

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Thursday, July 14th, 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, July 14th, 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; Susan L. Baker; and Mary Jo McClelland. Excused: Kipp Cantrell, Bill Benysh, and Jim Widner. Also present was Ware Wimberly, Executive Director; and Madeline Helsel, Student Assistant.

CALL TO ORDER

The meeting was called to order at 5:36 pm by Jeff Knee.

PRESENTATION

Presentation by Zach Benedict of MKM Architecture was rescheduled for meeting in August.

Consensus Agenda

- a. Approval of June 19th, Minutes
- b. Financial Report
- c. June Payroll
- d. July Claims

Action: It was moved to accept the Consensus Agenda by Charles Miller and seconded by Mary Jo McClelland. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Assistant Technical Services Manager position

Joe Fox, our Assistant Technical Services Manager, is leaving for a position at the Marion Public Library as Head of Technical Services. He cited a higher salary as the reason for leaving, so that is something to consider in the future. We will be advertising for the opening and hope to fill it in early August.

2021 Budget

The average growth quotient which the State of Indiana gives each year how much our unit can increase the budget without approval from an elected fiscal body was much higher this year. That is on the condition that the fiscal body has not passed a resolution requiring approval. For the 2021 budget year, it is at 4.2 percent. Looking at either increasing in the high 3% range or the full maximum of 4.2%. With the additional scrutiny public libraries budgets have particularly with surpluses, there might be concern with going up to the maximum amount.

Flipster – Renewal

Trustees and Ware discussed Flipster possible renewal. Bethany is looking at data on duplicate titles in both Flipster and Overdrive. Overdrive also offers magazines online also which mean there would be duplicate titles which Bethany is looking into. The use of Flipster has increased: its renewal amount is still substantial. Overdrive and Flipster provide another medium to view magazines, particularly if the library building closes for some unforeseen reason.

Building Status – Opening

Currently, the library is open 11:00 a.m. to 5:00 p.m. If the state proceeds to Stage 5, look to go from 11:00 a.m. or 9:00 a.m. to 8:00 p.m. The process of cleaning, quarantining, and re-shelving books may be moved to later in the day when Student Assistants can do it.

Proposal – Circulation Department (Ass. Circulation Manager/reorganize)

In looking at the Circulation Department going forward, Cody Abbott gave a proposal to re-organize staff within the Circulation Department. It would mean phasing out the Student Assistant positions upstairs and adding another Circulation Assistant. It was also proposed to fill the empty Assistant Circulation

Manager position which is full-time. The position was left empty when Abby Abbott become the Informational Services Manager. With the pandemic and trying to social distance with limited space that we have, taking another full-time employee may not be best at this time.

Word of the Day

The library is stopping the Word of the Day sponsorship. If we sponsor it again, the library will look into having a more active role in it.

Vacation

Ware will be using vacation days at the end of August. He and his family usually travel to Canada but can't due to COVID-19. He will be primarily in Wabash but doing a few short family trips.

Leaks

There have been leaks during heavy rains on the walls in the 1972 areas of the building. This would be something that would have to be addressed if the library were to go forward for an addition. Ware is working on contacting Michael Kinder & Sons who have done previous work on the caulking and masonry.

Summer Reading

Despite COVID-19, Summer Reading is happening with it being primarily online using an online app called Read Squared. Librarians and participants can track what they've read and the prizes they've earned. 59 adults signed up for the summer reading program and 200 prizes have been awarded. Not as much as previous summers, but this has not been a typical summer or format. The app can be accessed on the Library's website. The program ends July 31st.

Newspapers

There was a question on the renewing the Wall Street Journal subscription. The Board's thoughts were to renew the subscription. Also, it was noted that The Plain Dealer is just publishing a printed copy of editions two days a week now.

Separate Meeting for Space Assessment Report

Ware inquired if the Board would like to have a separate meeting to discuss the Space Assessment

Report by Zach Benedict of MKM. It was agreed that having a separate meeting would be beneficial. Ware will look to set up a meeting in early August before the regular meeting on August 18.

Continuing Education Policy

Trustees had some questions raised per the policy of reimbursement for continuing education for certification per employees. This is to be reviewed at the next meeting.

ADJOURNMENT

Action: It was moved to adjourn the meeting at 6:20 p.m. moved by Charles Miller and seconded by Mary Jo McClelland. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware Wimberly, Executive Director