**Wabash Carnegie Public Library Board of Trustees**

Meeting of Tuesday, February 20, 2024

5:30 p.m.

Wabash Presbyterian Church Fellowship Room

123 W Hill Street, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, February 20, 2024. The meeting was at the Wabash Presbyterian Church Fellowship Room, 123 W Hill St, 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; Rhonda Hipskind, Jim Widner; Jeff Knee; Charles Miller; and Susan L. Baker. Mary Jo McClelland was excused. Ware Wimberly, Executive Director, was present.

**CALL TO ORDER**

Bill Benysh called the meeting to order at 5:30 p.m.

**CONSENSUS AGENDA**

Trustees reviewed the Consensus Agenda. Trustees asked questions about some items on the Register of Claims that Ware clarified. Ware also made corrections to the Minutes before the meeting following review by trustees.

1. Approval of Board of Trustee Minutes of January 16, 2024, including both Board of Finance (5:30 p.m.) and regular meeting (5:36 p.m.)
2. Financial Report
3. January Payroll
4. February Claims

Action: Jim Widner moved, and Rhonda Hipskind seconded the motion to accept the Consensus Agenda. Motion passed.

**PRESIDENT'S REPORT**

Bill Benysh reported on his conversation with Abby Abbott following her resignation. It was a good and informative discussion.

**COMMITTEE REPORT**

No Committee Report

**NEW BUSINESS**

Youth Services Assistants Hires

Ware Wimberly recommended the hire of Leah Betzner and Karen Birt as Youth Services Assistants. The Youth Services Assistants are both full-time positions that were vacant with Julie Lengel's retirement and Karen Carpenter's resignation. Leah and Karen are currently part-time Circulation Assistant and Library Assistant, respectively. Both have done very well regarding their responsibilities in their current positions. Laura Beutler, the Youth Services Manager (interim), believes both would do well in the positions and recommends their promotions. Leah would start on February 16, 2024, with an annual salary of $28,800.00. Karen would start March 1, 2024, with a yearly salary of $28,900.00. Karen has been employed a little longer than Leah. Both Leah and Karen want to enroll in employee health insurance.

Trustees discussed the recommended hires. Trustees expressed that both Leah and Karen would be excellent full-time staff additions to the Youth Services staff and approved their hire as Youth Services Assistants.

Action: Jim Widner moved, and Rhonda Hipskind seconded the motion to approve the hires of Leah Betzner and Karen Birt as Youth Services Assistants (full-time). Motion passed.

Guideline for Child Safety in the Library Policy

Trustees reviewed a revised Guideline for Child Safety in the Library Policy prepared by some Trustees and staff. Trustees approved the revised version.

Action: Susan L. Baker moved, and Charles Miller seconded the motion to approve the Guideline for Child Safety in the Library Policy. Motion passed.

Quote for Additional Runs And Rack

Trustees reviewed quotes from Intersect Technologies and BIT Computers for additional data runs in the renovated areas of the library building on both floors and reworking the rack for data points. The quote for Intresect Technologies came in a little less than $3,000.00 under the quote from BIT Computers. Trustees discussed the quotes and proceeded to approve the quote from Intrasect Technologies.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the quote from Intrasect Technologies to add data runs and rework the rack for data points. Motion passed.

**DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE**

Board of Trustees By-Laws

Trustees reviewed the revised and corrected Board of Trustees By-Laws. Following discussion, the Trustees approved the revised version.

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion to approve the revised Board of Trustee By-Laws. Motion passed.

Adult Services Librarian Position

Trustees and Ware discussed the Adult Services Librarian position with Abby Abbott's resignation. It was consensus that the Adult Services Librarian position should be posted as described. If the candidate didn't have a Master of Library Science degree, the position title would be Adult Services Manager. The Board prefers to have candidates with a Master of Library Science degree, but there is a limited pool of people with such degrees.

