

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, August 20th, 2019 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, Susan L. Baker, Bill Benysh, Kip Cantrell, James Widner, and Charles Miller. Excused Mary Jo McClelland. Also present were Ware Wimberly, Executive Director and Madeline Helsel, Student Assistant.

CALL TO ORDER

Jeff Knee opened the meeting at 5:33 p.m.

PRESENTATION: Story Walk

Julie Lengel gave an update to Trustees on the Story Walk project with the City Parks Department. She stated that with a quote from a company called Barking Dog Exhibits for the posts, and angled wood posts being \$4,700. Youth Services approached Schlemmer Brothers per quote but there seemed to a lack of interest from Schlemmer Brother's with their current work load. Anticipate changing books around a 4-6 week period, with a \$200 fee. Although not first choice, it seems that the best option will the Paradise Springs park near the Huntington Street bridge. The Parks Department has given an option on a trail that will need to be paved and mowed. Seventeen posts will needed for the full story. Youth Services staff plans on having some programing there once installed. Funding for this would come from operating fund, as opposed to L.I.R.F. since it is an off-site installation. It seems that the Parks Department is willing to install the posts, while the library would pay for the posts themselves. The Parks Department is working on budgeting to gravel the path, but that may be something to happen in 2020.

Action: It was moved by Charles Miller and seconded by Bill Benysh to approve the purchase of the posts for the story walk using the Operating fund with the condition that the installation is completed by the park department. Motion passed.

PRESENTATION: Zach Benedict (MKM)

Zach Benedict of MKM Architecture + Design, Inc. was here to start a discussion on how to possibly move forward with renovations. Although many of the needs are similar from the plans drawn up in 2014, things have changed and there is not an archival need in terms of space any more. Zach and the Trustees discussed the new strategic plan, current needs, and possibly where to start. Trustees felt the next step was for Zach to have discussions with Sara Peterson and for

Zach to get Sara's thoughts on where Sara felt things in terms of the plan stood. Once Sara and Zach had communications and subsequently talked to Ware, Trustees would evaluate possible next steps.

CENSENSUS AGENDA

The Consensus agenda was presented.

Approval of July 16th, 2019, Minutes – Revised and corrected.

Financial Report

July Payroll

August Claims – An American Eagle claim seemed high. Ware called American Eagle about that bill. American Eagle admitted a \$300 overcharge and will credit the library on any further invoice.

Action: It was moved by Susan L. Baker and seconded by Charles Miller to accept the agenda. Motion passed.

PRESIDENT'S REPORT

No report.

COMMITTEE REPORT

No report.

NEW BUSINESS

2020 Budget

It is time to advertise the 2020 budget. It was formerly advertised in the local newspaper, but now the budget is advertise in the State of Indiana's Gateway public database. Trustees reviewed the proposed budget for 2020 and moved to advertise it.

Action: It was moved by Bill Benysh and seconded by Susan L. Baker to advertise the 2020 budget.

New Hires

Over the past couple of months we have seen a lot of changes in regards to staff and their responsibilities. With Joe Rayl leaving us for Delphi Public Library and Theresa Singleton resigning, a number of current staff have taken over new responsibilities along with new people joining our team. Ware reviewed the new hires as follows and recommended approval.

Circulation Assistant (part-time): Katie Singleton started about a week ago and she is picking up things quickly. Katie works 12 to 20 hours depending on the week and primarily from 4 to 8 on Tuesday, Wednesday, and Thursday. She also works every 3rd Saturday.

Student Assistant (upstairs): Hired Peighton King who is a junior at Wabash High School as the second Student Assistant upstairs. She started this week and had a good first day (Tuesday). She will be working Monday and Thursday nights along with every other week-end.

Circulation and System Manager: After interviewing 4 candidates involving 3 were from outside the current staff and 1 person was on the current staff, I hired Cody Abbott as the new Circulation and Systems Manager. I hired Cody for a few reasons. First, Cody has been a very dependable and good team member since he started. Also, he has some really excellent ideas on ways to improve our Circulation procedures in regards to the manner and technology.

A concern is of course the impending marriage of Cody and Abby. They will not be supervising each other with Cody's new position. Cody will have to take some additional courses online in the future for the Library Certification 5 that goes with the Circulation and System Manager position. Cody will be leaving the Assistant Technical Services Manager position but will to do have some duties that overlap until a new Assistant Technical Services Manager can be hired.

For the Assistant Technical Services position, Bethany DuBois (Technical Services Manager) has two interviews set up for this coming Thursday. Both candidates are well qualified. I am not planning on advertising the position unless I think needed following the interviews on Thursday.

If one the two candidates interviewed on Thursday is hired, I want to advertise the Custodian position starting September 1st.

Ware commended the staff who are doing very well with all of this transitions in terms of new faces and responsibilities. Trustees and Ware discussed the hires and where things from a staffing perspective.

Action: It was moved by James Widner and seconded by Charles Miller to approve the new hires. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Farlow House

Trustees reviewed options per the Farlow house. It was the general consensus to not proceed to purchase the house for either renovation or to tear down. The costs seemed too much at this time. If Dr. Farlow decided to sell it in the next few years, the library would definitely be interested in revisiting this. Trustees asked for Ware to communicate to Mark Guenin, library's attorney, that the library was not interested in purchasing at this present time. Trustees asked that Mark could also ask Dr. Farlow if the library could be notified first in the future if he decides to close his practice and/or sell the building.

Wabash City Schools

Mary Jo and Ware met with the Jason Callahan, Superintendent of Wabash City Schools, about the possible partnership on a future new media center or community based learning center that would be located between the Wabash High School and Wabash Middle School. Wabash City School just approved the construction of a hallway to connect the High School and Middle School. Any construction on a new media center would probably start in around 2-3 years. Trustees are interested in continue to listen and be in discussion but are not ready to commit to anything until the nuts and bolts of any plan is ironed out.

Fine Free on Juvenile/YA books and Audio-books

Having no overdue fines for juvenile and young adult books and audio-books has been well received by patrons and Ware recommended to continue. It was consensus to extend this December of 2019 and then re-evaluate. James Widner requested some statistical numbers or data on what the library may be losing in terms of the fees when this is re-evaluated.

ADJOURNMENT

Action: It was moved by Charles Miller and seconded by Susan L. Baker to adjourn the meeting at 6:51 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Director