

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, December 18, 2018

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, December 18th, 2018 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; Susan L. Baker; Bill Benysh; Charles Miller; Jim Widner; and Mary Jo McClelland. Also present, Ware Wimberly, Executive Director. Absent: Liz Hobbs

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Jeff Knee.

PRESENTATION

Carrie Rees from INGUARD gave an overview of the current library's employee health plan through Anthem. It has been renewed for 2019 with a 1% increase. The library has been grandfathered in this plan for a number of years now. It is a plan that is outside of the Affordable Care Act.

CENSUS AGENDA

The Consensus Agenda was presented.

Approval of November 20, 2018 minutes with some grammar/spelling corrections needed

Financial Report

November Payroll

December Claims

Action: It was moved by Charles Miller and seconded by Susan L. Baker to accept the Consensus Agenda with grammatical changes in Minutes. Motion passed.

PRESIDENT'S REPORT

Last month, the Board received a Director Evaluation sheet that was requested to be filled out and returned this month. Jeff received feedback on the evaluations which he report the overall result which averaged a 3.5 out of 4 rating. Ware expressed his appreciation and conveyed his enjoyment of his work. It was requested of Ware to share personal work goals at the beginning of next year.

COMMITTEE REPORT

Bill Benysh (City Park Board) informed Trustees on the honor that Jon Baker received for his many years of service on the City Park Board.

NEW BUSINESS

Transfer of remaining \$90,000 from Operating to LIRF per 2017 Budget.

For the 2018 Operating budget, there is half of the \$90,000 that still needs to be transferred from Operation to the Library Improvement Reserve Fund (L.I.R.F.), Thus the remaining \$45,000 needs to be transferred from Operating to L.I.R.F. per the budget. Trustees discussed and approved the transfer.

Action: Motion made by Charles Miller and seconded by Jeff Knee to transfer \$45,000 from Operating Fund to the Library Improvement Reserve Fund (L.I.R.F.) as part of the 2018 budget. Motion passed.

End of the Year Appropriations - 2018

Since 2018 is almost over, it means End of the Year Appropriations need to be made to make sure there are no negative balances within the line items of the Operating Budget. It will involve adjusting amounts within the parts of the budget. Amy Wendt has created an End of the Year Appropriations Resolution that needs to be approved and signed by the Board. Appropriations are to be made in the *Personal Services* section and the *Other Services and Charges* section of the Operating Budget. Trustees discussed the recommended appropriations. End of Year Appropriations were approved.

Action: Motion made by Jim Widner to approve the End of the Year Appropriations for 2018 Resolution and seconded by Charles Miller. Motion Carried.

Board Officers

Each year, the library is required to reappoint or appoint a new Board Officers. The Board agreed to keep the same officers as in 2018. Jeff Knee will remain President; Bill Benysh as Vice-President; Susan L. Baker as Secretary, and Charles Miller as Treasurer.

Action: Motion made by Susan L. Baker to appoint the current Board officers for 2018 and seconded by Mary Jo McClelland. Motion Carried.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Grow Wabash County

As a goal for next year, Ware is planning on being involved in Grow Wabash County Inc. By being involved in Grow Wabash County Inc., Ware sees that as an opportunity to give the library a voice or presence in those circles which have a lot of local government connections in it.

New Trustee – January

Liz Hobbs has resigned effective this month. Ware has spoken to Jason Callahan and anticipating that the Wabash School Board will make an appointment to the library board at the beginning of January. This would be in time for the library Board meeting on January 15th, 2019

Strategic Plan – Final Draft

On Thursday, the 13th, Sara Peterson met with a majority of the staff to go over the Strategic Plan 2019 to 2021 (draft). Other than some changes in wording, the staff was supportive of the plan outlining the direction for the library to proceed in, Sara will have final copy to present to the Board at the January 2019 meeting.

Internal Control Policy Binder

There are up to date Internal Control Policy Binders that Ware asked Trustees to review sometime before the January 2019 meeting. The binder provides Trustees with current policies that cover more of the day to day library procedures

3-D Printer Policy

As part of the library's Makerspace, the library has a 3D Printer that it plans to make available to community per appointment. A draft of proposed use policy was discussed along with the purpose of the 3-D printer. Trustee Bill Benysh talked how the usage of the 3-D printing can tie into learning programming skills for designing various objects. Trustees asked for a demonstration of the 3-D printer before approval of the policy. Ware will work on providing a demonstration at the next Board meeting.

Library Credit Card

Ware informed Trustees on the following per the library's credit card: On Friday (14th), it came to our attention the library's credit card had been used to try to make a purchase for stuff called Monkey Sports for over \$700. The purchase attempt happen on Thursday (13th) and the card has been closed.

The purchase originated from Sweden and Ware informed VISA that this was **not** a purchase the library authorized and has no idea what Monkey Sports is (might be a good thing). A new card has been issued for the library and we should get it sometime this week. Ware was able to use it to authorize payment for the Christmas party but there should be no other transactions since the unauthorized charge was discovered.

Library Hotspots

The Wi-Fi Hotspots continue to be in high demand and continuously checked out. If one is returned, it is regularly checked out within hours by another patron. We currently have 19 available with one held back for library purposes. We currently do not allow holds on the hotspots but it is available on a first come first serve basis. We have had to replace a few that have not been returned. The borrower is charged on his or her library card if the hotspot is not returned. Hotspots can be checked out for a week. The Board discussed the popularity and other aspects of this service. T-Mobile which provides the Hotspots has another promotion where the libraries can get the hotspots at no charge. There will be a charge for its use but the device would be free. The promotion ends this month. Due to its popularity, Ware decided to purchase 5 more for patron borrowing purposes.

Wooden Table

Ware discussed with the Board one of the wooden tables upstairs. A more teen friendly desk is ready to be put in the area which the shelving area focused on the library's Young Adult collection. We have a wooden table that ware is not sure what to do with. It is beautiful table and ware would like to use in another part of the building but not sure where. There could be a chance someplace like the Roann Paw-Paw Township Public Library that could use it but I didn't want to make any decision without conferring with the Board on this. Ware and Trustees talked about the table. It was asked if the table could replace the current Board Room table. It was decided to hold on to the table for now and wait a bit before making any decisions.

Financial Workshop partnership with First Farmer's Bank

The library is partnering with First Farmer's Bank to do some financial workshops in January and February of 2019. The first one in January will focus on "Managing Your Money in the New Year". First Farmer's Bank and Trust has assured the library that they will not be promoting their service in these workshops

Minutes

Athena Varner who usually does take Minutes could not be here tonight due to a school schedule conflict. Ware is unsure at the moment if that will continue into 2019

Holiday Open House

Last Wednesday (12th), the library had its Holiday Open House. There were tons of activities. There was a collection box for Blessings in a Backpack; a special room with sensory needs; Deborah Bryant, a certified therapy dog trainer, was on hand to answer canine questions. With assistance from Jeanie Cooper, Rachel, and the rest of the staff, the decorations looked great. The library had a very good turnout (over 100 people) and it was a success. Trustees expressed their appreciation of the staff for the Open House.

Christmas Celebration

The library had a Christmas celebration for staff and Trustees on Friday (14th) at the New Asian Buffet. It went very well. Everyone seemed to have a fun and relaxing time. Ware thanks Trustees for the event.

Board Meeting Dates for 2019

With 2019 almost upon us, Ware had a list of the Board meeting dates for 2019. Board meetings will be 3rd Tuesday of each month starting at 5:30 p.m.

ADJOURNMENT

Action: It was moved by Bill Benysh and seconded by Charlies Miller to adjourn the meeting at 6:35p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly III, Executive Director