

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Wednesday, January 18, 2023

5:44 p.m.

Falls Cemetery Chapel
745 Falls Avenue, Wabash, IN 46992

The Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:44 p.m. on Wednesday, January 18, 2023. The meeting was at the Falls Cemetery Chapel at 745 Falls Avenue, 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 Hipkind; Susan L. Baker; Jim Widner; Mary Jo McClelland; and Charles Miller were present. In addition, Ware Wimberly, Executive Director, was present at the meeting.

CALL TO ORDER

Bill Benysh called the meeting to order at 5:44 p.m.

CONSENSUS AGENDA

- a. Approval of Minutes for December 20, 2022.
- b. Financial Report
- c. November Payroll
- d. December Claims

Action: Susan L. Baker moved, and Jim Widner seconded the motion to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

No Report

COMMITTEE REPORT

Parks Department

The Wabash Parks Department is working on a renovation plan for the Wabash City Park. The Parks Department is interested in a future StoryWalk in the renovation and will contact the library when that time arrives.

NEW BUSINESS

Library Accounts Signature Changes

With the change in Board officers from Charles Miller as President to Bill Benysh as President, account signatures must be changed at the local banking and credit union institutions to reflect this change. Although the December 20 meeting Minutes reflected that change in officers, the Minutes also need to state that the signatures must change at local banking and credit union institutions. This a new requirement conveyed to Ware which has been communicated to Trustees. Trustees proceeded to approve the motion stating that signatures at a local bank or credit union institutions need to change from Charles Miller to William E. Benysh, with William E. Benysh as the new President of the Board starting January 1, 2023.

Action: Rhonda Hipskind moved, and Mary Jo McClelland seconded the motion for the signatures at local banking and credit union institutions to be changed from Charles Miller to William E. Benysh to reflect the change in President of the Board starting January 1, 2023, along with the other signers remaining same on those library accounts held at say bank or credit union. Motion passed.

Library Assistants/Hire

Ware recommended the hire of Brooke Wagner as a Student Assistant and Karen Birt as a Library Assistant. Both positions are part-time. The library will lose Alexa Johnson, Student Assistant, and Isabelle Frank, Library Assistant, at the end of January. The library also lost another part-time staff, Brenden Ridgeway, unexpectedly. With Brooke's and Karen's hire, this would provide time for training before Isabelle and Alexa leave. In addition, Cody Abbott is interviewing applicants for the now-open part-time Circulation Assistant position. The Board discussed the recommended hires and proceeded to approve the hiring of Brooke and Karen.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to approve the hire of Brook Wagner as a part-time Student Assistant and Karen Birt as a part-time Library Assistant. Motion passed.

Titles for Staff with Masters of Library Science Degree

Trustees discussed the recommendation from Ware that employees with a Master of Library Science Degree have their titles changed from Manager to Librarian in the title if in a manager-level position. Besides the Executive Director and the Youth Services librarian, two other staff have Master of Library Science degrees but have Manager in their work title. The title change from Manager to Librarian regarding job title is to recognize the individual's expertise and accomplishment. This would only apply to full-time staff and if one has a Master of Library Science degree. It would not pertain to a specialty position such as Business Manager.

If this is approved, Victoria's title will change to Technical Services Librarian, and Abby Abbott's title will change to Information Services Librarian. In addition, if another staff person earned a Master of Library Science degree, the title would change for him or her in a manager-level position. Trustees discussed the proposal and approved it.

Action: Rhonda Hipskind moved, and Susan L. Baker seconded the motion to change the job title of manager (full-time) to Librarian if the individual has earned a Master of Library Science degree immediately and to change in future if an individual acquires the degree and is in a full-time Manager's position.

Personnel Policy and Organization Chart

Ware presented a revised Personnel Policy with a revised organization chart. The Personnel policy has some changes but nothing very major. However, the organizational chart did have one main recommendation with it. The recommendation was to change the Community Outreach Coordinator position title to Community Outreach Manager, which Rachel Castle currently holds. Trustees discussed the proposed changes to the Personnel Policy and the Organization Chart. In addition, there were some grammar, and organizational changes in the Table of Contents cited to be corrected. Other than the corrections cited, Trustees approved the revised Personnel Policy.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the revised Personnel Policy and Organizational Policy with the noted corrections. Motion passed.

DIRECTOR'S REPORT AND ADMINISTRATIVE UPDATE

Organizational Goals and Executive Director's work-related Goals for 2023.

Trustees and Ware went over goals both organizational-wise and Ware's work-related goals for 2023. The updated document had much more clarification and thoroughness than before.

Elevator Update and Re-bid of the Larger Project

The elevator modernization project is close to completion but is being held up by the manufacturing delay of a rated door required for the elevator equipment room. The new elevator is in, but the required inspection of the new elevator can't be done until the rated door is put in. The rated door is scheduled to ship not until February 8, 2023. M.K.M. architecture + design proposed finding a temporary door to put in until the ordered rated door arrived. The temporary

door might move up the needed inspection, but it also means the library would have to pay for the temporary door and the rated door when it comes. Trustees discussed the current status of the project and the idea of a temporary door. Although everyone is very eager for the elevator to be back in operation, there have not been many complaints from library customers. Following the discussion, Trustees agreed to wait for the rated door to be installed and not consider a temporary door at this time.

For the re-bid of the expansion and renovation project, the new bids will be opened on Tuesday, January 24, at 3:00 p.m. This will not be a Board meeting, so no decision can be made. However, Ware and Trustees are generally optimistic that bids will be in the range the library seeks with the designated library reserves and the General Obligation Bond.

Lawn for Former Farlow Property

Trustees discussed the need as soon as possible to get some netting or ground cover for the former Farlow property due to concerns over keeping the sidewalk clear of mud and runoff. Due to the urgent need, the Trustees approved for Ware to decide on a quote before the next Board meeting with the condition it does exceed \$3,000.00. Trustees would also like to see if grass can be seeded within the next month.

Action: Jim Widner moved, and Susan L. Baker seconded the motion to approve Ware's authority to accept a quote for some netting or ground cover for the former Farlow property with the condition the selected quote doesn't exceed \$3,000.00. Motion passed.

Dome Stain Glass

Ware reported no success contacting a person to inspect the dome stain glass after receiving a possible contact from the Wabash Presbyterian Church. Jeff Knee recommends checking with M.K.M. Architecture + Design for a recommendation. Ware will do so.

ADJOURNMENT

The meeting adjourned at 6:23 p.m.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 6:23 p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly III