

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, April 16th, 2019

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, April 16th, 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 Board members: Jeff Knee, Bill Benysh, Susan L. Baker, Mary Jo McClelland, Jim Miller, and Kipp Cantrell. Charles Miller was excused. Also present were Ware Wimberly, Executive Director, Madeline Helsel, Student Assistant, and Joe Rayl, Information Services Manager.

CALL TO ORDER

Jeff Knee called the meeting to order at 5:30 p.m.

CONSENSUS AGENDA

The Consensus Agenda was presented.

Approval of March 19th, 2019 Minutes.

March Payroll

April Claims

No Financial reports from the end of last month, still waiting for statement from Wells Fargo.

Correction on the March 19th Minutes: Science Central had already come for a Homeschool program; not a summer reading program as Ware had stated.

Action: Motion to accept agenda by Mary Jo McClelland and seconded by Jeff Knee to approve the Consensus Agenda. Motion passed.

COMMITTEE REPORT

Park Board

The idea of a Book Walk was presented last week to the Park Board. Ongoing discussions between the Park Department and Youth Services on a location of the Book Walk are proceeding.

NEW BUSINESS

Wi-Fi Hotpot Policy

Ware presented a revised Wi-Fi Hotspot policy to encourage patrons who were keeping them past the due date on purpose to bring back on time. Joe Rayl explained the new part of the policy and the rationale behind it. In the revised part of the policy, patrons get a thirty day suspension from borrowing again after one late return. There is a three dollar a day late fee for the hotspots. Thirty day suspensions do not include family members of the patron that gets that suspension. Trustees approved the revised policy.

Action: Motion to approve the revised Wi-Fi Hotspot policy by Jeff Knee and seconded by Mary Jo McClelland. Motion passed.

LED Lights

Ware presented two quotes for putting in LED lights in the Youth Services Room and office. One quote was from Jones Contracting, Inc. and the other one from Quality Electric. Duke Energy rebates are available through both Quality Electric and Jones Contracting. Both companies have good reputations and are used by many other local entities. The Jones Contracting was lower of the two and Trustees decided on going with the Jones Contracting quote.

Action: Motion to accept the Jones Contracting quote by Susan L. Baker and seconded by Mary Jo McClelland. Motion Passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Servers/Computers/Windows 10

Joe Rayl and Ware discussed both server and computer needs with Microsoft ending support for Microsoft 7 in January 2020 and forcing users to go to Windows 10 if wanting tech support. The library currently has four servers from 2008 running Windows XP, and twenty computers that run windows 7, The servers are the most pressing need. Intrasect provided a quote for 1 new server to replace the current 4 with a quote around \$30,000. Microsoft sends updates that help protect the operating systems such as Microsoft 7 or Microsoft 10. Those updates for Windows 7 will not be sent starting in 2020. A decision particularly on the servers and computers will ready need to be made by the summer to allow time to order new server(s) and computers before

2019 ends. Trustees see funding coming from the Library Improvement Reserve Fund (L.I.R.F.). A competing quote for a new server(s) will be needed for the May meeting.

Adjacent Property

Through legal counsel, Trustees learned that owners of adjacent property would possibly be interested in selling property plus structure for around \$200,000. Trustees don't have any idea of the current condition of the structure and want to have through inspections including pest, structural (roof), HVAC, electrical, etc. before making a decision on offering. There are no thoughts to tear down the structure, depending on the intended use. Its intended use would be more staff areas, meetings spaces, storage, teen area, etc. Another cost concern is bringing it up to code for a public place. Trustees decided to ask legal counsel to pursue possible offer after through inspections of the property and structure. It was decided it would be wise to have a committee to work with Ware on this issue. Kipp Cantrell and Jim Widner agreed to be on the committee.

Action: Motion to move forward on possibility purchasing adjacent property PENDING inspections by Mary Jo McClelland and seconded by Susan L. Baker. Motion passed.

Action: Motion to approve sub-committee of Jim Widner and Kipp Cantrell by Bill Benysh and seconded by Mary Jo McClelland. Motion passed.

Wabash City Schools

Jim Widner and Ware went to Greentown and Kokomo to see setups for partnerships that Wabash City Schools and Wabash Carnegie Public Library are in discussion for. There are concerns over the cost of the project and the library committing in anyway before any physical structure has been completed. Trustees are concerned about committing anything financially to this project until the main structure connected the buildings together is finished. It was decided that as in the matters with the adjacent property, it would wise to have Trustees designated to this along with Ware.

Action: Motion to form a sub-committee of Jim Widner, Mary Jo. McClelland, and Susan L. Baker to listen through discussions with Wabash City Schools by Bill Benysh and seconded by Susan L. Baker. Motion Passed.

Legislation

Ware and Trustees discussed the current versions of HB 1343 which is being debated in the middle of the current State legislation session. In the current state of the bill, the city council has the option to review future budgets pending particular triggers including amount of reserve funds. This legislation was discussed in the context of future budgeting particularly when it pertained to the Library Improvement Reserve Fund.

Job Description - Custodian

Ware Wimberly has been working on a final copy of the custodian position. The next step would be to double check the current status of any contract with Betty Temple Cleaning who does cleaning for the library. The current cleaning company costs around \$2,200 a month. Having an inside custodian would be far more cost effective. It was suggested that the library fills the position and then go to Betty Temple Cleaning, Inc., to discuss hours that they may take.

Fines

It was suggested that there be a fine free trial through the summer reading program. Until more information is known from other libraries' experiences, it was decided to hold off.

Policy Rewording

Two employees are getting married, and policy says that no immediate family members can be hired. It has been questioned whether this wording should be changed, as these employees didn't know each other prior to being hired, nor engaged. Ware wants to have legal counsel look at the wording for the policy.

Window Cleaning

Outside windows were cleaned. For the tall windows parallel to Cass Street, water came in when these windows were pressure washed.

Signs for Cemetery Re-enactment

Wabash County Historical Museum and Falls Cemetery want to set up signs to promote reenactments that they are collaborating on restarting. This will be allowed with preference to be put on library land south of Hill Street.

Additional Library Board Training in the Fall

Trustees discussed doing additional workshops through the State Library. The workshop on expanding a library district was of the most interest. Ware will contact the State Library about setting up this training in the Fall. As with this coming training in May, Trustees of other library districts would be invited as an opportunity to learn about other Trustee's experiences.

ADJOURNMENT

Action: It was moved by Bill Benysh and seconded by Susan L. Baker to adjourn the meeting at 7:18 p.m. Motion passed.

Respectfully Submitted,

Madeline Helsel, Student Assistant

&

Ware W. Wimberly III, Executive Director