

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, August 18, 2020

5:30 p.m. Upstairs in Library Public Area

*The library building was open to the public with only the downstairs lobby and public areas on second floor open. Only Board meeting matters will be discussed. No regular library services during the time.

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. in the Library Building on the second floor on Tuesday, August 18, 2020. Notice was posted of this meeting pursuant to State of Indiana Executive Order 20-04. The meeting was available also through Zoom.

Members present: Jeff Knee, presiding; Charles Miller; Jim Widner; Kipp Cantrell; and Mary Jo McClelland, and Susan L. Baker. Excused: Bill Benysh. Also present was Ware Wimberly, Executive Director.

CALL TO ORDER

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

CONSENSUS AGENDA

- a. Approval of July 14th, 2020 and August 10th, 2020, Minutes
- b. Financial Report
- c. July Payroll
- d. August Claims

Trustees reviewed the Consensus Agenda. There were some spelling and grammatical errors that had been corrected.

Action: It was moved by Charles Miller and seconded by Jim Widner to approve the Consensus Agenda. Motion passed.

PRESIDENT & COMMITTEE REPORTS

No reports

NEW BUSINESS

Advertise 2021 Budget

The Trustees and Ware reviewed proposed budget for 2021. The proposed 2021 budget has a 3.6% increase in levy (can go as high as 4.2%). It increases the overall budget (Operating + L.I.R.F.) from \$1,563,593.00 to \$1,622,593.00. The Operating Fund would increase by \$59,000. It was agreed to proceed to advertise the proposed 2021 budget.

The public hearing on the budget is scheduled for September 15th and for adoption to be on October 20th. A copy of the most recent Net Assessed Valuation from the Wabash County Auditor's Office was included. The adjusted net assessed valuation is \$348,139,557.00.

Action: Charles Miller made the motion and Jim Widner seconded it to advertise the proposed 2021 budget with the public hearing on September 15th and adoption on October 20th. Motion passed.

Wabash Carnegie Public Library Continuing Education Policy

The Trustees and Ware reviewed the current Wabash Carnegie Public Library Continuing Education Policy and whether to keep two requirements: B grade or better and reimbursement to the library if he or she leaves library employment within 1 year. Following discussion, it was agreed to keep both. No other changes were needed.

Ware notified that Abby Abbott was working on a Masters of Library Science degree through Indiana University's School of Informatics and Computing and has three courses that need to be completed for the LC5 certification requirements with the Information Manager Services position. Abby has just finished the first of three courses and anticipates finishing the remaining two by the end of December 2020. The Trustees agreed to proceed to reimburse Abby as soon as possible since she had completed one of the courses needed for certification purposes.

Action: Jim Widner made the motion and seconded by Susan L. Baker to approve the policy as is with no changes. Motion passed.

ADMINISTRATIVE UPDATE/DIRECTOR'S REPORT

Hours Open the Public

The trustees and Ware discussed a timeline for extending the hours the library will be open. Although he would like to extend them, Ware has been concerned about the resurgence of COVID-19 cases and the governor's not advancing the reopening of the state to Stage 5. Currently the library is open from 11:00 a.m. to 5:00 p.m. Monday through Friday and if things in regard to COVID-19 improve or don't worsen, Ware recommended that the library would begin to open at 9:00 a.m. He is tentatively looking at being open from 9:00 a.m. to 5:00 p.m. Monday through Saturday starting August 31 but he will wait until August 27 when the Governor will give an update on the current Stage 4.5 before making a definite decision. Because some staff are at higher risk of contracting COVID-19, Ware is hesitant about being open in the evenings. Depending on how things proceed, Ware plans to re-evaluate being open in the evenings in the early part of September. The trustees concurred with the general timeline."

Flipster/Magazines

The Trustees and Ware discussed the renewal of e-magazine subscriptions through Flipster. A spreadsheet that compared titles through Flipster and through Overdrive was discussed and duplications between the two providers were eliminated. This reduced the renewal for Flipster.

Digital Access Cards

The library is excited to announce it is partnering with Wabash City Schools on making Digital Access Cards available for student in Wabash City Schools starting the end of August. Ware will keep the Board apprised of updates.

Small Roof Patches

Following discussion with Michael Kinder & Sons, representatives from CMS Roofing patched tears in the rubber roof of the 1970's addition area. Ware needs to follow up on finding out what the warranty is for the completed work.

Another Story Walk

Ware had an informal discussion with the Parent Teacher Association at O.J. Neighbors Elementary School about the possibility of putting a Story Walk in at O.J. Neighbors. There was interest on both sides. The Parent Teacher Association was going to check with O.J. Neighbor's Administrators to get their feedback. Ware will keep the Board updated per developments.

Ron Woodward

The Trustees and Ware discussed a request from Ron Woodward about using the microfilm before the library opened at 11:00 a.m. The Board discussed wanting to help Ron as the Wabash County Historian, but was concerned about making an exception for one person. The problem is that microfilm reader is too close to the book shelves for social distancing.

Sara Peterson

Ware had a call with Sara Peterson. It was agreed to try to schedule a meeting with staff and Trustees in the October or November to give an update on where things stood in regards to the Strategic Long-Term Plan.

ADJOURNMENT

Action: It was moved by Susan L. Baker and seconded by Mary Jo McClelland to adjourn the meeting at 6:18 p.m. Motion passed.

Respectfully Submitted

Ware W. Wimberly III