

Wabash Carnegie Public Library Board of Trustees  
Meeting of Tuesday, April 19, 2022  
5:30 pm  
Wabash Carnegie Public Library  
188 W. Hill St., Wabash, IN 46992

The Board of Trustees of the Wabash Carnegie Public Library met in regular session and through Zoom conference call at 5:30 pm on Tuesday, April 19, 2022, in the Wabash Carnegie Public Library's Program Room. 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; Susan L. Baker; Mary Jo McClelland; Jeff Knee; Bill Benysh, and Rhonda Hipskind. In addition, Polly Howell, Youth Services Librarian; Amy Wendt, Business Manager; Lisa Huntington, BakerTilly Municipal Advisors, were present at the meeting. Sara Peterson was in attendance by Zoom.

**CALL TO ORDER**

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

**PRESENTATION/OVERVIEWS(S):**

Polly Howell, Youth Services Librarian

Polly Howell gave a presentation on the Battle of the Books program:

1. She went over its organization and how it operates.
2. Polly talked about this past year's event and some unexpected challenges.
3. She mentioned ideas and thoughts on what steps for the subsequent Battle of the Books to help curtail possible challenges experienced from the past year's event.

Trustees expressed appreciation for Polly and the Youth Department staff's work. Trustees asked Polly to come back in a few months to give an update on Youth Services.

Lisa Huntington, BakerTilly Municipal Advisors

Lisa Huntington from BakerTilly presented information on potential bonds that the library could pursue to assist with a renovation and expansion project. Lisa reviewed a bond at a \$2,500,000.00 level and a \$3,000,000.00 level as potential options. With a General Obligation Bond, it would go only as high as \$2,415,535.00. Lisa shared the projected decrease in circuit breaker credits for the County government, Wabash City Schools, and Wabash City Government. These entities would see a reduction in tax revenue if the library were to float a bond. The trustees and Lisa discussed these options.

There also was a question about how much tax revenue would be lost by MSD of Wabash County and Wabash-Noble Township.

Lisa said the BakerTilly would get that information as soon as possible to the Trustees. Trustees discussed the next step which was to meet with the mayor and city council president to talk about the potential of a bond, and how other entities would be affected. Trustees agreed to move forward with this next step and for Ware to schedule that meeting.

**Action:** Rhonda Hipskind moved, and Mary Jo McClelland seconded the motion to move forward with meeting with Mayor Scott Long and John Burnsworth, City Council President. Motion Passed.

## **CONSENSUS AGENDA**

The Consensus Agenda was presented and approved.

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

## **PRESIDENT'S REPORT**

No report was given.

## **COMMITTEE REPORT**

City Pool is set to open on Memorial Day.

## **OLD BUSINESS**

### Collection Development Policy:

Revised Collection Development Policy and Request Form for Reconsideration of Materials were presented to the trustees. Trustees discussed and approved the revised policy and reconsideration form. Trustees noted that the spelling of "Carnegie" needed to be corrected in both documents.

**Action:** Susan L. Baker moved, and Jeff Knee seconded the motion to accept the revised Collection Development policy and Reconsideration form with the needed correction. Motion Passed.

## **NEW BUSINESS**

### Consideration of Bond

See the information above under presentations.

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

### Farlow Property

With recent conversations with Paul Hayden of Indiana Landmarks, the idea of Indiana Landmarks moving the Farlow House catty-corner across Cass Street is not financially practical for Indiana Landmarks. Indiana Landmarks had estimated that the total cost for the operation would be close to \$250,000.00. However, due to the board not wanting to give up property, and the expenses to Indiana Landmarks, it turned out not to be a viable option for either side. Trustees discussed the next steps. Trustees would still like to avoid demolishing the building if at all possible. Trustees discussed putting just the house on the market without the property and seeing if a buyer is willing to take the house and incur the moving cost with no payment to the library. Ware will follow up with a real estate agent. Bill Benysh will follow up with a contact who deals with hard-to-sell properties. Jeff Knee will contact a salvage company and see what options such a company could provide.

At the time of closing, it had not been determined who would be responsible for paying the 2021 taxes, payable in 2022. After consulting with Mark Guenin, the library's legal counsel, it was decided the library would pay them, including a \$2,000.00 donation from Mark to help offset the cost.

