

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:51 p.m. on Tuesday, January 15th, 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, presiding; Bill Benysh, Charles Miller, Jim Widner, Mary Jo McClelland, and Kipp Cantrell. Excused: Susan L. Baker. Also present were Ware Wimberly, Executive Director, and Sara Peterson, Consultant.

CALL TO ORDER

Jeff Knee opened the meeting at 5:51 p.m.

CENSENSUS AGENDA

The Consensus agenda was presented and discussed.

Approval of December 18th, 2018 minutes

Financial Report

December (2018) Payroll

January Claims

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

PRESIDENT'S REPORT

No report

COMMITTEE REPORT

Park Board – Bill Bensyh

Bill reported that there were a number of new faces on the Board with the start of a new year.

NEW BUSINESS

Strategic Plan 2019 to 2021

Sara Peterson was here to present the final draft of the Strategic Plan 2019-2021. Sara went through various parts which had remained the same for the most part from the last time Sara met with Trustees. Sara and Ware had met with staff on the final draft. The response from the staff was positive overall with a recommendation on a change in wording for the new Mission Statement. The Trustees discussed the strategic plan. They also discussed how to adapt or foresee future technology changes due to the rapid rate in which it changes. Ware and Sara talked about working more in conjunction with Intrasect to set up replacement technology schedules. With these schedules, technology improvements wouldn't be sudden or done in a knee-jerking-type approach. The importance of accountability and carrying out the plan were stressed too. Trustees are excited about the direction laid out in the plan and approved the final draft. Sara will send Ware a final copy that Ware will forward to Trustees.

Action: Bill Benysh moved to approve final draft of the Strategic Plan 2019 to 2021 and seconded by Mary Jo McClelland. Motion passed.

Internal Control Policies Binder

Trustees reviewed the Internal Control Policies Binder dealing with multiple policies for the library. Trustees didn't have any questions on any particular policy but did cite places where grammar and spelling need to be cleaned up. These corrections were pointed out to Ware. It was decided to approve the policies in the binder with the needed grammar and spellings corrections.

Action: Charles Miller moved to approve the policies in the Internal Control Policies Binder with needed grammar and spelling corrections. It was seconded by Mary Jo McClelland. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Kipp Cantrell – New Trustee

The Board welcomed Kipp Cantrell who just started a term as Trustee per appointment by the Wabash City School Board.

Hotspots

Ware reported 5 more hotspots have been purchased and will be added to the library collection for library patrons to borrow.

Annual Report/End of the Year Report

Ware and other staff are working on the 2018 Annual Report that needs to be submitted to the State Library. The report has very good statistical information on the library during 2018. Ware plans to have a Year in Review 2018 of our library at the February meeting too.

Ian Stallings

Ware relayed conversation and meeting with Ian Stallings about Ian's memories of the library and his interest in being involved with the library in the coming years. Ian is a well-known interior designer who is in the process of moving back to the Wabash area.

Jason Callahan (Wabash City School) and Josh Blossom (Ivy Tech – Wabash)

Ware and Polly reported on the conversations with Jason Callahan of Wabash City Schools and Josh Blossom of Ivy Tech on partnership regarding their vision of a partnership of the library, city schools, and Ivy Tech to establish a new media center. All see some promising partnerships possibilities in the future.

Trustee Training with State Library

Ware will be working on a Trustee Training presentation in partnership with the State Library at the March meeting.

Student Assistant

Ware discussed the termination of Athena Varner's employment. Athena was missing too many work shifts and becoming unreliable in terms of work obligations on the Youth Services staff. I was sorry to have to let Athena go but I count on Student Assistants to meet work commitments like any other staff. Polly interviewed three candidates this past week-end and offered the position to Lena Cordes who is a junior at Wabash High School. Ware recommends approved of hiring Lena Cordes as Student Assistant in the Youth Services Department. Trustees approved.

Action: Bill Benysh moved to approve the hiring of Leda Cordes as Student Assistant (Youth Services Department) and Jim Widner seconded. Motion passed.

Four Work Personal Goals for 2019

Ware outlined 4 personal work goals for 2019 and talked a bit about each. The 4 personal work goals are as follows:

- 1) Build presence in the Growing Wabash County, Inc. circles to benefit library.
- 2) Continue building on the work done in 2018 as outlined in the form of the Strategic Plan 2019-2021.
- 3) Establish Digital Access Cards and get started in partnership with local schools.
- 4) Look at process of reducing or eliminating fines by the library for overdue materials.

3-D Printing Policy

Ware and the Trustees discussed the 3-D Printing Policy. Staff has requests from the public per interest in using the 3-D Printer. Joe Rayl will be at the February meeting to provide a demonstration to the Trustees. Trustees reviewed the policy and approved it.

Action: It was moved by Bill Benysh and seconded by Charles Miller to approve the 3-D printer policy. Motion passed.

Lighting Around Dome

The second set of LED lights has been installed around the Dome. The difference in the lighting is substantial and Ware asks that additional changes to LED lighting be considered.

Connection/Partnership Cited

Ware cited some examples of partnerships, specifically Youth Services, that have both been strengthened and established. These connections emphasizes the beneficial partnerships the library has established in our community and look to expand those.

Updated Building and Asset Appraisal

Ware has been in contact with Universal Valuation, Inc. about updating the previous building and property appraisal completed at the end of 2017. He has sent update inventory list to Universal Valuation, Inc.

Railing Update

The new railing is completed. Schlemmer Brother's is waiting for weather with temperatures at least 30 degrees to install it.

Rose Akers (patron)

Ware mentioned the passing of a very wonderful patron, Rose Akers. Rose was a daily user of the library computers and services.

ADJOURNMENT

Action: It was moved by Mary Jo McClelland and seconded by Kipp Cantrell to adjourn the meeting at 7:08 p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly III

Executive Director