

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, February 20, 2018

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, February 20th, 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; Charles Miller; Bill Benysh; and Josh Petruniw. Also present was Ware Wimberly, Executive Director. Liz Hobbs and Mary Jo McClelland were excused.

CALL TO ORDER

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

PRESENTATION – Patty Grant of the Community Foundations of Wabash County

Patty Grant who is the Executive Director of the Community Foundation of Wabash County met with the Board of Trustees for about 30 minutes or so. She reviewed current endowments the library has. The endowments are the Dwight and Edith Fritchey Endowment Fund, Martha B. Jones Endowment for the American and British Literature, and the Wabash Carnegie Public Library Operating Endowment. Patty reviewed how these funds are managed.

Patty talked further on the investing philosophy of the Community Foundation of Wabash County. She talked about the investment companies that are used and how the library could use the Community Foundation to ensure longevity of library funding in the years and decades to come. She also discussed a bit about the assistance given to the North Manchester Public Library with their gifts and endowments. It was a very informative discussion between the Trustees and Patty.

CENSENSUS AGENDA

The Consensus Agenda was presented.

Approval of January 23rd, 2018, Minutes (both regular meeting and Board of Finance meeting)

Financial Report

January Payroll

February Claims

Action: It was moved by Susan L. Baker and seconded by Josh Petruniw to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

No report

COMMITTEE REPORT

Report from the Parks Department about the construction starting on the tennis pavilion and remodeling of the City Park pavilion.

NEW BUSINESS

Hot Spot Policy

Ware presented a Wi-Fi Hot spot policy to the Board for review. The Board discussed the proposed policy and for the most part found it acceptable. Concern arose over how much protection the policy provides the library. It was recommended by Josh Petruniw that the policy could be structured in a manner that would be better for the library from a legal perspective. Josh said he would highlight those needed changes and communicate the changes to Ware. The Board approved the new policy with the changes as recommended by Trustee Josh Petruniw.

Action: It was moved by Charles Miller and seconded by Susan L. Baker to approve the proposed Hot Spot policy with changes as prescribed by Trustee Josh Petruniw. Motion passed.

Circulation Policy Changes

An updated and revised Circulation policy was presented to the Board of Trustees. The revised copy includes the addition of Wi-Fi Hot spots as library circulating material along with some other minor changes since the policy was last updated. The Board discussed the additions to the policy. It was approved by the Board of Trustees with a few spelling and grammar changes cited to be corrected.

Action: It was moved by Charles Miller and seconded by Josh Petruniw to approve the proposed revised Circulation Policy with cited grammar and spelling corrections. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Wall Update

Ware provided an update on the wall that was water damaged in the staff work room that had plaster removed. He presented a quote from Protechs, Inc. to replaster this part of the wall. Mike Paul construction was just here looking at it. Mike Paul could not do the replastering himself but could provide a quote by a third party through him. Ware can also contact Paul Davis of Northwest Indiana Restoration to provide a quote. The Board discussed the next steps. Ware was asked if he would be comfortable with Protechs doing the replastering. Ware replied he did feel comfortable and thought the work just completed by Protechs, Inc. was very efficient and thorough when removing the plaster and treating any mold. It was general consent to just proceed with Protechs, Inc. Ware requested also that monies from the library's Library Improvement Reserve Fund (L.I.R.F.) be used for the work so that the L.I.R.F. is utilized more during the budget year.

Action: It was moved by Josh Petruniw and seconded by Susan L. Baker that the second part of the wall restoration to be paid using monies from L.I.R.F. Motion passed.

Internal Control Policy

Due to a number of grammar, spelling, and confusing sentences, it was agreed for Ware to review the Internal Control Policy binder to make corrections before proceeding. Bill Benysh provided many notes on needed changes. Ware will work on making the corrections.

Painting downstairs wall

In order to give the lower entrance lobby a fresher or brighter look, Ware talked to Sam Frazier at Big City Paints about color ideas. Ware presented a possible new color if this was agreeable to the Board of Trustees. It was felt that color presented was not very much brighter color than what was already there and another color should be selected. Ware will look at other possible colors.

Recommended library consultation

Ware is trying to identify a person who is a recommended consultant within libraries that can assist the Board and Ware in developing a strategic plan that will guide any future re-organization or expansion of library space. Ware has some names of library consultants well known in the Indiana public libraries but the individuals are all part of architectural firms. The Board is seeking a consultant who is independent of any architectural firm. Ware will continue to investigate.

Annual Report

There is a copy of the library's Annual Report for 2017 for each Trustee in one's blue folder for one to keep for review. It is a very good statistical snapshot of the library in 2017.

Taking Minutes

Cassie Burchett who was taking Minutes is no longer on the library staff. Ware will work on arrangement for another staff person to take Minutes with a goal of the person starting in March.

Joanna Strode Continuing Education Series

The library has started a Continuing Education Series program in honor of Joanna Strode to honor and celebrate her contributions. The first program in the series will be a presentation by Parker Beauchamp on his passion for mountain climbing and many experiences. Ware has also asked Art Conner to do a program in November on one of his many travels.

Cameras Quote

Ware presented a quote from Cottage Watchman to replace some older cameras in our non-fiction section. The quote provided two different quotes with Ware's understanding that the lower amount was recommended. With security unfortunately a consent concern in today's world, improving technology in regards to security cameras is very crucial. The Board discussed the quotes and proceeded to approve replacing the older cameras.

Action: It was moved by Bill Benysh and seconded by Josh Petruniw that proceed with work on upgrading older cameras per recommended quote using monies from the library's Library Improvement Reserve Fund (L.I.R.F.). Motion passed.

Appraisals

The appraisal work by Universal Valuation, Inc. for the library's liability insurance on both the library building and personal property is completed. The appraisal amounts were noticeably less than the total amounts when previously assessed by Buckland and Associates a few years back. Ware has also has some recent e-mail communication with Bill Stouffer. Ware's understanding is that the appraisal for the paintings are either done or close to finished. He has had some major dental work recently that has slowed him down. He does have fee for the appraisal work but Ware is not sure of the amount.

ADJOURNMENT

Action: It was moved by Susan L. Baker and seconded by Bill Benysh to adjourn the meeting at 7:00 p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly III, Director