Trustees and Ware discussed an assistant to the Adult Services Manager due to the substantial responsibilities of the Adult Services Librarian from the combining two positions. It agreed that a position description must be established before offering such a position to a current staff member. Ware communicated how well the current staff had rallied around each other following Abby's resignation. The current staff has exhibited excellent teamwork while in the middle of construction.

Construction Update

The library building re-opened after being closed for three weeks to move the library collection, equipment, and furniture back into the renovated parts of the building. Work is still being completed on the new addition upstairs and downstairs. Hamilton Hunter projects the additions to be completed by the end of Spring 2024 or the beginning of summer 2024.

Hamilton Hunter has started to demo the lower level of the 1903 original part of the building as Phase 2 begins. Unfortunately, the floors in the former program room and staff breakroom have asbestos under them and some plaster in the walls. Due to this discovery, the asbestos has to be removed before work can continue in those areas. Ware presented a quote from E Environmental Management Specialists, Inc., which removed asbestos and mold in other parts of the building during this renovation. For this remediation work, Ware presented a quote from Environmental Management Specialists for $15,295.00 for the remediation of the floor and $2,875.00 with the plaster.

The trustees discussed the quote. Due to health concerns and the need to do so so work on the project could continue, trustees approved the quote from the Environmental Management Specialist. Funds will come from the Operating Fund under "Other Professional Services."

Action: Susan L. Baker moved, and Jeff Knee seconded the motion to approve the Environmental Management Specialist quote for $18,170.00 for the remediation of asbestos in the lower part of the original part of the library building, and funds will come from the Operating Fund under "Other Professional Services." Motion passed.

Furniture Bid

Trustees discussed the furniture bids. There were four bids in total. M.K.M. recommends accepting the Three Rivers Business Interiors. The total bid came to $383,305.15, but it can be reduced due to a voluntary alternative and 20 percent by Indiana State Law. Trustees discussed the bid and what monies to use for the furniture bid. Trustees discussed the E. Pearson Investment Funds as a possible fund for the furniture bid. Trustees had some questions on the bid, which Zachary Benedict of M.K.M. architecture + design answered by phone.

Trustees instruct Ware to clarify additional questions before approving the Three Rivers Business Interiors bid. Trustees wanted to know the time to accept the bid, whether 30 days or longer. Also, trustees asked if part of the furniture payment could be made in the fall of 2024. Ware will clarify those questions and inform trustees the next day, mainly if there is a 30-day window to accept the Three Rivers Business Interiors bid recommended by M.K.M. architecture + design.

Construction Expenses List

Trustees reviewed the latest Construction Expenses list.

Organizational Goals

Ware presented updated organizational goals for 2024 and a 2024-2027 Long-Range plan. Trustees reviewed both.

E. Pearson Clock

The Honeywell Foundation's maintenance crew looked at the E. Pearson Clock to see if they could reset the time correctly. The Verden Clock Company from whom the post-clock was purchased is no longer in business. The Honeywell Center has a post clock from the same company. The Honeywell Foundation maintenance crew was able to reset times on the clock. The library will monitor it to ensure that it keeps the time correct.

Annual Report

The annual report is being completed and will be submitted to the Indiana State Library before March 1, 2024.

Cleaning

Angela Ferguson, owner of *Life is a Maid*, had sent a proposal to Ware about increasing the cleaning charges for the library building. Cleaners employed by *Life include a Maid* who cleans the library six times a week after the library closes. Angela was asking for an increase. Ware reported that he had a meeting with Angela about the proposal. Ware and Angela agreed to keep the same for the time being. Although the library building has more square footage now, construction occupies much of it. Thus, the area being cleaned has not changed. More areas will need cleaning once the construction is completed or closer to completion. At that point, revising the cleaning service charges would be prudent.

**ADJOURNMENT**

The meeting adjourned at 6:45 p.m.

Action: Jeff Knee moved, and Susan L. Baker seconded the motion to adjourn the meeting at 6:45 p.m. Motion passed.

*Board of Trustees, Minutes, February 20, 2024*

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on March 19, 2024.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTEST

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary, Library Board of Trustees