

Wabash Carnegie Public Library Board of Trustees  
Meeting of Thursday, July 14, 2022  
5:30 p.m.  
Wabash Carnegie Public Library  
188 W. Hill St., Wabash, IN 46992

The Board of Trustees of the Wabash Carnegie Public Library met in a regular session at 5:30 p.m. on Thursday, July 14th, 2022. The meeting was at the Falls Cemetery Chapel at 745 Falls Avenue, Wabash, IN, 46992. 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; Jeff Knee; Bill Benysh; Rhonda Hipskind; Jeff Knee; Mary Jo McClelland; and Susan L. Baker. Ware Wimberly, Executive Director; Cody Abbott, Circulation Manager; and Tasha Veal, Circulation Assistant, were present at the meeting.

### **CALL TO ORDER**

Charles Miller called the meeting to order at 5:30 p.m.

### **PRESENTATION/OVERVIEW(S):**

#### **Cody Abbott – overview of Circulation Manager's position**

- Tracking overdue processes, creating notices, verifying that things are over, generating call list, etc...
- Overdrive ordering, primarily from patron requests
- Develops weekly and monthly schedules
- Generates monthly statistics
- Annual in-house statistics, increased to once a quarter
- Weed magazines
- Weed inactive patron registrations
- Verifies registrations are correct
- Issues DAC cards for the schools
- Works at the front desk
- Created and runs Dungeons and Dragons program, create
- Managerial duties for circulation, including staff training, shelf reading, shelving, inventory
- Updates made:
  - Worked to develop the DAC cards
  - Compiled information and work to implement the fine-free policy
  - Updated circulation policies
  - Created a circulation manual
  - Reorganized the organization structure, by moving away from student assistants
  - Inventory more regularly, on a yearly basis

There was discussion about the possibility of a statute of limitations on fines. For instance, any replacement or other charge that is five years or more would be waived. The library wants patrons to return material on time for other patrons to check out. The longer charges accumulate on a card, the harder it is to pay the fine. The trustees asked Cody to bring data to the next meeting

## **CONSENSUS AGENDA**

The Consensus Agenda was presented and approved.

1. Approval of June 21, 2022 Minutes
2. Financial Report
3. June Payroll
4. July Claims

**Action:** Bill Benysh moved, and Susan L. Baker seconded the motion to approve the Consensus Agenda. Motion passed.

## **PRESIDENT'S REPORT**

No report

### Parks Board

Update provided on a new hire and position openings.

## **NEW BUSINESS**

### Library Assistant Hire – Isabelle Frank

Ware recommended hiring Isabelle Frank to fill the part-time Library Assistant's position that became open when Beverly Burns retired. Because she has been an outstanding Student Assistant, the trustees approved.

**Action:** Rhonda Hipskind moved, and Jim Widner seconded the motion to approve the hire of Isabella Frank as a Library Assistant. Motion passed.

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

### Bond Hearing/Paying Agent

The Wabash City Council approved the library's request for a general obligation bond by a 5-0 vote. The next step is to hire a paying agent to sell the bond. BakerTilley recommended five banks experienced in this and the trustees chose Old National Wealth Management because of its low fees and presence in Indiana.

**Action:** Bill Benysh moved, and Jim Widner seconded the motion to hire Old National Wealth Management as the paying agent for the bond. Motion passed."

### 2023 Budget

Ware and the trustees discussed the 2023 budget and how much to increase it under the state's maximum growth quotient of 5% and decided it should be 4.8% or 4.9%.

### Battle of Books Alternative

The trustees reviewed an alternative to the Battle of the Books that the Youth Services staff thought would be more successful. Polly Howell also would try to procure a grant to cover the expenses of a visit from one of the authors. The trustees approved the alternative plan and Polly's attempts to get a grant."

**Action:** Mary Jo McClelland moved, and Rhonda Hipskind seconded moved to approve the alternative to the Battle of the Books for this upcoming school year and for Polly to procure a grant for an author visit at the end of the school year. Motion passed.

### In-House Workshop

Ware went over an outline of the in-house workshop and staff training for Wednesday, August 3. Trustees and staff, along with Sara Peterson, would have an open discussion in the morning about lessons learned from library operations during the COVID pandemic, review Strategic Plan, and what we envision the library to look like, particularly after construction. Following a lunch hour, staff will be reviewing policies and procedures. The Wabash City Fire Department will be at the library in the afternoon to do AED training also. Trustees are welcome to remain for the afternoon session.

### Landscaping Charges

Trustees and Ware reviewed some charges related to landscaping work and charges by American Eagle Lawn and Landscaping.

### Board By-Laws

Trustees reviewed the Library Board By-Laws due to needed changes. Therefore, clarification is required regarding the By-Laws, and Ware will bring those changes in the language to the next Board meeting.

**Action:** Bill Benysh moved, and Rhonda Hipskind seconded the motion to amend the by-laws to reflect that the library is now meeting at Falls Cemetery Chapel. Motion passed.

### Update on Elevator Room and Replacement Schedule

Ware provided an update on the Elevator modernization project. Hamilton Hunter is planning to start work on the elevator's mechanical room in early August. Otis Elevator should begin in late September once Hamilton Hunter has completed most of its work.

### Storage Unit

Trustees discussed wanting to get the items in the storage unit to the Farlow House with the hopes of not having the storage unit cost much longer. Trustees will work on that in the next few weeks.

### Optometrist from Marion

Dr. Melvin Frecker, an optometrist from Marion, contacted the library about taking the optometric equipment Dr. Farlow left when the library bought his office. Because the equipment is of no use to the library, and Dr. Frecker offered a \$2,000.00 donation, the trustees agreed to this.

**Action:** Jeff Knee moved, and Rhonda Hipskind seconded the motion to give the equipment to Dr. Frecker and to accept the donation of \$2,000.00 from Dr. Frecker. Motion passed.

Concerns with Inflation and Wages

With Bethany's departure, trustees and Ware discussed concerns about the effect of inflation this year on wages. Trustees discussed the idea of a stipend using money in the budget that could be available depending on how the budget proceeds over the next few months."

**ADJOURNMENT**

The meeting adjourned at 6:55 p.m.

**Action:** Susan L. Baker moved, and Mary Jo McClelland seconded the motion to adjourn the meeting at 6:55 p.m. Motion passed.

Next Meeting: Tuesday, August 16, at 5:30 p.m.