

# WABASH CARNEGIE PUBLIC LIBRARY

Meeting of Tuesday, May 18, 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, May 18, 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

Charles Miller called the meeting to order at 5:30 p.m.

## PRESENTATION BY RACHEL CASTLE AND POLLY HOWELL

Overview of the Summer reading program and possible green space development.

Polly Howell and Rachel Castle provided an overview of the library summer reading program entitled Tails and Tales. The library will be utilizing an app called Read Squared for registration and keeping track of the reading levels reached. Polly and Rachel reviewed the various activities, kits, and programs that will be part of the Summer Reading program for all ages. Reading categories and activities will be divided by age and not reading skill level.

They also discussed the idea of adding additional picnic tables outside on the East lawn and possible green space development. Some possible options with picnic tables were presented, along with some landscaping ideas still being investigated. Trustees, Polly, Rachel, and Ware discussed the ideas. It was decided to proceed with the picnic tables recommended by Rachel and Polly. Adirondack chairs were also brought up as possibilities in that area. The landscaping would be something to come back to when more information is available.

Action: It was moved by Mary Jo McClelland and seconded by Susan L. Baker to purchase two picnic tables for the side yard. Susan Baker Motioned: Passed

**CONSENSUS AGENDA**

a. Approval of April 20, 2021, Minutes

b. Financial Report

c. April Payroll

d. May Claims

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

**PRESIDENT'S REPORT**

No report

**COMMITTEE REPORT**

Park Board

Bill Benysh reported that the Parks Board did a tour of the new trolley. The StoryWalk has been paved, but the storyboards have not been remounted.

**NEW BUSINESS**

Long Term Strategic Plan

Trustees and Ware discussed and reviewed the Long Range Strategic Plan with an update of Goals and Accomplishments. With the COVID pandemic and interruptions it brought, many things in the Strategic Plan were delayed or unable to address. Thus, it was recommended to extend it until 2024 with updating specific goals and data from 2020. Trustees discussed the revised Long-Range Strategic Plan. It was decided to approve the revised Plan.

Action: It was moved by Jim Widner and seconded by Bill Benysh to approved the revised Long-Range Plan and extended it through 2024. Motion carried.

Continuing Education Policy (Reimbursement)

Per the Minutes from the January Board meeting, no decision had been made on reimbursement policy but to be reviewed at an upcoming meeting. The Continuing Education Policy is now part of the library's Personnel Policy, changing that overall policy. Ware enclosed two options per revision. One has the dollar amount currently charged by Ivy Tech. The other one has a higher percentage due to some considerations. The first is that Ivy Tech is discontinuing its library science program, and Ware is not sure to use a program as the barometer when the program is no longer in place is best. With Ivy Tech's decision, library staff would be limited to just one option in the State of Indiana. Indiana University's program costs \$465.00 per credit hour and a three-credit hours course of \$1,395.00 per semester. The difference is \$945.00, which is a substantial difference. If it were half, that would be approximately \$700 per course.

With either proposal, the library assists with the courses required for library certification purposes and is appreciated by the staff person. It is realized that those costs will eventually change over the years. Suppose the City of Wabash's population is below 10,000 by the 2020 Census. In that case, these library certifications required can be lowered by the Board. Ware recommends the revised policy that has half of the credit hour amount. Trustees discussed two options. It was decided to approve the revised option with the library reimbursing half of the credit hour amount.

Action: It was moved to approve the revised option with the library reimbursing half of the credit hour amount by Jeff Knee. Mary Jo McClelland seconded the motion. Motion carried.

**DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE**

Farlow Property

Ware has not heard anything new from attorney Mark Guenin on the subject. Dr. Farlow was going to communicate with Mark Guenin following consultation with his accountant.

