

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, Oct. 20, 2020

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, October 20th, 2020, in the library on the second floor. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b). The meeting was also available through Zoom.

Members present were Jeff Knee, President, presiding; Charles Miller, Jim Widner, and Bill Benysh. Also present were Ware Wimberly, Executive Director; Lena Cordes, Student Assistant. Excused: Susan L. Baker, Mary Jo McClelland, and Stephen Dafoe.

CALL TO ORDER

Jeff Knee opened the meeting at 5:30 p.m.

CONSENSUS AGENDA

The Consensus Agenda was presented and discussed

Approval of September 15th, 2020 Minutes (both of the Public Hearing meeting and regular meeting)

Financial Report

September Payroll

October Claims

Ware notified trustees that the Gale Courses subscription which had been tabled last month was not renewed. A comparable alternative was found called Universal Courses with the subscription being less than \$2,000. With the Gale Courses subscription not renewed, a year subscription for the Universal Courses was agreed to.

Bill Benysh noted that he was not present during the meeting for the Public Hearing on the 2021 budget but here for the regular meeting that followed. That needed to be corrected in the September 15th Minutes.

Action: It was moved by Charles Miller and seconded by Bill Benysh to approve the Consensus Agenda with the mentioned corrections. Motion passed.

PRESIDENT’S REPORT

No report.

COMMITTEE REPORT (Bill Benysh – Park Board)

Significant funds left for pool; resealed a significant proportion of the Riverwalk; possible use of a playground rehab including one currently vandalized.

OLD BUSINESS

Circulation Policy

The trustees and Ware reviewed a few additional changes to the library’s Circulation Policy. The two changes were for lost or damaged items to be charged after 4 weeks rather than 6 weeks. Also, the library doesn’t have any equipment that it loans and so that was omitted. The trustees and Ware discussed changes and approved the revised copy.

Action: It was moved by Charles Miller and seconded by Jim Widner to approve the revised Circulation Policy. Motion passed.

Health Emergency Policy for Pandemic

A revised copy of the library’s Health Emergency Policy for Pandemic was presented to the trustees. The revised policy specifies the chain of command if the situation occurs where the Executive Director could no longer run basic operations of the library temporarily due to sickness or other health related reason. In such a situation, the Youth Services Librarian followed by the Business Manager would be the chain of command. Trustees approve the revised policy.

Action: It was moved by Bill Benysh and seconded by Charles Miller to adopt the revised policy. Motion passed.

NEW BUSINESS

Adopt 2021 Budget

The trustees and Ware discussed the proposed 2021 budget that has been advertised and made available at a public meeting. The next step is for the budget to be officially adopted. If approved, this will be the final step in the budget process for 2021. The approved budget will then go to the Indiana Department of Government Finance (DLGF) which will review it and issue a 1782 Notice. The 1782 Notice is the DLGF's approval of the proposed budget and corresponding tax levy issued by the library. The trustees agreed to adopt the 2021 budget.

Action: It was moved by Jim Widner and seconded by Charles Miller to adopt the 2021 budget. Motion carried.

Wabash County Newspaper LSTA Grant

The trustees and Ware discussed the Wabash County Newspaper LSTA grant the library is partnering with the Wabash County Museum on. Ware didn't realize that the Indiana State Library requires formal motion by the library's Board of Trustees authorizing the Executive Director to act as the official overseer of the grant. Ware and the trustees discussed aspects of the grant including what would happen to the original paper copies and availability of the data once digitalized. Trustees approved authorizing Ware Wimberly as the library's Executive Director to be the official overseer of the LSTA grant.

Action: It was moved by Charles Miller and seconded by Jim Widner to approve authorizing Ware Wimberly, library's Executive Director, to be the official overseer of this LSTA Grant. Motion carried.

ADMINISTRATIVE UPDATE

Taking Bills and Coins

Since the gradual re-opening of the library building began, the library only has been accepting credit and debit card payments of \$5.00 or above. Due to COVID-19 related concerns, the library has not been charging patrons for making copies and sending faxes because money is used primarily for payment. Although the library is blessed with reserves in situations such as the pandemic, Ware expressed concern about long-term costs for paper and printing supplies.

