

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, May 16th, 2023

Board of Trustees

5:30 p.m.

Wabash Carnegie Library

188 Hill St, Wabash, IN 46992

The Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, May 16th, 2023, in the Fellowship Room of the Wabash Presbyterian Church at 123 W Hill Street, Wabash, IN. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Bill Benysh – presiding; Charles Miller; Jim Widner; Susan L. Baker; Mary Jo McClelland; and Rhonda Hipskind. Jeff Knee was excused. In addition, Rachel Castle, Community Outreach Coordinator (W.C.P.L.); Tasha Veal, Circulation Assistant (W.C.P.L.); and Ware W. Wimberly III, Executive Director (W.C.P.L.), were also present.

CALL TO ORDER

Bill Benysh called the meeting to order at 5:30 p.m.

PRESENTATION

Rachel Castle, Community Outreach Manager, explained the 2023 summer reading program. The Beanstack app will be used again as it was last year. The Beanstack app worked very well last year, and we will continue to use it. There will be four age groups for the summer reading program. Patrons can earn badges in the app and physical prizes provided by the library for specific stages or accomplishments reached. Rachel also reviewed some of the programs being planned for the summer with our limited space in mind.

CONSENSUS AGENDA

Trustees reviewed and approved the Consensus Agenda.

- a. Approval of April 16th, 2023 Minutes
- b. Financial Report
- c. April Payroll
- d. May Claims

Action: Charles Miller moved, and Susan L. Baker seconded the motion to accept the Consensus Agenda pursuant to corrections. Motion passed.

PRESIDENT'S REPORT

No report was given.

COMMITTEE REPORT

Wabash City Parks Department

No pool concessionaire yet.

NEW BUSINESS

Transfer Appropriation from Operating to the Library Improvement Reserve Fund (L.I.R.F.)

The library budgeted \$100,000.00 to transfer from the Operating to Library Improvement Reserve Fund (L.I.R.F.) in the 2023 budget. We usually move half almost in the middle of the year. As of the 4/18/23 Financial Report, we have not used any L.I.R.F. funds or Bond funds for the construction started on the addition and renovation. Trustees discussed this, with it being almost halfway through the fiscal year. Trustees agreed to approve \$50,000.00 as outlined by the 2023 budget, as we are almost halfway through the fiscal year. The library will get its first tax withdrawal payments in June, including the first bond payment. June will also be when we need to start to form the 2024 budget.

Action: Charles Miller moved, and Susan L. Baker seconded the motion to transfer \$50,000.00 of Operating Budget funds to the Library Improvement Reserve Fund (L.I.R.F) as outlined by the 2023 budget. Motion passed.

Insurance

Trustees reviewed the proposed additional insurance. One is a Builder's Risk Policy, particularly with the renovation and expansion project construction. Susan L. Baker, a Trustee, has reviewed the Builder's Risk Policy from Chubb. In Susan's view, it is a very comprehensive plan, and she recommends that the Board approve it. Following discussion and Susan's recommendation as a person in the insurance profession, Trustees approved the proposed Builder's Risk policy.

Action: Susan L. Baker moved, and Jim Widner seconded the motion to approve the Builder's Risk policy from Chubb, seconded by Jim Widner. Motion passed.

Trustees discussed a proposed Sexual Molestation Insurance policy too. Trustees asked for more information, particularly who or what this possible policy covers. Ware was asked to check with the library attorney, Mark Guenin, and the Indiana Library Federation about this subject. Ware will bring back information at the June meeting.

Following a presentation with Aflac Insurance about supplemental insurance, three staff members are interested in adding dental insurance. The amounts would be deducted from the employee's paycheck, which will then be used to pay a monthly invoice Aflac sends to the library. The Trustees discussed the proposal. There was a question if the current employee insurance covers dental costs. Ware will check on that. Trustees did approve the payroll deduction to occur for supplemental insurance through Aflac.

Action: Rhonda Hispkind moved, and Susan L. Baker seconded the motion to approve Aflac deducting payroll for dental insurance for the employees who chose to do so. Motion passed.

Circulation Policy

To expand the library's resources for cardholders to borrow, library staff has ordered a small collection of outdoor games with plans to make them available to check out starting May 30th. These items could interest patrons with the beginning of summer and outdoor activities. Abby Abbott approached Ware about the idea. We have a collection of board games that Abby Abbott has developed since early 2021, which sees eight to sixteen games checked out monthly. We could perhaps see a similar growth with outdoor-type activities. With the library also limiting its services temporarily, it is also something new for library patrons regarding services. Thus, the Circulation Policy needs to reflect those additional materials. In the proposed revised Circulation Policy, these items are called "The Library of Things." The name would also allow the type of items and variety to be expanded over time, particularly with the library expansion and renovation. Trustees discussed the proposed revised policy. Trustees also strongly encouraged the library staff to think of ways to expand the "The Library of Things" scope. Trustees approve the revised Circulation Policy.

