

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

Regular Meeting of Thursday, June 16th, 2020

5:30 p.m. Upstairs in Library Public Area

**\*The library building was open to the public with only the downstairs lobby and public upper floor open. Only Board meeting matters will be discussed. No regular library services during the time.**

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. in the Library Building on the second floor on Tuesday, June 16, 2020. Notice was posted of this meeting pursuant to State of Indiana Executive Order 20-04. The meeting was available also through Zoom.

Members present were Jeff Knee, presiding; Charles Miller; Bill Benysh; Jim Widner; Kipp Cantrell; and Mary Jo McClelland, and Susan L. Baker. Also present was Ware Wimberly, Executive Director.

### **CALL TO ORDER**

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

### **CONSENSUS AGENDA**

- a. Approval of May 19th, 2020 and June 4<sup>th</sup>, 2020, Minutes
- b. Financial Report
- c. May Payroll
- d. June Claims

Board discussed the Consensus Agenda. Needed grammar and sentence corrections were noted.

**Action:** Moved by Charles Miller and seconded by Mary Jo McClelland to approve with corrections. Motion passed

### **PRESIDENT'S REPORT**

No Report

## COMMITTEE REPORT

No Report

## NEW BUSINESS

### Resolutions

Ware and Trustees discussed two resolutions covering decisions made by Trustees at the March regular meeting. The resolutions covered the following:

- 1) Extended the use of vacation time for full-time until December 31<sup>st</sup>, 2020 because of the effects of the COVID-19 pandemic. Full-time employees whose employment anniversary date was after March 17 would have until December 31, 2020 to use the earned vacation days he or she is not carrying over which is a maximum of 5 earned vacation days.
- 2) Allowed approved leave under the [Families First Coronavirus Response Act](#) (FFCRA). It was concurred that is what had been decided at the May Board meeting in regards to the Families First Coronavirus Response Act.

Trustees discussed both resolutions and after citing some grammar and sentence corrections that needed to be made, agreed to approve the them.

**Action:** It was moved by Bill Benysh and seconded by Susan L. Baker to approve the *Resolution For Staff Coverage Under The Families First Coronavirus Response Act (FFCRA OR ACT)*. Motion passed.

**Action:** It was moved by Bill Benysh and seconded by Susan L. Baker to approve the *Resolution To Extend Time For Full-Time Staff To Use Earned Vacation Time Whose Anniversary Date Occurred During Months When Library Building Closed or Limited* with some sentence corrections. Motion passed.

### Non-residential Fee

Per State library standards, the library is required to raise its non-resident fee due to its increased per capita operating expenditures in 2019. The 2019 per capita expenditures went from \$88.81 in 2018 to \$91.79 in 2019 so the non-resident fee needs to be raised from \$89.00 to at least \$91.79. To divide this fee into quarters more easily, Ware recommends that the new amount be \$92.00 annually which is \$23.00 quarterly.

In the past, any increase generally has occurred on July 1. With the library building having been closed since mid-March and thus having limited resources available to library patrons, Ware expressed concern about raising the non-resident fee just as library was re-starting its services in the building. Ware contacted the State Library to inquire if an approved new rate could be delayed until library services are resumed for the most part and the State Library said that would be ok.

Ware and the Trustees discussed the new proposed rate and when it might begin. The Trustees concurred with the new rate of \$92.00 annually or \$23.00 quarterly. Trustees and Ware discussed the Student non-resident rate and decided to keep it the same. It was agreed that the new non-resident rate would be implemented on September 1 when the Board and Ware anticipate the services along with hours will be back to pre-COVID-19 level.

**Action:** It was moved by Charles Miller to increase the regular non-resident fee to \$92.00 annually starting September 1<sup>st</sup> and keep the Student rate the same. It was seconded by Mary Jo McClelland. Motion passed.

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

Ware and the Trustees discussed the partial re-opening that began on Monday, June 15<sup>th</sup>. The library's public hours will be from 11:00 a.m. to 5:00 p.m. for the remainder of the June. The first couple of days have gone well.

#### **ADJOURNMENT**

**Action:** It was moved by Charles Miller and second by Susan Baker to adjourn at 6:52 p.m. Motion carried

Respectfully Submitted,

Ware W. Wimberly III

Executive Director