

Wabash Carnegie Public Library
Meeting of Tuesday, January 18th, 2022
Falls Cemetery Chapel
5:40 p.m.

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, January 18, 2022. Notice of this meeting was posted pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Charles Miller, presiding, Susan L. Baker, Bill Benysh, Rhonda Hipskind, Jeff Knee, Mary Jo McClelland, and Jim Widner. Also present was Ware Wimberly, Director. Rob Burgess, *Wabash Plain Dealer*, was in attendance by Zoom.

CALL TO ORDER

Charles Miller called the meeting to order at 5:40 p.m.

CONSENSUS AGENDA

The Consensus Agenda was presented and approved.

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

PRESIDENT'S REPORT

No Report

COMMITTEE REPORT

Parks Department

There will be a new sign at the Honeywell Pool.

OLD BUSINESS

Internet and Computer Use Policy

The trustees and Ware reviewed the recommended revisions to the time limits section of the Internet and Computer Use Policy. Patron use of the library's computers has decreased significantly since the COVID-19 pandemic began so the library's computers are now available for use with no time limit. If their use increases again, we can bring back the time limits, and the revised policy notes this. The trustees approved the policy's revision.

Action: Mary Jo McClelland moved, and Susan L. Baker seconded the motion to approve the revised Internet and Computer Use Policy. Motion passed

COVID Procedure Policy

The trustees and Ware reviewed the revised COVID Procedure Policy. The revisions include: the isolation time a person is required to take after exposure to a COVID-positive person; the downgrade in mask requirements to "Optional" for both patrons and staff; and the continuation of in-house programming unless the county reaches Level 3 when it would become virtual programming, take-home kits, or be canceled. The trustees approved changes to the policy.

The trustees and Ware also discussed whether to pay part-time staff who must stay home because they have taken a COVID test or are COVID positive. In the past the library has paid part time staff in these cases, and the trustees decided to continue to do this, but to closely monitor how frequently individual part-time staff does this.

Action: Bill Benysh moved, and Susan L. Baker seconded the motion to approve the revisions to the COVID Procedure Policy. Motion passed.

Disc Cleaning Machine

The trustees and Ware discussed a quote to purchase a disc-cleaning machine to replace the one the library already has that hasn't worked since last year. Disc cleaners help prolong the lives of CD's, especially DVD's that get a lot of wear and tear from continuous check out. Abby Abbott, Information Services Manager, has been looking at various machines and trying to determine which one would be best for our collection, and she recommends the Dual Disc II. After considering the machine's cost, the trustees asked for more information before deciding, and agreed to table their decision until the February board meeting.

Action: Susan L. Baker moved, and Bill Benysh seconded the motion to table the disc cleaning quote until the February board meeting. Motion passed.

DIRECTOR'S REPORT AND ADMINISTRATIVE UPDATE

MKM/Renovation and Addition Project

Trustees and Ware discussed the latest on the renovation and addition project. Copies of construction documents have arrived at the library and are available at the library's front desk. In addition, there was a pre-bid meeting at the library yesterday, and representatives from some companies attended. Bids will be opened and read at a public meeting on February 9th, 2022.

Visit to LaPorte County Public Library

Charles Miller and Ware reported on their trip, along with Rachel Castle, to the LaPorte County Public Library where they met with Fonda Owens, the director. Charles and Ware discussed several things that Fonda strongly advised such as making sure an end date is in the contract. The trip was very informative.

Vacation use by Ware from January 26th to February 2nd

Ware will be on vacation with family from January 26th to February 2nd. Polly Howell, Youth Services Librarian, will be in charge.

Intrasect Quotes

The trustees reviewed a series of quotes for possible work by Intrasect Technologies during the expansion and renovation project. The quotes covered a data rack redesign, new-addition wiring, wireless upgrade, camera system, video conference system, and phone system. The quotes were high, and the trustees were concerned about how well they understood them. In moving forward, the trustees discussed getting a tech-savvy third party to assist them in understanding quotes that technology vendors present.

New Staff Evaluation Forms

The trustees reviewed the revised staff evaluation forms that combine the two versions of the form that were presented at the December 2021 board meeting. The trustees asked Ware to bring the one used in 2021 to the next meeting for comparison purposes

ADJOURNMENT

The meeting adjourned at 6:54 p.m.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 6:54 p.m. Motion passed.

Respectfully Submitted, Tasha Veal, Circulation Assistant WCPL

&

Ware W. Wimberly III, Executive Director