**Action:** Jeff Knee moved, and Susan L. Baker seconded the motion to pay the property taxes for the former Farlow property, taxes 2021 payable 2022, and accept a donation from Mark Guenin.

### Performance Evaluations:

Ware has started the performance evaluation process for library staff.

National Library Week/Fine Free Week:

The library just completed Fine Free Week in celebration of National Library Week. During Fine Free Week, April 4 to April 10, all patrons could clear their fines for \$1 or donate \$1 to clear a minor's account. In addition, no fines were charged for late materials returned during that time. The library extended the Fine fee week through Apr. 16 due to the initial week falling over spring break for all the school systems. Trustees inquired how many donations were there to clear minor card accounts. Ware had planned to have that number before the Board meeting but did not get the information. Tasha Veal mentioned that it was not as much as had been hoped. Still, the donations did assist some minors in getting fines wiped off cards.

Lawn Care/Maintenance:

Ware received a competing bid from Nate's Landscaping that was not lower. However, trustees expressed concern about the limited number of bids sought, and Ware did not consider the option of advertising. Therefore, the library will proceed with American Eagle, but Trustees expect greater diligence by Ware for the following Spring.

Elevator:

The elevator modernization project is on schedule for this summer. According to company's representative, project materials should be onsite by the end of May. Due to summer planning, Ware asked the trustees if it would be alright to begin the project in mid-July instead of early June and they agreed as long as Otis Elevator could adjust its schedule. Ware will ask Otis.

Long-Range and Strategic Plan:

Ware and Sara Peterson will be reviewing the library's Long-Range and Strategic Plan this month.

Cameras and Security System:

Ware discussed the possibility of looking to replace the current security camera system. Although the current cameras work well, Truvision, the company that makes them, has gone out of business, so they can't be replaced when they stop working. The current system is about five years old, the average age of camera systems. Library staff tested a demo for a few weeks called DW Spectrum, which provides more advanced features and capabilities. The trustees discussed replacing the security system but decided not to change anything until the renovation and expansion project begins."

Glass at both upstairs and downstairs front desks:

Ware talked to Schlemmer Brothers about removing the plexiglass at both circulation desks. Schlemmer Brothers will remove them before the summer reading program begins. The trustees told Ware to store them in case they were needed again.

Circulation Numbers Up:

In the first three months of 2022, there were 5756 more circulated items than during the same period in 2021.

Summer Reading Program Sponsor:

Ware discussed the sponsorship levels for the summer reading program that ranged from \$80.00 to more than \$400.00. In addition, the Community Foundation of Wabash County has expressed an interest in sponsoring the program. In the past, the library has used money from the Elizabeth Pearson Gift Fund, but it is essential to establish new sources of revenue to pay for it. The trustees approved the sponsorship levels as outlined."

**Action:** Bill Benysh moved, and Susan L. Baker seconded the motion to approve the sponsorship levels for the summer reading program. Motion passed.

Increased Press:

Rachel and Ware have been working on getting more publicity about library happenings and programs through Wabash Plain Dealer and The Paper of Wabash County. There have been quite a few recent articles in both publications. The Board asked if Rachel could attend the next Board meeting to provide updates on community outreach.

**OTHER**

The trustees and Ware discussed whether to renew a contract with Sara Peterson for another year. Along with a need to look at reducing her service in the coming years, Trustees discussed the role of Sara Peterson consulting moving forward. Trustees agreed to renew the contract for one more year with the need to assist primarily with the building project. Trustees also instructed Ware to document how many hours Sara uses, which is limited to 36 hours or less.

**Action:** Rhonda Hipskind moved, and Susan L. Baker seconded that the library renews Sara Peterson as a consultant for another year, with her services primarily for helping with the building project, but with her hours limited to 36 or less. Motion passed.

**ADJOURNMENT**

The meeting adjourned at 7:15 p.m.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 7:15 pm motion passed.

Respectfully Submitted,

Tasha Veal, Circulation Assistant WCPL

& Ware W. Wimberly III, Executive Director

Next Meeting: May 17, 2022.