

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

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, May 15th, 2018 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 Trustees: Jeff Knee, presiding; Bill Benysh, Susan L. Baker, Mary Jo McClelland, Charles Miller, and Josh Petruniw. Liz Hobbs was excused. Also present were Ware Wimberly, Executive Director, and Joe Rayl, Information Services Manager.

### **CALL TO ORDER**

Jeff Knee opened the meeting at 5:30 p.m.

### **CENSENSUS AGENDA**

The Consensus agenda was presented.

Approval of April 17<sup>th</sup> and April 24th, 2018 minutes

Financial Report

April (2018) Payroll

May Claims

**Action:** It was moved by Charles Miller and seconded by Bill Benysh to accept the agenda. Motion passed.

### **PRESIDENT'S REPORT**

Jeff Knee posed the question: Should Board start at 5:30 p.m. or 6:00 p.m. Board confirmed preference 5:30 p.m. time for meetings.

### **COMMITTEE REPORT**

Lots of parks projects underway right now. Pavilion at tennis court nearly finished.

## **NEW BUSINESS**

### Phone Quotes

Two phone system quotes were compared: Intrasect and Gibson Telenet. References were contacted for Gibson Telenet, which were good. Both phone systems are digital. Frontier will provide actual phone service. No local Wabash reference available for Gibson Telenet. The closest business for them has been in Huntington. Intrasect with Andy Ball is more familiar with the library.

The library should be wary of extra “bells and whistles” if offered by either vendor. Both Intrasect and Gibson Telenet can also phone system issues remotely as opposed to sending out a service tech – for most issues. Intrasect is closer if a service tech is needed to come to the library and is also in the library taxing district. Ware recommended that payment of new phone system comes from Library Improvement Reserve Fund (L.I.R.F).

**Action:** It was moved by Josh Petruniw and seconded by Bill Benysh to approve going with the Intrasect quote and to use L.I.R.F to pay for it. Motion passed.

### Assistant Circulation Manager Position

Trustees discussed the recommendation to hire Abby Stefanatos as the library’s new Assistant Circulation Manager which is currently vacant. Abby is currently the Circulation Assistant which would mean she would be moving from a part-time to full-time position. Discussion on the advantages to this including assisting other staff in projects particularly Rachel with programming purposes. What expenses would affect adding another full-time staff to the library was payroll was discussed too. Abby has worked at the library since 2012 starting as a Student Assistant while in high school. Ware doesn’t anticipate filling the Circulation Assistant position which Abby would be moved from. Ware proposes a yearly salary of \$22,000 for Abby as the Assistant Circulation Manager.

**Action:** It was moved by Susan L. Baker and seconded by Mary Jo McClelland to approve the hire of Abby Stefanatos as the library’s Assistant Circulation Manager. Motion passed.

## **DIRECTOR’S REPORT/ADMINISTRATIVE UPDATE**

### CD Maturing

A CD matures on May 22<sup>nd</sup>, 2018 at Beacon bank. Ware went to six different banks to compare/contrast new CDs. The highest rates were at Crossroads and First Merchant’s. Discussed the need to possibly diversify with new CDs at both banks, and possibly with a third financial entity, the Community Foundation.

Crossroads appears to have taken over the position of “hometown bank” from First Merchant’s.

Disadvantages of diversifying is that smaller pools of principle money will generate less yield, if it is split up.

Advantages of diversifying invests in the community.

Community Foundation would yield higher results with less flexibility/access to funds. CDs with banks yield less return, but offer more flexibility/access to funds.

Area banks and credit unions may be willing to increase interest rate if library funds diversified.

Investing with Community Foundation may not be best with the upcoming planning.

**Action:** It was moved by Charles Miller and seconded by Susan L. Baker to open new 2 to 3 year CDs with the principal from the matured CD with ½ of principal at First Merchants Bank and ½ at Crossroads Bank with the interest from the matured CD going into the E. Pearson Gift Fund Motion passed.

### Sara Peterson Consulting

General thoughts from the Trustees who meet with Sara Peterson: Sara was impressive, made sense, knowledgeable, cut-to-the chase consultant. Sara seems like she’s geared toward helping the library figure what plans we want, as opposed to implementing her own plans, and she will help identify the true needs of the library and the community we serve. She pointed out the library’s need to stay relevant. She also stated she’ll keep planning on a swift moving schedule.

The renovation of the library’s use of space is concerning and integral part of the overall planning.

Planning and changes are concerning for everyone involved and requires input from staff as well as the Board of Trustees. It was important that the planning done with MKM be re-visited too.

**Action:** It was moved by Bill Benysh and seconded by Charles Miller to approval the proposal by Sara Peterson Consulting for strategic planning by the Library. Motion passed.

### Server Quote

Ware and Joe got a second opinion on the server quote presented by Intrasect. Brady Burgess of BIT Computers out of North Manchester met with Ware and Joe. He thought that replacing the servers was not crucial at this time due to the robust backup system the library has with the Data Back-up. Will look at quote to migrate email in the near future.

### Wall Downstairs

Agreed that the newer paint work on the downstairs lobby with the logo is much better than the blue color.

### Protechs Appraisal

A Joe Funk who is a drywall contractor in Huntington will be re-plastering the wall on behalf of Protechs, INC over the Memorial Day weekend.

### RB Digital

The Board discussed adding on RB Digital subscription to downloadable audio-books of popular authors. This service which is recommended by Ware and staff offers digital materials that could be offered to our patrons that current digital subscriptions do not offer, including magazines, audiobooks, and British television.

Trustees discussed the proposal. They asked for current usage of our digital subscriptions the library offices such as Hoopla, Overdrive, etc. at the next meeting and asked if Bethany could come to next meeting to explain more about the RD Digital package.

### Railing outside on railroad side

This railing on ramp to the entrance is very rusty in spots. Ware got an initial quote from Schlemmer Brothers Metalworks of \$11,000 to replace. Something that probably needs replaced in the in the near future.

### Additional Updates

Ware sees a need to improve the lighting in the library building. Don't know if the current lighting is not strong enough or perhaps something like LED lights are needed. Ware is checking with Quality Electric on that.

An overview of the Indiana Library Federation North Central Regional Conference at IU – Kokomo campus on May 18<sup>th</sup> – was presented to the Board.

### **Other:**

Trustees discussed if paper use at Board Meetings be minimized either by emailing or the use of lap tops. It was expressed that paper is preferred by some Trustees.

## **ADJOURNMENT**

**Action:** It was moved by Susan L. Baker and seconded by Jeff Knee to adjourn the meeting at 6:45 p.m. Motion passed.

Respectfully Submitted,

Joe Rayl, Information Services Manager

&

Ware W. Wimberly III, Executive Director