

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

Tuesday, February 16th, 2021

Wabash Presbyterian Church Fellowship Hall (lower level)

123 W Hill Street, Wabash, IN 46992

5:30 p.m.

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, February 16th, 2021, in the Wabash Presbyterian Church Fellowship Hall on the lower level.

Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b). The meeting was also available through Zoom.

Members present were Charles Miller, President, presiding; Jeff Knee, Mary Jo McClelland, Jim Widner, Rhonda Hipskind, and Bill Benysh by Zoom. Susan L. Baker was excused. Also present was Ware Wimberly, Executive Director, who was in-person. Sara Peterson of Sara Peterson Consulting and Rob Burgess of the Wabash Plain Dealer attended per Zoom.

### **CONSENSUS AGENDA**

The Consensus Agenda was presented and discussed

a. Approval of January 19th, 2021 (Regular meeting); January 19th, 2021 (Board of Finance); February 9th, 2021 (Zoom meeting); and December 15th, 2020 (Zoom meeting and Executive Meeting) Minutes.

b. Financial Report

c. January Payroll

d. February Claims

**Action:** It was moved by Jim Widner and seconded by Rhonda Hipskind to approve the Consensus Agenda. Motion carried.

## **OLD BUSINESS**

### Personnel Policy

Ware and the Board discussed some revisions to the Personnel Policy but that several parts still need further revision. Sara Peterson is assisting Ware on these revisions. It was agreed to table it but a final revision needs to be fully reviewed by the March Board meeting.

**Action:** It was moved by Bill Benysh and seconded by Rhonda Hipskind table the Personnel Policy revisions to the March regular Board meeting. Motion carried

## **NEW BUSINESS**

### New Laptops

The trustees and Ware discussed purchasing new laptops. The current ones are at least ten years **old** and are **at** the point that new ones are needed. The board discussed quotes from BIT Computers and Intrasect Technologies for nine new laptops. BIT's quote was less than Intrasect's quote because it did not include set-up and installation costs. Intrasect generally has done this for the library and Ware had not requested it from BIT. Intrasect is more familiar with the library's network and it has an office in Wabash. It was pointed out that it might be good to use other vendors so as not to be reliant on just one vendor. The trustees asked how much BIT Computers would charge for set-up and installation and Ware didn't know but would find out. The trustees approved purchasing the laptops from BIT Computers on the condition that its set-up and installation were less than what Intrasect quoted.

**Action:** It was moved by Mary Jo McClelland and seconded by Bill Benysh to accept BIT Computer's quote on the condition that the set-up and installation charges were less than Intrasect Technologies' quote. Motion carried.

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

### Re-opening building and Taking money for Copies and Faxes

Ware reported that, so far, the re-opening of the building to the public and taking money of copies and faxes have gone well. Ware and the Board discussed how precautionary steps such as requiring facemasks should still be kept placed for the immediate future even though cases of COVID have dropped.

### Scheduling and Registration of COVID Vaccine Appointments

The Library has agreed to assist the Mayor's Office by helping people schedule their COVID-19 vaccinations. The staff already has assisted in scheduling some persons.

### Annual Report

Ware, Amy, and Cody have been working on the Annual Report and Ware will try to get copies to Trustees as soon as possible.

### MKM

Ware, Jim Widner, and Sara Peterson had a Zoom Meeting with Zach Benedict and Claire Purmont of MKM Architecture. The scope of the various aspects of the renovation were the focus of the discussion. MKM will send a team in the next week to collect data on the building and the Library's collection. MKM wants to present a renovation proposal at the March board meeting.

### Yearbooks – Digitized

Through a project called the OCI Yearbook Project by the Oklahoma Correctional Industries, the library is having high school yearbooks between 1950-1988 digitized. Ware and Trustees discussed this project and possible issues with it. Ware will keep the Board updated on its progress.

### StoryWalk

The trustees and Ware discussed the possibility of sharing with the Park Department the cost of paving the WCPL StoryWalk which is at the Riverwalk by the Huntington Street Bridge. The StoryWalk has been a good addition to the services the library and Park Department provide and paving it would make it more accessible to the public. The Park Department provided the Library with a paving quote of \$13,500.00 from Gaunt & Son. The trustees agreed to pay half, \$6,750.00, of the quote.

**Action:** It was moved by Bill Benysh and seconded by Jim Widner to pay the Wabash Park Department half of Gaunt & Son Asphalt's quote to pave the WCPL StoryWalk. Motion carried.

CARES ACT

The library received reimbursement in the first round of the State of Indiana’s CARES COVID grant totaling \$1,400.00. The library is eligible for the second round of the grant with a total requirement of up to \$2,000.00. The second round lasts through the end of 2021.

BettieB Wimberly Estate

Ware has not received an official notification from Attorney Doug Lehman’s office as of the meeting per the library as a benefactor of the BettieB Wimberly Estate. Ware hopes to have more information by the end of this month

Farlow House

Ware has not had any further update from Mark Guenin on the status of the Farlow House. As of the last communication, Dr. Farlow is consulting with his accountants about any next move. Dr. Farlow and the library are in preliminary discussion on the possibility of the library purchasing Farlow House in terms of a purchase and donation format.

**ADJOURNMENT**

**Action:** It was moved by Bill Benysh and seconded by Jim Widner to adjourn the meeting at 6:01 p.m.  
Motion carried