The trustees and Ware discussed the continued increase of COVID-19 cases and upcoming holiday season, and it was agreed to hold off on taking money as payment for copies and faxes until December 31, 2020. There would be announcement in November to let library patrons know that we would resume charging fees for copies and faxes beginning January 1st, 2021. It was agreed also to change the minimum amount that a credit or debit card could be used from \$5.00 to \$3.00.

Action: It was moved by Bill Benysh and seconded by Charles Miller to hold off charging money for copies and faxes until January 1, 2021 while notifying patrons of this in November. Part of the motion also noted that the minimum amount a credit or debit card could be used was changed from \$5.00 to \$3.00. Motion carried.

Bond

Charles Miller, Jim Widner, and Ware Wimberly had a Zoom conference with Jane Herndon, a bond counsel with Ice Miller and Associates along with Ryan Feters of BakerTilly and Zach Benedict of MKM Architecture. Jane Herndon has worked on bonds with a number of public libraries over the years. This followed a discussion with Ryan Feters of BakerTilly which is a company that works with municipals entities on bonds. It was a good discussion and highlighted the challenge Library Board face in securing bonds today.

For our library to secure any bond, it does need to have Wabash City Council approval. The challenge will be that due to property tax caps or circuit breakers, any bond we secure would affect the tax revenues of other entities such as Wabash City, Wabash City Schools, etc. Thus, the library would be in direct competition for the public dollars that are available to spend. Much

of the property in the City of Wabash is capped by circuit breakers which makes it an uphill battle.

Jim, Charles, and Ware discussed their thoughts from the meetings. Trustees discussed further steps at this time. It was agreed that the next steps are to get a tax impact report on the properties in the City of Wabash. This could be done by Ryan Fetters of BakerTilly and our consultant, Sara Peterson.

Tim Drake- MSD of Wabash County

Ware and Polly Howell had a discussion with Tim Drake of MSD of Wabash County about possible collaborative ideas. Ware gave a summary of the discussion to the trustees. Tim is the Assistant Superintendent of Curriculum and Academics at MSD of Wabash County. There was discussion about the digital access cards agreement that the library has with Wabash City Schools and how MSD of Wabash County could participate with the non-resident barrier or with other online resources. Nothing was decided other than continued discussion on finding some small steps where collaboration could happen. There was general agreement that MSD of Wabash County would need to give some financial support to participate in the digital access card program or other online resources due to the non-resident fee factor.

Library CD at First Merchants Bank

A library CD is maturing at the First Merchants bank here in Wabash. It is anticipated that a little over \$16,000.00 in interest will be earned and it was agreed to put the interest in the Elizabeth Pearson Gift Fund. With possible capital projects coming in 2021, it was decided that putting the principal in another CD wouldn't be prudent. It was agreed that the principal should be put in a savings account for the time being. Ware will look at current savings rates from various local financial institutions to put the principal in.

Action: It was moved by Bill Benysh and seconded by Charles Miller to put the interest from the matured CD into the E. Pearson Gift Fund and reinvest the principle in a savings account with intent to evaluate further investments at the beginning of next year. Motion passed.

Mold Downstairs

Mold was discovered in one of the back rooms off the staff break room. From an analysis from Barton Environmental Services, there is a substance that could have possible health concerns. Ware is waiting on quotes to remove the spotted mold.

Bettie B Wimberly

The library received notification from the law office of Douglas C. Lehman that it is a major benefactor in The Last Will and Testament of BettieB Wimberly. The deceased is a distant relative of the library's Executive Director, Ware Wimberly. Ware was not aware of this designation by BettieB Wimberly in her will and has no sense of what the financial amount would be.

The Trustees and Ware expressed appreciation for BettieB Wimberly's generosity and will probably know more at the beginning of 2021. It was suggested that Ware might inquire with Douglas Lehman on a possible ballpark figure of the financial amount.

ADJOURNMENT

Action: It was moved by Bill Benysh and seconded by Jeff Knee to adjourn the meeting at 6:37 p.m.

Respectfully Submitted,

Lena Cordes, Student Assistant

&

Ware W. Wimberly III, Executive Director