

# Wabash Carnegie Library Board of Trustees

Meeting of Tuesday, December 15th, 2020, Wabash Carnegie Public Library Board of Trustees

5:30 p.m.

Available through Zoom

<https://us02web.zoom.us/j/88319045876?pwd=eEtqQzNzYVZNcWpUMUJtbmJJYWpNdz09>

Meeting ID: 883 1904 5876

Passcode: 590206

## MINUTES

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, December 15<sup>th</sup>, 2020. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b).

Members present were Jeff Knee, presiding; Jim Widner; Charles Miller, Mary Jo McClelland, Stephen Dafoe, Bill Benysh, and Susan L Baker. Also present were Ware Wimberly, Director, and Lena Cordes, Student Assistant. Robert Burgess from the Wabash Plain Dealer was present through the Zoom call. There were two additional attendees from the general public who attended through Zoom.

## CALL TO ORDER

Jeff Knee called the meeting to order at 5:33 p.m.

## CONSENSUS AGENDA

- a. Approval of November 17, 2020, Minutes
- b. Financial Report
- c. November Payroll
- d. December Claims

The Trustees reviewed the Consensus Agenda. There also were some grammar and sentence corrections needed.

**Action:** It was moved by Charles Miller and seconded by Mary Jo McClelland to approve the Consensus Agenda with corrections to the Minutes. Motion carried

## **PRESIDENT'S REPORT**

Nothing to Report

## **COMMITTEE REPORT**

### Wabash City Park Board

There was a brief meeting with a planned event in May at the Skate Park.

## **OLD BUSINESS**

### Salary Ordinance/Schedule 2021

Trustees discussed various options in terms of salary and wage increases. Following discussion at the November Meeting, it was tabled in order to get more comparative data with other tax-supported entities in the Wabash area. Revised proposals for salary increases within a 1.5% to 2.5% range were presented to Trustees. Trustees discussed it further along with questions on evaluations and concern of reduced tax revenues in the coming years. There was a motion for as high as 2.5% but that was withdrawn. It was agreed for increases to be in the 1.5% and 2.3% range to be reflected in the Salary Ordinance and Schedule for 2021.

**Action:** It was moved by Susan L. Baker and seconded by Mary Jo McClelland to make overall increases for salary and wage increases to be 2.5%. This was withdrawn following discussion.

**Action:** It was moved by Bill Benysh to approve increase to be in the 1.5% and 2.3% range to be reflected in the Salary Ordinance and Schedule for 2021. This was seconded by Charles Miller. Motion carried.

### Employee Health Insurance

Trustees discussed the options in renewing the current employee health insurance through Anthem or switch to an alternative plan through the Affordable Care Act. It was the general consensus to renew the current plan. Staff currently enrolled have had a positive experience with it overall. Susan L. Baker gave her thoughts on the current plan and the alternative plan. She felt the current plan is the better one overall but that the current employee share should be reviewed. It was agreed to renew the current plan through Anthem.

**Action:** It was moved by Susan L. Baker to renew the current plan through Anthem for 2021. It was seconded by Charles Miller. Motion carried.

## **NEW BUSINESS**

### End of the Year Appropriations

The End of the Year Resolution for 2020 was presented to Trustees. With the Resolution, funds from some categories within the Operating Budget will be transferred to other categories so that that no line is in the negative at the end of this fiscal year which is December 31<sup>st</sup>, 2020. Trustees reviewed the Resolution and approved it.

**Action:** It was moved by Susan L. Baker to approve the End of the Year Appropriations. It was seconded by Bill Benysh. Motion carried.

### Board of Trustees Officers 2021

Trustees discussed Board Officers for 2021. Jeff Knee does not want to be re-appointed as President for 2021. Discussed of possible new officers occurred. Charles Miller was nominated as Board President. Bill Benysh and Susan L. Baker agreed, respectively, to remain in their office as Vice-President and Secretary. With Charles Miller's nomination to be President, a new person would need to be Treasurer in 2021. Mary Jo McClelland was nominated as Treasurer. The slate nominated is Charles Miller as President, Bill Benysh as Vice-President, Mary Jo McClelland as Treasurer, and Susan L. Baker as Secretary.

**Action:** Jim Widner made the motion for Board Officers in 2021 to be Charles Miller as President, Bill Benysh as Vice-President, Mary Jo McClelland as Treasurer, and Susan L. Baker as Secretary. Jeff Knee seconded. Motion Carried.

### Internet Computer Policy

The library's Internet and Computer Policy needs to reviewed each year per Indiana Public Library State Standards. Trustees reviewed the current policy. No changes were made to the policy.

**Action:** It was moved by Susan L Baker to approve the current Internet and Computer Policy with no changes and seconded by Bill Benysh. Motion carried.

### Criminal Background check with Hiring

Public Libraries are required have a criminal background check with any hiring. The library does do background checks on all hires except for Student Assistants who are in high school. There is a brief statement in terms of policy in the library's Personnel Policy. Trustees asked for Ware to review further and bring back to evaluate at the January 2021 Board meeting.

**Action:** It was moved by Mary Jo McClelland to table a criminal background check with hiring policy within the Personal Policy. Bill Benysh seconded. Motion Carried.

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

### Possible partnership with Wabash City Schools

Ware has had contact with Jason Callahan, Superintendent of Wabash City Schools, about the idea of a partnership between the library and the Wabash City Schools in regards to the City School's planned new media center. The library and City Schools have been in discussion on possible partnerships over the past few years. Nothing has been finalized as of this time. Ware was invited to attend a Zoom meeting on Wednesday 16, 2020, for a discussion on the Wabash City School's Media Center Plan and Development. Jim Widner and Mary Jo McClelland agreed to attend the Zoom meeting also.

### Discussed reimbursement grant for The CARES Act.

The library has reached the maximum amount of a CARES Act Mini Grant for COVID related supplies. Libraries can request reimbursement of up to \$1,400.00 as part of this Mini Grant through the State. Ware will get needed documentation to the State Library for the reimbursement process.

### Deep Cleaning of Library Building with COVID Pandemic

The Board and Ware discussed a deep cleaning of the library in the light of the continued pandemic. Ware had contacted ProTechs which is based in Fort Wayne. He also contacted Stanley Steemer. Both companies can provide services on cleaning for COVID. The ProTechs' quote was based on the price per square foot while the quote from Stanley Steemer was a bulk amount. The ProTechs' quote is estimated to be much higher than the Stanley Steemer quote. The Stanley Steemer will be less than \$2,000. There have been very good reviews of ProTechs' work and concerns were raised about whether comparison of quotes was applicable. ProTech's business is more geared toward these problems perhaps in comparison to Stanley Steemer. Stanley Steemer can do the work on the week-ends particularly Sundays which works well with the normal hours that staff or patrons are in the building. Plan to proceed with Stanley Steemer since already scheduled but there is remaining concern over quality of the work.

## **ADJOURNMENT**

**Action:** It was moved to adjourn by Susan L. Baker and seconded by Charles Miller at 6:36 p.m. Motion Carried.

Respectfully Submitted,

Lena Cordes, Student Assistant

&

Ware Wimberly, Executive Director