

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, September 20<sup>th</sup>, 2022

5:30 p.m.

Falls Cemetery Chapel

745 Falls Avenue, Wabash IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, September 20<sup>th</sup>, 2022. The meeting was at the Falls Cemetery Chapel at 745 Falls Avenue, Wabash, IN, 46992. 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; Jeff Knee; Rhonda Hipskind; Mary Jo McClelland; and Susan L. Baker. Bill Benysh was excused. Ware Wimberly, Executive Director; Cody Abbott, Circulation and Systems Manager; Victoria Dolmanet, Technical Services Manager; and Tasha Veal, Circulation Assistant, were present at the meeting.

### **CALL TO ORDER**

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

### **PRESENTATION/OVERVIEWS(S)**

#### Cody Abbott – Polaris Renewal & Upgrade

Trustees discussed upcoming possible renewal. Cody, primarily along with Ware and Victoria, reviewed the library's Polaris System and its features. Cody, Ware, and Victoria answered questions from the Trustees on Polaris, their experiences with it, and whether to recommend renewing it. Options for continuing Polaris were discussed with Trustees looking at a three-year or five-year period. The library is also looking to do an upgrade from Polaris 6.3 to Polaris 7.2.

The upgrade would be done at no cost to the library and is scheduled for November 28th. The trustees discussed the options and the Trustees decided to approve the five-year option.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to renew the Polaris system package for a five-year term. Motion passed.

#### Victoria Dolmanet – Newspaper Archives/My Heritage Renewal

Information was provided about two databases up for renewal. One is Newspaper Archives which includes access to electronic newspapers from around the world. The other one is My Heritage which provides genealogical resources for research.

Trustees asked Victoria Dolmanet about the databases and their usage. Following discussion, it was approved by the Trustees to renew both Newspaper Archives and My Heritage.

**Action:** Jeff Knee moved, and Susan L. Baker seconded the motion to approve the renewal of both Newspaper Archives and My Heritage databases. Motion passed.

### **CONSENSUS AGENDA**

The Consensus Agenda was presented and approved.

- a. Approval of August, 16<sup>th</sup>, 2022 Minutes
- b. Financial Report
- c. August Payroll
- d. September Claims

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda. Motion passed.

### **PRESIDENT’S REPORT**

No report given.

### **COMMITTEE REPORT**

No report given.

### **NEW BUSINESS**

#### E-rate/ENA

The Trustees and Ware discussed renewing the library’s participation for E-rate from July 1, 2023, through June 30, 2024. The E-Rate for internet services is provided through the Indiana State Library Consortium Public Library Internet Access. This is required yearly if the library decides to remain in the Consortium. The E-rate program through the Indiana State Library Public Consortium remains the best economical deal for public libraries in Indiana. The library’s current bandwidth under the program is 100 Mbps and is reimbursed up to 80% by the State Library. Trustees discussed and agreed to continue participation in the program for July 1, 2023, through June 30, 2024, funding year.

**Action:** Susan L. Baker moved, and seconded by Rhonda Hipskind the motion to join the Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2023 through June 30, 2024. Motion passed.

### Bond Resolutions

Notice and public hearings were conducted; See attached documentation (excerpt) of proceedings:

Forms approved and signed.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the Appropriations Resolution (Exhibit A). Motion passed.

**Action:** Rhonda Hipskind moved, and Susan L. Baker seconded the motion to approve the Final Bond Resolution (Exhibit B). Motion passed.

**Action:** Mary Jo McClelland moved, and Susan L. Baker seconded the motion to approve the Resolution Approving Post Issuance Compliance Procedures (Exhibit C). Motion passed.

Trustees signed the mentioned documents.

## **DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE**

### Cleaning

Betty Temple is retiring and so her company will be cleaning until the end of this September. Angie Ferguson will take over cleaning as of October 1<sup>st</sup>.

