gratitude to those members of the board who were able to help with the storage move at the end of June. The library rented a U-Haul for two days and, with the help of many volunteers from the board, their families, and Wabash High School students, they were able to clear out the storefront storage unit two days early. Volunteers moved items to the library and four storage units at the Stor-A-Way facility on South State Road 15. The total base cost of these rental units will be \$330/month for as long as the library inhabits all four spaces. The month of July was free of rent due to a move-in special. The largest of the storage facilities, one that measures 12' x 34', should be evacuated by the end of August and will, therefore, bring the total base cost of the other rentals down to \$330/month. These units will be cleared, and items will be brought back to the library as soon as possible.

Construction Costs

Two MKM/Hamilton Hunter Pay Apps, both 11 & 12 needed to be approved for payment. Rachel received the first at the end of May and the most recent on Friday, July 12, 2024. The total amount of the first was \$303,161.47, and that check was in the vouchers for this board meeting. The total amount of the second was \$265,356.29. Amy will need time to transfer the funds to cover that one this week, so pre-approval to pay was requested. Rachel provided copies of both pay apps for any board members who wanted to look at them.

Action: Rhonda Hipskind moved and Mary Jo McClelland seconded the motion to pay both of the outstanding pay apps from MKM and Hamilton Hunter. Motion Passed.

Landscaping

On Saturday, June 29, 2024, the drainage outside the Children's Room fire door failed during a particularly hard rain, causing significant flooding on that side of the building. Again, Rachel expressed her gratitude to the board members and staff who helped neutralize that issue as quickly as possible. She immediately reported this to MKM and Hamilton Hunter, who responded promptly.

Rachel and Jeff Knee met with Ben McHugh of MKM on Friday, July 5, 2024, to discuss drainage concerns and possible solutions. Ben's recommendation is in your board packet. Rachel has yet to hear a further quote on the cost of this work. A decision will need to be made upon receiving that recommendation and quote.

LIBRARY SERVICES UPDATES

State Board of Accounts

The audit continues, though it should be in its last phases. Amy and Rachel submitted 100% of the requested information, and Amy is now answering most of the auditors' follow-up questions.

New Logo Merchandise

A new logo for the library was approved at the beginning of the year. Laura Beutler has spearheaded ordering new merchandise with this logo on it. Once that merchandise arrives, Rachel plans to change the website and social media icons to fully launch the new logo. Rachel also passed around a sign up sheet for any board members who wanted to order a tee shirt with the library's new logo on it.

2025 Visitor's Guide

Rachel was asked to write a short article (with 4-6 photos) concerning the library's renovation and construction for the 2025 Visit Wabash County Visitor's Guide. She finished that article and submitted it. This article will focus briefly on the library's history in Wabash. It will then heavily feature the new project and the services it will allow us to provide the community upon completion.

Summer Reading

Summer Reading will conclude on July 27, 2024, and Rachel will provide the board with a complete report at the next board meeting. Participation has been impressively high, considering all of the construction we are currently doing.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Action: Mary Jo McClelland moved and Rhonda Hipskind seconded the motion to adjourn at 9:00 p.m.
Motion passed.

Board of Trustees, Minutes, July 16, 2024

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on August 20, 2024.

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ATTEST

Secretary, Library Board of Trustees