

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, April 20, 2021

Falls Cemetery Chapel

745 Falls Ave, Wabash, IN 46992

5:30 p.m.

The Board of Trustees of the Wabash Carnegie Public Library met in regular session and through Zoom conference call at 5:30 p.m. on Tuesday, March 16, 2021. 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; Mary Jo McClelland; Rhonda Hipskind; Bill Benysh; and Susan L Baker. Also present were Ware Wimberly, Director, and Lena Cordes, Student Assistant. Sara Peterson, a Consultant, and Rob Burgess, Wabash Plain Dealer, were in attendance by Zoom.

CALL TO ORDER

Action: Charles Miller called to order the meeting at 5:34 p.m.

CONSENSUS AGENDA

- a. Approval of March 16, 2021, Minutes
- b. Financial Report
- c. March Payroll
- d. April Claims

Ware described the discrepancy on the cardmember claim. The library got double-billed for a charge it should not have been. It has been corrected, and the refund was credited to the library. Trustees asked for bids to be submitted for landscaping and lawn-related work in the following year. Ware misplaced the key for the storage unit lock. Ware had the lock and key for the storage unit replaced.

Action: It was moved by Rhonda Hipskind and seconded by Susan Baker to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

No report.

COMMITTEE REPORT

Park Board is preparing for summer work but no other report.

NEW BUSINESS

Copier Lease

The upstairs copier lease is up. Ware has communicated with Perry ProTech and CPI/Xerox about leasing a new copier. Ware has also asked both companies to replace the current black and white copier downstairs with a color copier for Youth Services staff to utilize. Both Perry ProTech and CPI/Xerox offer comparative proposals on replacing the upstairs one that would involve a three-year lease and replacing the one downstairs, which is over eight years old.

There were two options the Board discussed from the proposals.

Options:

1. Replace the current Konica Minolta with a new model through Perry ProTech that provides a color copy option with additional features with a three-year lease. The current one upstairs would replace the black and white copier downstairs with just a maintenance agreement.

OR

1. Replace the current Konica Minolta with a new Xerox machine through CPI with a three-year lease and then replace the one downstairs with a quality used copier that makes color prints through CPI.

The projected costs of both options over three years are very similar and come out over \$17,000.00.

Both proposals have machines with identical features such as 45 ppm speed, large capacity tray, scanner, etc.

Reviews from other customers including Wabash County Government and Milliner Printing, recommended both brands respectfully. Some staff found the Xerox copier easier to handle, while others have not had any difficulties with the Perry Protech copier. Due to the comparative pricing and staff's familiarity with the Perry Protech machines, it was decided to proceed with the Perry Protech quote for both upstairs and downstairs copiers.

Action: It was moved by Bill Benysh and seconded by Mary Jo McClelland to proceed with the Perry ProTech quote for a new copier and lease and replacing the current one downstairs with the one upstairs. Motion carried.

Circulation Policy

Ware presented a revised Circulation Policy to the Library Board that include board games that patrons can check out. The games will be introduced with the summer reading program.

It is a retro-type approach to new material: they can be checked out for three weeks; have a dollar-a-day per late fine; cannot be reserved; and can be checked out by patrons 14 and older. Losing any parts of the game will make it overdue. A trustee suggested using a scale to weight the games on return in place to determine if parts are missing. The library has acquired 16 board games that will be on the shelving along the East Wall.

Action: It was moved by Rhonda Hipskind and seconded by Susan L. Baker to approve the revised Circulation Policy. Motion carried.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Facemasks

Trustees discussed the current facemask requirement and if they wanted to change from “required” to “strongly advised”. Although more people are getting the vaccine and county metrics are down, it was a general census of the board that we should maintain that requirement for the time being.

Ware communicated with Dr. James Roe of the Wabash County Health Department who recommended the library continue to require patrons to wear masks. Trustees agreed not to change the requirement and revisit it in May.

Reimbursement Direction

Trustees discussed the current Reimbursement policy for Continuing Education Policy in regards to certification purposes. One team member is planning to start graduate school in library science in May. Currently, there are two avenues in terms of higher education schools for library science, and one will no longer be in place starting in 2022. Ivy Tech is phasing out its online library science courses, and Indiana University would be the only school offering library science. The tuition costs for Ivy Tech are much lower than for Indiana University's courses. Certification requirements for particular positions might change if the library goes from a class B library to a class C library if the city's population goes below 10,000. Trustees asked if the Board had already approved to go with the Ivy Tech amount for reimbursement. Ware checked the past Minutes on that question. Ware will look back at the Minutes and let the Board know.

Bettie B Wimberley Estate

The library is awaiting word on the amount of the gift to the library. Per legal counsel, the library should know within the next few weeks. Once notified, Ware will communicate to the Board.

Foot Traffic

One effect of the pandemic has been slowing down of patrons traffic and less activity general in the library building. It has been concerning, but Ware has seen a little bit of a pick-up as things have started to open up in the community.

CD Maturing in May (E. Pearson Investments)

The library has a CD that will mature on May 24 as part of its E. Pearson Fund. Ware will look to check banking rates for the May Board meeting.

Long-Range Plan and Evaluations

Ware and Sara Peterson are working on Long-Range Plan with looking to revise and extend to 2024. The Board decided to review the revised draft at the May meeting. Once completed, Sara and Ware will plan to focus on evaluations and performance reviews. Sara went over the plan's proposed changes in detail, particularly in terms of adjustments to the plan's six goals and data. Accomplishments and lessons learned during the pandemic were also included.

Policy for Electronic Meetings

Sara Peterson provided an update on recent legislation for electronic meetings passed by the Indiana General Assembly and signed by Governor Holcomb. The new law allows taxpayer-supported entities such as public libraries to have virtual meetings and set a policy for their limitations. Ware will need to work on the policy immediately in time for the May meeting.

Stain Glass and Dome

A representative from Bovard Studio, Inc., which specializes in stain glass, came to look at the library's dome. The representative raised some concerns regarding the dome's possible structural weakness. The representative asked if Bovard Studio could send a quote to clean and repair the stained glass. Ware will send the quote to the board once received.

OTHER

A trustee inquired about the current status of the Farlow property. There has been no communication from Dr. Farlow to the library's lawyer as far as Ware is aware since the completed appraisal.

ADJOURNMENT

Action: It was moved by Bill Benysh and seconded Susan L. Baker to adjourn the meeting at 6:26 p.m. Motion passed.

Respectfully Submitted,

Lena Cordes, Student Assistant

&

Ware Wimberly III, Executive Director