### MKM/Renovation

There will be an additional meeting on Wednesday, May 26, for a presentation by MKM per the proposed renovation of the building. Ware, two Trustees, and some staff have had some informational communication with MKM on the direction of the presentation. In their presentation, the Board will need to look at some questions that will influence the direction MKM takes. One central question is whether a renovation should be done with an expansion in mind. MKM will also cover the budget scope of such a project at the May 26 meeting. The meeting will be at 5:30 p.m. at the Fall Cemetery Chapel.

### Bovard Studio Quote

Bovard Studio sent a proposal to Ware on possible work to clean and repair pieces of the stained glass in the library dome. The Board discussed it and can perhaps look at that later, particularly in the context of any renovation work done.

### CD's maturing

Ware and trustees discussed a CD at Crossroads Bank that matures on May 24. Trustees discussed various options, including CDs at other banking institutions or credit unions. If the library reinvested the principle into another CD, discussion on length with possible renovation soon was discussed. Trustees agreed to look at a CD between 1 to 2 years at Crossroads Bank and decided to remain at Crossroads if a CD fit. The Board asked Ware to renew the principle of the CD in a new CD between one and two years at Crossroads Bank. The interest from the CD maturing on May 24 will be put in the E. Pearson Gift Fund.

Action: It was moved by Bill Benysh to put the principle of the CD that matures on May 24, 2021, to be put back into a 1 to 2-year CD at Crossroads Bank and Ware to have the new CD opened at Crossroads Bank along with interest from the CD to be put in the E. Pearson Gift Fund. Susan Baker seconded it. Motion carried.

### Sara Peterson

The contact for consultation by Sara Peterson would need to be renewed for that to continue. Renewal details of consultation by Sara Peterson from April 2021 to March 2022 were presented to the Board.

Trustees and Ware discussed the work done by Sara. It was a general agreement that Sara's consultation has been very valuable, and Trustees want to continue it for another year. It was agreed to renew the service agreement with Sara Petersons Consulting until March 2022. Question on how much of the 36 hours contracted will be included for the building was inquired.

Action: It was moved by Jim Widner and seconded by Susan L. Baker to continue services of Sara Peterson Consulting to March 2022. Motion carried.

### Zoom Meetings

Per recent State passed legislation, public libraries must have a policy on electronic attendance of Board meetings. This policy will govern attendance to a meeting by Trustees to the regular meeting whether an official state of emergency exists or not. Ware presented a draft to the Board, mainly following the outline provided by the legislation. Trustees reviewed the draft, and it was decided to proceed with approval. The policy will be incorporated into the current Board By-Laws policy.

Action: It was moved by Bill Benysh to approve the revised Bylaws to include the electronic attendance of Board meetings by Trustees policy. Rhonda Hipskind seconded the motion. Motion carried.

### Facemasks

When the CDC's announcement on face masks is not essential for people who have been vaccinated, Ware, with consultation with Charles Miller, had the requirement for masks dropped to highly recommended. Ware sought the Board's feedback on that easing of rule. The Board agrees with it, and the library should not require facemasks in the building following the CDC's announcement.

### Tree on the Corner of Lawn

The tree on the library lawn closest to the Farlow property and Hill Street had damage from heavy snow on April 21. The City of Wabash Street Department took care of a significant limb that had fallen in the lane between the library and the Farlow property. The tree cannot be saved per two consultations, and it is recommended to take it out. Ware has got a quote from Hoffman Nursery to remove it and is waiting on a quote from American Eagle Lawn and Landscaping for the same work.

Lena Cordes

The Board thanks Lena Cordes for taking Minutes for this past year. We appreciate her work on this. Ware will work on finding another person to take Minutes starting in June.

Yearbooks Online

The yearbooks from 1958 to 1988 have been returned from the OCI Yearbook Project officials. Ware will let Board know when the digital copies will be available online.

**ADJOURNMENT**

Meeting adjourned at 7:04 p.m.

Action: It was moved by Bill Benysh and seconded by Rhonda Hipskind to adjourn the meeting at 7:04 p.m. Motion carried

Respectfully Submitted,

Lena Cordes, Student Assistant

&

Ware W. Wimberly III, Executive Director