### Bids for Razing Farlow House

Four bids for the demolition of the Farlow House, ranging from \$42,000 to \$62,000, were presented to the Board of Trustees. All four companies are registered with the city of Wabash. Trustees discussed the bids and decided to move forward. Due to being the lowest and most qualified bid, Trustees agreed to approve the proposal from Eads and Son on the condition that the lawn will be graded to the sidewalk.

**Action:** Jim Widner moved, and Rhonda Hipskind seconded the motion to accept the bid from Eads and Son for the demolition of the Farlow House, understanding that the lawn will be graded to the sidewalk.

Trustees further discussed the idea of Indiana Landmarks going through before the demolition to remove anything they could use in further restoration projects locally. Trustees agreed to allow Indiana Landmarks to do so.

### Replacement & Damage Charges

Following the trustees' decision to waive all of the fines from before the current fine-free policy went into effect, Cody contacted the State Board of Accounts regarding next steps. According to the Board of Accounts, there must be documentation showing that the library tried to collect the fines before it can waive them. The Board of Accounts also advised the library to seek legal counsel to clarify whether this

had been done, so Cody and Ware met with Mark Guenin, the library's attorney, who concluded that the library did satisfactorily try to collect the fines. Mark also said that there is a statute of limitations for fines older than six years. He will draft a letter to the Board of Trustees addressing this concern.

#### StoryWalk and Founder's Day

There is a new sign for the StoryWalk that the City of Wabash's Parks Department put up on the pavilion. The library paid for the sign, and the Parks Department installed it. The StoryWalk will also be featured during Wabash Founder's Day.

#### Book Challenge and Author Visit

Polly has been working hard to connect with Mr. Mattern, the principal of Wabash Middle School, to set up the book challenge and an author's visit. Communication with Mr. Mattern and the schools has been challenging. Polly is looking at an alternative with an author who lives in Kokomo. The author in Kokomo is not one of the authors from the group of books we have for the book challenge. Polly is asking if the Trustees want her to pursue the Kokomo option. The Board agreed for Polly to pursue the Kokomo option.

#### 2023 Budget

The Board of Trustees approved advertising the proposed 2023 budget on September 13th. The next steps are a public hearing and adoption by the Wabash City Council. The public hearing is on September 26th, and the adoption date is October 10th, both Mondays. Trustees were asked to attend if at all possible. As part of the 2023 budget, the Library Improvement Reserve Fund is at \$1,150,000.00 in anticipation of construction. To ensure that that amount is in the 2023 budget, the Board needs to approve at least 700,000.00 of the Library Improvement Reserve Fund to be re-designated from the 2022 budget to part of the 2023 appropriated monies in the Library Improvement Reserve Fund. Trustees agreed to proceed with this.

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to appropriate \$700,000.00 from the 2022 Library Improvement Reserve Fund (LIRF) and designate it for the 2023 Library Improvement Reserve Fund. Motion passed.

#### Department Reports

Ware asked the trustees if they wanted him to include department reports in their meeting packets and they did.

### Meeting with MKM/Elevator Project Update

Zach Benedict will be looking to complete a rebid schedule to correspond with the bond schedule with the goal for work to begin in the Spring of 2023. The library is looking to keep the same plans but discussed how to enlarge the proposed new program room in the Children's Room and provide more flexibility to accommodate more space.

Hamilton Hunter plans to begin their work on the elevator room on October 17th. Then, on November 1st or 2nd, Otis will start their work to replace the elevator. The elevator should continue to operate during Hamilton Hunter's work but will no longer be in use when Otis starts their work.

### Phone Service

Due to unsatisfactory service with Frontier Telecommunications Company over the past several months, Ware has talked to a Comcast Telecommunications Company representative about changing the phone carrier from Frontier to Comcast. If the library went with a bundle package with Comcast Telecommunications for phones and Internet, it would be less than Frontier. The library currently has Internet through the State of Indiana E-rate consortium. Per the Comcast representative, Comcast could not turn on the Internet connection but would still be available if needed at some point. Ware is looking to bring more information to Trustees at the October Board meeting.

