

## **WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES**

Meeting of Tuesday, November 19<sup>th</sup>, 2019

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, November 19th, 2019 in the library board room. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b).

Members present were Jeff Knee, President, presiding; Charles Miller, Mary Jo McClelland, Jim Widner, Bill Benysh and Jim Widner. Executed: Susan L. Baker and Kipp Cantrell. Also present were Ware Wimberly, Executive Director, and Madeline Helsel, Student Assistant.

### **Call to Order**

The meeting was called to order at 5:30 p.m. by Jeff Knee.

### **Phone Conversation with Sara Peterson**

Sara Peterson planned to be at this meeting, but is not feeling very well and will call. Sara called in and conversations occurred on the following:

Sara had a meeting with the staff on the Strategic Plan and how they felt the implementation is going. They feel that certain goals have been met. They recognize that goals specific to the staff got a little less attention than goals #1 and #2. Overall, they feel good on what's been happening. What they have been focused on would be goal #1 (expanding access and reach). Staff feel a bit vague on ways of telling story of the library, who needs to hear it, and the why. In terms of Goal #3 (efficiency and effectiveness), staff will be looking at that more in depth in 2020 with specific team members taking leads in this area. The Board has done everything they planned to do in year one, and the next step would be looking at training. Jim Widner asked about if donations, and Friends, had been spoken on in regards to the volunteer program. It had not been, but it is a direction to go. A new tracking format is in Ware's e-mail. It has what's been accomplished in 2019 and what are the plans for 2020, and that will be put out to the Board soon.

Sara, Ware, and Trustees discussed the proposal by Ian Stallings to the library's Board of Trustees. In interaction and communication with Ian, he is very enthusiastic and believes that the library and surrounding area are gems. He seems very committed to the area, the library and the architectural style. One question is how much does he really want to be involved in the internal design and how would that possibly fit in the process. Charles Miller asks if Ian's motivations are more architectural or interior design, Sara believes it aligns more for interior design. Jim Widner wondered whether this is just a resume builder for Ian, and if he would donate his time. Sara thinks not, as well as the fact that Ian did not share an hourly rate. Ware expressed concern that that the pace Ian if involved would advocate might be much faster than the pace the library could go as a taxing unit and the friction that might cause. Jim Widner asks where the library falls in needing bids. Ware believes that the library would need bids if the costs were \$20,000 or more.

Ian is interested in meeting the Board in December. Ware suggested to Ian to meet with the Board, but don't make any commitments. Ian has done work in the Lagro area particularly with the Lagro Canal Foundation and Trustees discussed what they had heard about that. It is important to make clear in communication with Ian that the library is a tax funded entity and it must be careful with those funds. After Ian meets the board, and if there is a good impression, it may be a next step to introduce a line of communication between him and Zach.

On the MKM proposal, Sara's spoken to Zach over the past couple of months. The primary goal is to get a good space assessment done so library could make the most of what it has space wise. It can re-assess how much space is needed for adding on to the building since the current plans are over 5 years old. This aligns with the plan as well as Zach's concerns of looking at functions and then see what is needed. The price-point of the MKM proposal seems reasonable. In previous working with staff, there is a concern per staff of being unheard in the process. Will work to make sure similar feelings do not occur in the space assessment process. After some discussion, it was decided to proceed with the MKM space assessment proposal.

**Action:** Charles Miller makes motion to approve MKM's space assessment proposal and Bill Benysh seconds. Motion passes.

## **CONSENSUS AGENDA**

Approval of Oct. 15, 2019, Minutes

Financial Report

October Payroll

November Claims

**Action:** Charles Miller makes a motion to approve the Consensus Agenda and Jim Widner seconds. Motion passed.

## **PRESIDENT'S REPORT**

### Annual Evaluation

Evaluation form for the Executive Director will be e-mailed to Trustees to be filled out.

## **COMMITTEE REPORT**

The Parks Board has had good feedback on the Story Walk. The Parks Board wondered if there is any talk on doing a second Story Walk at a different location. Adam was pleasantly surprised at the number of children at the inaugural event there. The door is open to explore other locations to do a similar thing.

The Story Walk just had its first sponsorship from Crossroads Bank, which involves them donating money to the library in exchange for publicity at the Story Walk. Each story comes in at around the beginning of the month. Bill Benysh asks of what happens to the pages of the Story Walk afterwards, and if trading with other libraries who do similar things or recycling those pages was an option or at least something to look into.

