

**WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Meeting of Tuesday September 17, 2019**

The Board of Trustees of the Wabash Carnegie Public Library met in session at 5:46 p.m. on Tuesday, September 17, 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, Jeff Knee presiding; Charles Miller; Mary Jo McClelland; and James Widner. Bill Benysh, Susan L. Baker, and Kipp Cantrell were excused. Also present was Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

**CALL TO ORDER**

Jeff Knee opened the meeting at 5:46 p.m.

**CENSUS AGENDA**

Approval/Corrections of August 14th, 2019 Minutes  
Financial Report  
August Payroll  
September Claims

**Action:** It was moved by Charles Miller and seconded by Jim Widner to accept the Consensus Agenda. Motion passed.

**COMMITTEE REPORT**

No Report.

**PRESIDENT'S REPORT**

No report.

## **New Business**

### E-Rate Forms

Trustees reviewed documentation for the library to join the Indiana State Library Consortium for Public Library Internet Access from July 1, 2020 to June 30, 2021. The library has been with part of this consortium for many years to provide Internet Access to patrons and customers. It continues to be the best option available to public libraries. A commitment form will need to be signed by the Board of Trustees.

**Action:** It was moved by Jim Widner and seconded by Mary Jo McClelland to approve the library to join the Indiana State Library Consortium for Public Library Internet Access for E-rate Year 23. Motion passed.

### Assistant Technical Services Manager

Joe Fox has been hired for the Assistant Technical Services Manager. Originally from Wabash, Joe has many years of experience in public libraries in the Indianapolis area with various responsibilities. He came with high recommendations through references along with an enthusiasm to work here at the library.

Due to some issues with communication and not following correct schedule, the first week or so got off to a rocky beginning. Those issues have been addressed and things appear to have been resolved. Ware recommends approval of hire.

**Action:** It was moved by Charles Miller and seconded by Jim Widner to approve the hire of Joseph Fox as the Assistant Technical Services Manager. Motion passed.

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

### Founder's Day

The library will be involved in Wabash Founder's Day morning activities including programming on Miami Street and an entry in the parade. In order for staff to do the programming and be present in the parade, it was asked if library hours could change just on Wabash Founder's Day (September 21<sup>st</sup>). The Library Board agreed for the library to open on September 21<sup>st</sup> only from just 1:00 p.m. to 5:00 p.m.

## Lights

Ware received quotes from both Quality Electric and Jones Contracting for additional LED lighting upstairs primarily. There were some questions on the quotes and clarification is needed. Ware will contact both companies for clarification in preparation for the October Board meeting.

## Story Walk Project/ Wabash City Park Board

Materials for the new Story Walk in conjunction with the Wabash City Parks Department have been ordered. The City will be installing the posts for us as per agreed. The Parks Department is looking at installing the posts and material on October 11<sup>th</sup>. Due to the location, publicity of the new Story Walk will be very important.

## Museum

The library is continuing its partnership with the Wabash County Historical Museum on various events. On October's First Friday, the library will be hosting a Halloween Costume Contest at the Wabash County Historical Museum.

## Ian Stallings

Ware has had communication with interior designer, Ian Stallings. Ian is from Wabash originally and expressed an interest in helping with any library renovation or expansion in the future. He wishes to be a part of consulting as the library was a big part of his upbringing. It was recommended and agreed for the library consultant, Sara Peterson, to have communication with Ian Stallings per his interest. Ian is also involved in the new Wabash International Artists Residency program and inquired if the library could display some art from the program.

## Staff Meeting With Sara Peterson

The staff met with Sara in late August to talk about progress so far and where staff saw things going. The staff saw overall good progress with the Strategic Plan. Sara will have a more in-depth report from that at the next Board meeting. There was discussion on staff's past experience with MKM/Zach Benedict and some aspects that staff found concerning with more discussion at the October meeting.

## Server and Polaris Upgrade

With the server upgrade, the current Polaris software version needs to be upgraded also. In order to do the Polaris upgrade, library circulation servers will need to be down. The upgrade would take one day. The Polaris upgrade is tentatively scheduled for November 11<sup>th</sup>, Veteran's Day.

The library in past years has not been closed on the Veteran's Day. Due to these circumstances, it was discussed to be closed on Veteran's Day. If so, staff would come in that day for staff training and professional development purposes.

#### Wabash City Schools

Ware has been in continued conversations with Jason Callahan, Wabash City Schools Superintendent. General agreement is to continue to talk while building plans are being formed and hopefully more progress can be made.

#### Custodial Position

With all the present library employment filled, Ware will be posting the part-time custodian position. For custodial positions both nationally and locally, the average amount per hour is around \$13.00. For the library custodian (part-time) position, looking at \$11.00 for starting hourly wage to begin with.

#### Receipts for Due Date Information

The library has switched from stampers to receipts for due date information for patron which is more cost effective. The stampers will be kept until the end of the year in the event that something happens with the receipt printers.

### **ADJOURNMENT**

**Action:** It was moved by Mary Jo McClelland and seconded by Charles Miller to adjourn the meeting at 6:24 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Executive Director