

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, June 18th, 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 Board members: Jeff Knee, Bill Benysh, Susan L. Baker, Charles Miller, Kipp Cantrell, and Jim Widner. Excused: Mary Jo McClelland. Also present were Ware Wimberly, Executive Director, Madeline Helsel, Student Assistant, and Sara Peterson of Peterson Consultants.

CALL TO ORDER

Jeff Knee opened the meeting at 5:33 p.m.

CONSENSUS AGENDA

The Consensus agenda was presented.

Approval of May 21st 2019 minutes

Financial Report

May (2019) Payroll

June Claims

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

PRESIDENT'S REPORT

No report.

Committee Report

Park Board

Polly Howell gave a presentation on the BookWalk to the Parks Board. A location has been chosen. The Park Board is open possible future locations if it goes well. Most of the path on the chosen location is not paved and is doubtful that would change this year. The BookWalk may

also shine some light on an otherwise underutilized area. Graveling the path is a well-received idea. This is a great way of making those connections with improving the quality of life in our community.

Doctor Farlow Property

Ware Wimberly has contacted two possible inspectors to go through the Farlow property. The two are Mark See and Scott Bowman. Kipp Cantrell has also been in contact with another contractor.

City Schools Update

Ware Wimberly feels Jason Callahan should meet the committee first before attending a full board meeting. It would be a better chance for asking questions and to understand the partnership in Ware's view. Trustees agreed.

NEW BUSINESS

Progress under the 2019 to 2021 Strategic Plan

Sara Peterson attended the meeting to discuss with Trustees the status of the Strategic Plan and how Trustees felt in terms of how things were processing thus far. Bill Benysh stated that since it's been implemented things projects or programming has become more staff driven. He also remarked that there isn't a vivid view of what's coming in the future. An outline was presented to Trustees that highlighted various developments since January categorized under the 6 goals outlines in the 2019 – 2021 Strategic Plan. Ware cited positive developments under all 6 goals with Goals 1 and 2 having the most activity. Jim Widner said through his interactions between him, staff, and Ware, he's seen awareness and asking how certain aspects fit here and there and how to do that. Bill Benysh would like to see an evaluation meeting to reflect on anything that the library has done to see if it was worth it, and how to strategically move forward. Focus on how to empower the employees to speak up if something didn't work, so that something can be done about that was mentioned. Another step to take is to list ongoing plans versus plans that haven't gone anywhere.

Sara and the Trustees discussed the Trustee Training done on May 21st before the regular Board of Trustees meeting. For Trustees who had been on the Board for a while, there was a not sense of learning anything new but felt it affirmed in terms of their stewardship as Trustees. For newer Trustees, it was a very good learning experience. Some staff attended and that was positive also. It was good to have Trustees and staff from other libraries but there was not time to interact with them during and after the training. General agreement on wishing it had been a bit more interactive, instead of a lecture form. There will be a training on unserved areas in the Fall but exact date has not been determined. Invitations will be sent to Trustees of surrounding library

districts to attend also. This will provide an opportunity to discuss with other libraries and Trustees and what they're doing.

Server

Trustees reviewed three quotes for a new server from Intrasect, AVC, and Skyline Business Solutions. AVC seems to be giving the library the bare minimum and is also based in Indianapolis. Intrasect and Skyline both have a local presence. Shayne Balding from Skyline said he recommends using reliable refurbished equipment. Intrasect tends to favor brand new equipment. Shayne Balding is also the primary person from Skyline and there was a concern expressed per back up if something went wrong and Shayne was the only person on call from Skyline Business Solution. Trustees discussed pros and cons of the quotes and businesses. Bill Benysh expressed interest and curiosity in touch screen kiosks and how we can implement that technology. Shayne Balding said he can do touch screen kiosks. Following discussion, Trustees were in favor of approving the quote from Intrasect but to contact Shayne to investigate digital signage or kiosks.

Action: It was moved by Bill Benysh to approve the Intrasect server quote using Library Improvement Reserve Funds (L.I.R.F.) and investigate possible opportunities with Skyline Business Solutions on digital signage or kiosks, seconded by Jeff Knee. Motion passed.

Non-Resident Fees

Per the 2018 Annual Report done by the library for the Indiana State Standards, the library's expenditure per capita has amount gone up. In 2018, the amount went up to \$88.81 from \$82.82. Per Indiana State Standards, the non-resident fee per individual card has to be above \$88.81. In order to keep it as economical as possible, it is recommended be increased on July 1st, 2019 from \$84.00 to \$89.00. The quarterly amount would move up from \$21.00 to \$22.25 per quarter.

Action: It was moved by Charles Miller and seconded by Susan L. Baker to increase the non-resident fee from \$84.00 to \$88.81 annually (\$21.00 to \$22.25 quarterly). Motion passed.

Library Improvement Reserve Fund

Trustees and Ware discussed the possibility of the Wabash City Council have binding reviews of future budgets following very recent passed legislation. The current level of spending in the budgeted Library Improvement Reserve Fund was examined. In past years, half of the funds designated to be transferred from Operating to Library Improvement Reserve Fund (L.I.R.F.) would be transferred mid-year. Ware recommended to re-appropriate the half the amount (\$45,000.00) to under *Computer Rep/Main* line under **Other Services and Charges**. This would involve a Resolution to Transfer Funds within the Library Operating Fund Major Category.

Trustees agreed with resolution approved. Trustees will track L.I.R.F. spending over the coming months on whether to re-appropriate the remaining \$45,000.

Action: It was moved by Charles Miller for the Board to adopt the Transfer Funds Within the Library Operating Fund Major Category (re-appropriate \$45,000 to *Computer Rep/Main* line rather than transfer to Library Improvement Reserve Fund (L.I.R.F.) Resolution. It was seconded by Bill Benysh. Motion Passed.

It was asked if Ware had learned if the Board could set a designated cap once a project is approved under which Ware could approve payment with L.I.R.F. funds. Ware talked to the Indiana State Library but State Library officials recommended to contact the Indiana State Board of Accounts. Ware still needs to check with the State Board of Accounts.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Information Services Manager

The position has been vacant since Joe Rayl resigned this month. Job opening has been posted on the library's web site, various library-oriented job resources, local job posting sites etc. There is a current employee that is being considered also. Responses in terms of applicants who are not current employees was not many and generally did not have any experience from a library perspective. The current employee, Abby Stefanatos, who is interested has more experience from a library perspective than outside applicants. Ware's recommendation is to proceed with offering Abby the position but had some questions per salary

The Board discussed position and proposed wage. It was agreed to offer the highest amount as advertised. Concerns expressed by Abby (through Ware) and by Ware with the low number of applicants that a salary comparison would be a beneficial item for the library to do. Ware recommends that a salary comparison be done. Abby has plenty of library skills and experience, but less tech skills and experience. There are avenues in which the employee would be able to get training in the tech fields. Ivy Tech has classes on tech support in the relevant fields. Bill Benysh feels that these skills should be a term of the employment and it might do well to put a timeline, say by sixth months the skills should be present, or should be making an effort in order to gain those skills. If the employee does acquire those skills and certifications, there is a strong likelihood of a salary reassessment.

OTHER

Mold

There is a black substance in the corner near the non-fiction section upstairs. Ware had it tested by Bart Compton of Barton Environmental Services. Per the report, there is mold but not at a harmful level currently. Ware will contact Mr. Compton per recommendations on next steps.

ADJOURNMENT

Action: It was moved by Susan L. Baker and seconded by Bill Benysh to adjourn the meeting at 7:05 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Director