## **NEW BUSINESS**

### **Director's Report/Administrative Update**

#### Salary Ordinance/Schedule 2020

Ware and the Trustees discussed proposed salary and wages for 2020. There are number of positive factors in looking at increases including a good economy, average growth quotient by the State of Indiana is high, and the library's budget is very healthy. Staff both individually and as a team are doing a very good work and Ware is excited about the team in place. Trustees and Ware discussed proposed increases in the salary ordinance and schedule for 2020. Proposed 2020 salary ordinance and schedule were approved. Ware will look to doing a wage comparison in early 2020 to where we are in comparison to other similar sized public libraries.

**Action:** Mary Jo McClelland makes a motion to approve 2020 Salary and Schedule Ordinance and Bill Benysh seconds. Motion passed.

#### Insurance

The current Anthem employee group insurance plan is up for renewal if the library so chooses. The current plan if renewed would not be under the American Affordable Act (ACA). INGUARD agent Carrie Rees looked at some plans under the ACA and sent the one closest to the current Anthem plan to Ware for comparison purposes. The library doesn't pay any of the premium amounts for dependents as those are deducted from the paycheck of the staff member with a dependent. A renewal of the current plan would increase the monthly premiums by 6.8%, and once the plan is changed, the library can't go back to that type of plan. Ware and the Trustees discussed the plans. The recommendation is to continue with the current Anthem plan.

**Action:** Charles Miller moved to accept the renewal of present Anthem insurance for the employee group insurance and was seconded by Mary Jo McClelland. Motion passed.

#### Polaris LEAP

Ware and Trustees talked about the proposed recommend to acquire Polaris LEAP to enhance our Circulation software and ability to reach patrons on a more mobile basis. Ware shared ways that staff could enhance both their work and ability to serve our community particularly when doing programming off site. Ware talked to librarians at the Huntington City Township Public Library and they are very

satisfied with LEAP. Huntington has something called a Book Mobile, and they use LEAP to sign kids up for a library card when they meet them, not just at the library itself. The regular billing for Polaris is about \$14,000 and LEAP would be in addition to this cost. Trustees and Ware discussed the proposal to add Polaris LEAP. Trustees approved adding Polaris LEAP.

**Action:** Bill Benysh makes a motion to accept the LEAP and Charlie Miller seconds. Motion passed.

#### Internet and Computer Use Policy

The library's INTERNET AND COMPUTER USE POLICY must be reviewed annually. There are no changes proposed to the current policy. Trustees discussed the policy and approved it.

**Action:** Charles Miller moves to accept the INTERNET AND COMPUTER USE POLICY, and Mary Jo McClelland seconds. Motion passed.

#### Library Improvement Resource Fund (L.I.R.F.)

\$45,000 is usually transferred into the Library Improvement Reserve Fund (L.I.R.F.) at this time of the year, but this year the library has not used as much out of L.I.R.F. as anticipated. Concern expressed on transferring surplus into L.I.R.F. depending on the amounts in reserves and savings from the State of Indiana government. The money was marked to transfer into L.I.R.F., but proposed resolution would within the Other Services and Charges to the Online Databases line.

**Action:** Mary Jo McClelland makes move to approve the Resolution to move the \$45,000 designated to Transfer to LIRF (Line Item 3.94) to Online Databases (Line Item 3.95) within the Other Charges and Services category. Bill Benysh seconded. Motion passed.

### **ADMINISTRATIVE UPDATE**

#### Survey for Fine Free

Cody Abbott is working on collecting data on the library currently not charging overdue fines on Youth Services and Young Adult books and some other type material.

#### Christmas Celebration

On December 6<sup>th</sup>, there will be a Christmas Celebration at Market Street Grill. Trustees and staff are invited and one can be a guest.

#### Veteran's Day/ Polaris Update

The Polaris upgrade to the 6.3 version on the 11<sup>th</sup> which was Veteran's Day went very smoothly.

#### Lighting/ Computers

Ware is working on trying to finalize quotes for new lighting and public computers, but is taking longer than anticipated.

#### Custodial Position

Ware has interviewed a few more applicants for the part-time position. There have been a few interviews, one of which has worked as a Circulation Assistant previously at the library. Another one had far more experience with machinery than cleaning. There doesn't seem to be any good fits at the moment for the job.

#### **Adjournment**

**Action:** Jim Widner moves to adjourn the meeting at 6:45 p.m. It was seconded by Mary Jo McClelland. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Executive Director