

Wabash Carnegie Public Library Board of Trustees

Meeting of Wednesday, February 15th, 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 Wednesday, February 15th, 2023. The meeting was in the Wabash Carnegie Public Library's Program Room at 188 W Hill Street, Wabash, IN, 46992. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Bill Benysh, presiding; Jeff Knee; Rhonda Hipskind; Susan L. Baker; Jim Widner; Mary Jo McClelland; and Charles Miller were present. In addition, Ware Wimberly, Executive Director; William Carroll, Wabash Plain Dealer; and Tasha Veal, Circulation Assistant, were present at the meeting. Zachary Benedict of M.K.M. architecture + design was in attendance via Zoom at the beginning of the meeting.

CALL TO ORDER

Bill Benysh called the meeting to order at 5:31 p.m.

CONSENSUS AGENDA

- a. Approval of Minutes for the regular meeting, January 18th, 2023, and the Board of Finance meeting, January 18th, 2023.
- b. Financial Report
- c. January Payroll
- d. February Claims

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

Bill met with Ware last week and had a productive conversation. Bill looked at the silt fence, which should be under the ground. The company which put it in corrected the silt fence. There is a Metzger Art auction the library might want to look at for possible inclusion in the library with the expansion.

COMMITTEE REPORT

Wabash Parks Department

The river trail is being extended.

NEW BUSINESS

Circulation Assistant Hire

Ware recommends the hire of Leah Betzner as a Circulation Assistant. Leah will work from 3:30 p.m. to 8:00 p.m. Monday through Thursday and every third Saturday. Trustees discussed and proceeded to approve the hire.

Action: Mary Jo McClelland moved, and Susan L. Baker seconded the motion to approve the hiring of Leah Betzner as Circulation Assistant. Motion passed.

Bid Acceptance

The library received two bids for the expansion and renovation project; Hamilton Hunter was the lowest. M.K.M. architecture + design reviewed the proposals and recommended that the library approve the Hamilton Hunter bid with two of the four alternates. There were four alternates to the project. Trustees decided that the two most essential options were renovating the downstairs public restrooms and a new roof. The two alternates would keep the total package under \$4,500,000.00. The Hamilton Hunter bid is projected to take 425 days and will begin on March 15th. Trustees discussed the recommendations to proceed with the Hamilton Hunter bid. Trustees approved the Hamilton Hunter proposal, including alternates #2 and #4.

Action: Jim Widner moved, and Jeff Knee seconded the motion to approve the Hamilton Hunter base bid as recommended by M.K.M. architecture + design, along with alternates #2 and #4. Motion passed.

During construction, there was a discussion on designating a trustee as the library's official owner's representative. Jeff Knee agreed to be that.

Action: Jim Widner moved, and Rhonda Hipskind seconded the motion to make Jeff Knee the library's official owner's representative during construction. Motion passed.

Wi-Fi Hotspot Lending Agreement

Ware presented the recommendation to change the replacement costs in the Hotspots lending agreement from \$160.00 to \$105.00 to reflect the drop in price of the hotspots. Hotspots' costs and expenses have gradually decreased; the recommended change reflects that price reduction.

There is still a substantial cost if one loses a library hotspot, but it would reduce from \$160.00 to \$105.00. Trustees discussed the proposed change and approved the recommended revised replacement charges.

Action: Rhonda Hipskind moved, and Susan L. Baker seconded the motion to accept the recommended revised charges for hotspots and accessories. Motion passed.

DVDs/Circulation Policy

Trustees discussed the proposal to make jDVDs fine-free or all DVDs fine-free. DVDs, hotspots, and games are the only items with fines attached. With jDVDs, the rationale is to align with other children's materials, which are fine-free. The financial impact of collected fines is minimal, and its goodwill to library patrons is invaluable, particularly in challenging economic times and with a significant project on the horizon. It is also a major trend in libraries nationally. Ware recommends that the no-fine status be applied to all DVDs. Library users can have up to five DVDs out at one time. The DVDs must be returned before the user can check out other ones. That leaves interlibrary loans, hotspots, and board games as the remaining items, with some fines associated with the borrowing privileges.

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion for all DVDs fine-free. Motion passed.

Library I.Q.

The Library I.Q. annual subscription is up for renewal. Trustees discussed renewing it. Victoria Dolmanet, Technical Services Librarian, spoke on how she and other staff use Library I.Q. It is an expensive subscription but has been instrumental in team members' responsibilities. With the anticipated expansion and renovation, Library I.Q. can also assist in inventorying library materials and moving library resources when needed. The renewal amount for Library I.Q. would be \$10,118.15. Trustees asked questions and discussed the renewal. Trustees decided to approve the renewal.

Action: Rhonda Hipskind moved, and Charles Miller seconded the motion to renew Library I.Q. Motion passed.

Indiana Library Federation membership:

Trustees discussed the recommendation of the library paying for membership in the Indiana Library Federation for full-time staff. With being limited to full-time staff, up to 10 staff people would be possible. Costs per person would range from \$40.00 to \$100.00, depending on one's salary. Ware said the staff who had the membership found it valuable. Indiana Library Federation provides a wealth of professional resources and data to assist staff in their duties.

Trustees discussed the proposal. Trustees approved paying Indiana Library Federation membership for full-time library staff in 2023.

Action: Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to cover full-time staff memberships. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Bremen Public Library

Rachel Castle, Amy Wendt, Cody Abbott, Victoria Dolmanet, Abby Abbott, and Ware Wimberly visited Bremen Public Library on Wednesday, February 8th. Bremen has completed about 95% of a significant renovation and expansion project that is very similar in scope and goals to our library project. It was a very informative and valuable experience. Trustees concur that the trip was worthwhile.

Elevator Update

The new elevator equipment room passed inspection by the City of Wabash. The state inspection is scheduled for Friday, February 17th. If it passes inspection, the new elevator should be operational!

Former Farlow Property:

American Eagle placed a silt fence around the ground temporarily to keep runoff off the sidewalk and keep cars from driving over.

The overall schedule for the expansion and renovation project:

By the end of February, there should be a comprehensive expansion and renovation project schedule. A pre-construction meeting will probably occur next week.

Babe of Wabash County

Babe of Wabash County has invited Ware Wimberly to join its Board.

Year End Reports

Ware Wimberly, Amy Wendt, and Cody Abbott are working on completing the 2022 annual reports due to the Indiana State Library. The reports are due March 1st, 2023.

Material Reconsideration Policy

Ware Wimberly, Victoria Dolmanet, Polly Howell, and Laura Beutler are meeting to review the library's policy for reconsideration and how to strengthen it.

Evaluation:

Bill and Ware reviewed Ware's latest evaluation. The main areas to be addressed immediately are communications, challenges research, solutions options, and evaluations.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Action: Rhonda Hipskind moved, and Susan L. Baker seconded the motion to adjourn the meeting at 6:35 p.m. Motion passed.

Respectfully Submitted,

Tash Veal, Circulation Assistant

&

Ware W. Wimberly III, Library Director

Board of Trustees, Minutes, February 15, 2023

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on March 22, 2023.

ATTEST

Secretary, Library Board of Trustees