

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, August 30, 2023

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 special session at 5:30 p.m. on Tuesday, August 30, 2023. 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; Jim Widner; Jeff Knee; Charles Miller; Rhonda Hipskind; Mary Jo McClelland; and Susan L. Baker. Ware Wimberly, Executive Director, was present. Abby Abbott, Information Services Librarian, and Cody Abbott, Circulation and Systems Manager, were also present.

CALL TO ORDER

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

PROPOSED ADULT SERVICES LIBRARIAN POSITION (COMBINING CIRCULATION MANAGER AND INFORMATION SERVICES)

Cody Abbott is leaving the library at the end of September to become the new Director at the South Whitley Public Library in South Whitley, IN. Thus, the Circulation and Systems Manager full-time position will be vacant. Cody Abbott and Abby Abbott approached Ware about the following proposal.

1. Proposed job description of an Adult Services Librarian position (full-time position) where the Information Services Librarian/Manager (full-time position) and Circulation and Systems Manager (full-time position) would be combined.

Adult Services Librarian (Wabash Carnegie Public Library): *Oversee Circulation services and Information services to the general public. Duties would include registrations, desk coverage schedule, scheduling part-time staff, collection outreach (Wellbrooke and Autumn Ridge), digital access cards, Polaris upgrades, delegating tasks to part-time Circulation staff, Interlibrary Loans, Hotspots, collection of DVDs, games, and Library of Things, tax forms, etc.*

Ware discussed this proposal with Abby and Cody. In Ware's view, this proposal would work well within the library's organizational structure and with the library's newly renovated space. Abby and Cody discussed the new position with the Trustees and how that would work within the library's organizational structure. Trustees asked questions of Abby, Cody, and Ware about the proposal. There were questions about Abby handling the additional workload and possible salary for the new position. After the discussion, Cody and Abby left the meeting.

Ware and the Trustees continued to discuss the pros and cons of this proposal and Abby being able to take over and oversee part-time staff to whom she would delegate. The part-time staff would be responsible to Abby and under her supervision. The consensus was that the new position made sense regarding combining the Information Services Librarian/Manager position with the Circulation and Systems Librarian/Manager position. Trustees thought Abby in this new position could succeed, but it would be wise to revisit the new position and Abby's performance in a year.

Trustees discussed possible salary with the position and if Abby was hired. Abby and Ware discussed a possible salary if the job was created and Abby was hired. The potential salary was discussed briefly with Abby and Cody then after they left. Due to combining two full-time positions and the far majority of duties going into the new position, an hourly wage of \$23.00 an hour or \$45,000.00 annually was discussed. This amount matches what Adult service librarians make at other public libraries, similar to the City of Wabash's population.

After discussion, the Trustees approved the new position and to hire Abby Abbott as the new Adult Services Librarian.

Action: Rhonda Hipskind moved, and Charles Miller seconded the motion to create the Adult Services Librarian position, which would combine the full-time Circulation & Systems Librarian/Manager position and the full-time Information Services Librarian/Manager position. Motion passed

Action: Charles Miller moved, and Susan L. Baker seconded the motion to hire Abby Abbott as the new Adult Services Librarian. Motion passed.

OTHER

Youth Services Librarian position

Ware and the Trustees discussed the soon-to-be-open Youth Services Librarian position. Polly Howell is leaving to become the librarian at Wabash City Schools. Trustees and Ware discussed Laura Beutler, a Youth Services Assistant in the Youth Services Department for over 13 years. Laura has a bachelor's degree but not a library science degree. She is interested in the position if offered and is willing to take classes toward a Master of Library Science degree. Trustees and Ware discussed the Youth Services Librarian position and the possibility of Laura being offered that position. Trustees believe the person in that position needed a Master of Library Science degree. Trustees would want Laura if offered and accepted, to work toward earning the degree. Trustees discussed the possibility of Laura being in the position on an interim status and then working toward the Master's degree with particular benchmarks to correspond with an annual salary. Trustees suggested asking Laura to complete the minimum requirement of an LC5, which is the minimum requirement for the Youth Services Librarian position by the end of 2024. Ware will proceed to engage Laura about possibly accepting the position on an interim basis.

Construction Schedule

Hamilton Hunter is behind regarding supplies for the addition, which would delay its completion. MKM sent Ware a proposed alternative to Phase 2, where the addition is still to be completed, and each floor is completed at a time. Trustees discussed this alternative to Phase 2 and concerns. The consensus was the primary or overriding concern was delays in the overall project. If work on 1903 means one floor at a time and does create significant delays, that is the direction construction needs to take. The renovation of the public restrooms has begun.

Furniture Selection with Renovation

Ware and the Trustees discussed that the library needs to start thinking about what kind of furniture the Trustees want with the completion of the renovation. Trustees discussed various styles they would like to see. MKM has sent a preliminary set of new furniture options to look at. The options will need to be bid on, and Trustees will need to approve the items for bidding.

ADJOURNMENT

The meeting adjourned at 6:43 p.m.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 6:43 p.m. Motion passed.

Board of Trustees, Minutes, August 30th, 2023

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on September 19, 2023

ATTEST

Secretary, Library Board of Trustees