### Non-resident fee

Per State of Indiana public library requirements, the library's individual borrowers' card fee for non-residents needs to rise above \$104.68. Trustees had discussed this fee in May but decided to review it at the September Board of Trustees meeting. As a result, trustees agreed to increase the non-resident fee to \$105.00 or \$26.25 quarterly and leave the Student Card at \$20.00 or \$5.00 quarterly.

**Action:** Rhonda Hipskind moved, and Susan L. Baker seconded the motion to increase the non-resident fee to \$105.00 or \$26.25 quarterly, leaving the Student Card at \$20.00 or \$5.00 quarterly. Motion passed.

### Mileage Reimbursement Rate

The Internal Revenue Service has raised the recommended mileage reimbursement rate for work-related travel. Trustees discussed it a little and asked it to be on October's Board meeting agenda.

## **ADJOURNMENT**

Meeting adjourned at 6:57 p.m.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at motioned to adjourn, and Rhonda Hipskind seconded. Motion passed.

Next Meeting: Tuesday, October 18th at 5:30 p.m.

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on October 18, 2022.

Donald / Ashia Susan A. Baker

Chen. Miller

Janet Wilson

M. Green

ATTEST

Susan A. Baker

Secretary, Library Board of Trustees

**EXCERPTS OF MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
WABASH CARNEGIE PUBLIC LIBRARY**

A meeting of the Board of Trustees (the "Board") of Wabash Carnegie Public Library (the "Library") was held at Falls Cemetery Chapel, 745 Falls Ave., Wabash, Indiana, on September 20, 2022, at the hour of 5:30 p.m. (Local Time), pursuant to notice duly given to all members of the Board in accordance with the rules of the Board.

The meeting was called to order by the President of the Board, and the minutes of the meeting were recorded by the Secretary of the Board.

On call of the roll the members of the Board were shown to be present or absent as follows:

Present: Charles Miller, President; Susan L. Baker, Secretary;  
Jeff Kree, Trustee; Rhonda Hopkins, Trustee; Jim Widner,  
Trustee; Mary Jo McClelland, Treasurer.  
Absent: Bill Benysh, Vice-President;

(Among other proceedings had and actions  
taken were the following:)

The Secretary presented to the Board proof of publication of the notice to taxpayers of the hearing to be held at this meeting on the matter of the additional appropriation proposed to be made on account of the renovation of and improvements to library facilities, including site improvements and the purchase of equipment and technology (the "Project"), which proof of publication show that such notice was published in the Wabash Plain Dealer on September 7, 2022.

On motion duly made, seconded and carried, the proof of publication and posting were ordered approved and made a part of the records of this Board.

The President of the Board then stated that the Board was now ready to hear all taxpayers desiring to be heard in respect to the matter of the additional appropriation in the amount of \$2,415,000, plus investment earnings thereon, proposed to be made on account of the Project.

After hearing all taxpayers present who desired to be heard relative to said additional appropriation, on motion duly made, seconded and carried, the resolution attached hereto as Exhibit A was adopted.

The firm of Ice Miller LLP, bond counsel of Indianapolis, Indiana, had been consulted relative to the procedure to be followed in connection with the proposed bond issue and the rendering of an opinion approving the legality of the bonds. The Board was then presented a form of resolution for adoption for the purpose of authorizing the issuance of bonds.

After due consideration of the final bond resolution, on motion duly made, seconded and unanimously carried, the same was adopted and is attached hereto as Exhibit B.

It was then stated that the Board needed to consider and approve the Post Issuance Compliance Procedures (the "Procedures"). After reviewing the Procedures, the Board approved the resolution attached hereto as Exhibit C.

On motion duly made, seconded and carried, the Secretary or Assistant Secretary of the Board was directed to advertise the sale of the bonds heretofore authorized.

Upon motion made and seconded the meeting adjourned.

  
Secretary, Board of Trustees

APPROVED:

  
President, Board of Trustees