Action: Rhonda Hispkind moved, and Susan L. Baker seconded the motion to approve the revised Circulation Policy. Motion passed.

Extended Fee-Paying Cards: The library building will be closed for 18 days to prepare for Phase 1B of the renovation and expansion project, including Sundays and Memorial Day. To lessen the interruption in a goodwill manner, Cody Abbott inquired with the Indiana State Library if the library could extend fee-paying cards by 18 days. The library can do this if approved by the library's Board of Trustees. Trustees discussed this option. Trustees approved to proceed to extend fee-paying cards by 18 days.

Action: Jim Widner moved, and Rhonda Hipskind seconded the motion to extend the fee-paying cards' expiration date by 18 days. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Reciprocal Agreement with Roann Paw-Paw Township Library

Roan Paw-Paw Township Library approached Wabash Carnegie Public Library about having a similar reciprocal agreement to the one Wabash Carnegie Public Library has with the North Manchester Public Library. Roann's non-resident fee is \$50.00 compared to North Manchester's \$102.00. Trustees discussed the pros and cons of extending the agreement to Roann. The main concern was the price difference representing each library district's operating expenditures per capita. Due to population and budget size, Wabash Carnegie Public Library's fee is higher. A reciprocal agreement does allow additional resources for Wabash Carnegie Public Library patrons. After some intense debate, it was agreed by the Trustees to agree to a reciprocal agreement with the same rescindable clause as with North Manchester Public Library and contingent on a yearly review.

Action: Charles Miller moved, and Mary Jo McClelland seconded the motion to agree to a reciprocal agreement with Roann Paw-Paw Township Public Library with a rescindable clause contingent on a yearly review. Five Trustees voted yes, and one Trustee voted no. Motion carried.

Construction Update

Hamilton Hunter will start work on Phase 1B on Tuesday, May 30th. Guyer Movers has almost finished packing up the upstairs and will probably begin packing the children's department on May 17th. Hamilton will likely come in next week to start putting up the temporary wall to separate the 1903 part of the building from the 1970s edition, which will be renovated and expanded.

Sara Peterson Consulting

The yearly contract for Sara Peterson Consulting ended on April 30th. After discussion at the last Board meeting, Trustees wanted to continue the service "as needed" with an hourly rate rather than a yearly flat fee. A revised proposal based on as-needed and an hourly rate was presented to the Trustees at the meeting. Trustees discussed the revised contract and agreed to accept it.

Action: Jim Widner moved, and Charles Miller seconded the motion to accept the revised yearly contract based on as-needed with an hourly rate. Motion passed.

Goals Update By Ware

Ware provided an update on the progress of 2023 organizational goals.

Vacation Dates Scheduled - Ware

Ware presented his scheduled vacation days for the rest of 2023.

Active Shooter Training

Ware has been discussing with Sam Hipskind of the Wabash Police Department and a member of the Wabash Fire Department about doing active shooter training for such a situation if it were to happen. Sam will work with Ware to set a date and time in June 2023.

Complaint About Book Used In Firefly StoryTime Programs

The library received a complaint about a book used in the Firefly Storytime Programs given by the Youth Services Department. This is a program the library has done for several years based on the Firefly books highlighted by the Indiana State Library. The parents of one of the kids first complained to Polly about using a particular book in the program. The book has illustrations of a nontraditional family unit. Ware received a call from the parents asking for a meeting scheduled for tomorrow. It is not a challenge to the book at this time.

ADJOURNMENT

The meeting adjourned at 7:06 p.m.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 7:06 p.m. Motion passed.

Next meeting: 5:30 p.m., Tuesday, June 20th.

Board of Trustees, Minutes, May 16th, 2023

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on June 20, 2023.

ATTEST

Secretary, Library Board of Trustees

Board of Trustees, Minutes, May 16th, 2023

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on June 20, 2023.

Wm. Sanyal

Chas. Miller

Alf Egan

Susan A. Baker

Rhonda H. Skirio Mary Jo McClellan

James L. Sidner

ATTEST

Susan A. Baker

Secretary, Library Board of Trustees