

Wabash Carnegie Public Library

Meeting of Tuesday, December 21st, 2021

Falls Cemetery Chapel

5:30pm

The board of Trustees of the Wabash Carnegie Public Library met in regular session and through Zoom conference call at 5:30 p.m. on Tuesday, December 21st, 2021. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Charles Miller, presiding; Jim Widner; Rhonda Hipskind; Susan L. Baker; Mary Jo McClelland; Jeff Knee, and Bill Benysh. Also present was Ware Wimberly, Director. Bethany Dubois was in attendance by Zoom.

CALL TO ORDER

Charles Miller opened the meeting at 5:30 p.m.

CONSENSUS AGENDA

Action: Rhonda Hipskind moved and Jim Widner second motion to accept the consensus agenda. Motion passed

- a. Approval of November 16th, 2021, Minutes
- b. Financial Report
- c. November Payroll
- d. December Claims

PRESIDENT'S REPORT

No Report

COMMITTEE REPORT

No Report

OLD BUSINESS

Salary Ordinance/Schedule 2022

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The trustees reviewed the proposed salary ordinance and, following discussion, approved a 3.5% pay increase for the staff.

Action: Susan Baker moved and Jeff Knee seconded the motion to approve a 3.5% pay increases. Motion passed.

NEW BUSINESS

1. End of the Year Appropriations

Ware presented the End-of-the-Year Appropriations that ensure there are no negative balances in Operating Fund accounts. Amy Wendt prepared the Appropriation Resolution that showed the transfers, and the trustees reviewed and approved it.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to approve the end of the Year Appropriations report. Motion Passed.

2. Board of Trustee Officers 2022

The trustees reviewed the current slate of officers of the board and voted to keep it through 2022.

Action: Susan Baker moved, and Jeff Knee seconded the motion to approve the current officers remaining in place. Motion Passed.

3. Internet and Computer Policy

Ware presented the current policy for review. Because a section about time limits with the Cassie software needed to be clarified, Ware asked if this could be tabled until the January 2022 meeting and the trustees agreed.

Action: Jeff Knee moved and Jim Widner seconded the motion to table the Internet and Computer Policy until the January 2022 meeting. Motion passed.

4. Commencement Letter/MKM

The trustees discussed whether to proceed with the bidding phase of the renovation and expansion project. Following the reading of and discussion about the Commencement Approval letter, the trustees agreed to begin the procurement phase and authorized Ware to sign the letter.

Action: Susan Baker moved, and Rhonda Hipskind seconded the motion to approve the commencement letter and authorize Ware to sign it and put things in motion. Motion Passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Elevator Bids:

MKM has sent out requests for bids to replace the current elevator which would happen during the renovation phase of the project. MKM expects three bids and already has received one from Otis Elevator Company. The board will have a special meeting on Wednesday, December 29, 2021, to go over the bids and approve one.

Farlow House:

Paul Hayden of Indiana Landmarks and another gentleman from Wolfe House Movers inspected the Farlow house to determine moving options. We are waiting on a report from Paul.

Passing of Ellen Ragan

The library received news of the unfortunate and sudden passing of Ellen Ragan who formerly was the Technical Services Assistant here. She was a beloved staff member who left behind a husband, Randy, and two sons. The Ragans were kind to include the library as a recipient of memorial gifts.

COVID

Ware presented the current COVID-19 Procedures Policy and asked if the trustees wanted to change any parts, particularly mask requirements. The trustees decided to discuss this further at the special meeting on December 29, 2021.

Interlibrary Loan Policy:

Ware presented a new Interlibrary Loan Policy that was revised by Abby Abbott who is the Information Services Manager. The policy would allow other patrons to check out an unlimited number of items which Abby does not believe will affect her duties or hinder the loan process. The trustees approved the revisions."

Action: Rhonda Hipskind moved, Susan Baker seconded the motion to accept the revision to the Inter-Library Loan policy.

Staff Evaluations:

Ware presented a new staff evaluation form and the trustees compared it with the one that is being used now. The trustees liked different parts of both forms and asked Ware to combine them into a new document and bring it back.

New Hire:

Alicia Clark is the new Technical Services Assistant and she seems to be handling her new responsibilities well. With her appointment, the library is fully staffed.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to approve the hire of Alicia Clark as Technical Services Assistant. Motion passed.

Reimbursement for Cody Abbott – Class for Certification purposes

Cody Abbott has just finished a certification class that he needed as Circulation Manager. Per the Continuing Education Policy, the library will reimburse him half of the course's cost now that he has completed it with a B or higher grade.

LSTA Wabash Newspapers Grant:

The LSTA Wabash newspaper grant is almost complete. Both the library and the Wabash County Museum will receive digitized copies of Wabash County newspapers which the museum already has paid for itself and the library. The library received \$11,950.00 from the Indiana State Library to pay for the project and the trustees authorized Ware to use that money to reimburse the museum."

Action: Jeff Knee moved and Rhonda Hipskind seconded the motion to use the Indiana State Library grant to reimburse the Wabash County Museum for the cost of the project. Motion passed.

Staff Computer Replacement Cost:

Ware presented a quote from Intraset Technologies for a new computer workstation for Bethany DuBois whose computer has become so slow that it causes workflow problems and the trustees agreed to replace it. As 2022 is about to begin, this would provide a sense of upcoming major technology costs. In addition, Ware will bring a list with information about the computers at the library.

Action: Rhonda Hipskind moved and Susan L. Baker seconded the motion to accept Intraset Technologies' quote to replace Bethany Dubois's computer. Motion passed with Jeff Knee abstaining because his niece presented the quote.

OTHER

ADJOURNMENT

The meeting adjourned at 6:45 pm.

Action: Susan Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 6:45 pm. Motion passed.

Respectfully Submitted,

Tasha Veal, Circulation Assistant WCPL &

W. Wimberly III, Executive Director