

**Wabash Carnegie Public Library Board of Trustees**

Meeting of Tuesday, March 19, 2024

5:30 p.m.

Wabash Presbyterian Church Fellowship Room

123 W Hill Street, Wabash, IN 46992

***Draft***

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:30 p.m. on Tuesday, March 19, 2024. The meeting was at the Wabash Presbyterian Church Fellowship Room, 123 W Hill St, Wabash, IN, 46992. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Bill Benysh, presiding; Rhonda Hipskind, Jim Widner; Jeff Knee; Charles Miller; Mary Jo McClelland; and Susan L. Baker. Ware Wimberly, Executive Director, and Victoria Dolmanet, Technical Services Librarian, were present.

**CALL TO ORDER**

Bill Benysh called the meeting to order at 5:30 p.m.

**CONSENSUS AGENDA**

Trustees reviewed the Consensus Agenda. Ware answered a question on one of the claims, and it was noted that a few grammar corrections need to be made.

- a. Approval of Board of Trustee Minutes of February 20, 2024 Minute
- b. Financial Report
- c. January Payroll
- d. February Claims

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

**PRESIDENT'S REPORT**

No President's Report.

## **COMMITTEE REPORT**

### Wabash City Park Board

Mary Jo McClelland provided an update from the Wabash City Parks Board.

## **NEW BUSINESS**

### Databases/Subscription Renewal

Trustees reviewed two library databases, Novelist and Newsbank, whose subscriptions can be renewed for another year. Novelist is an online tool that assists readers in finding particular books and authors according to their interests. Novelist can be renewed for precisely \$2000.00, while Newsbank is about \$5200. Newsbanks consolidates current and archived information from thousands of newspaper titles and newswires, web editions, blogs, videos, broadcasts, etc. Victoria Dolmanet, Technical Services Librarian, attended the meeting to answer questions, particularly on Newsbank.

Trustees asked Victoria and Ware questions about the databases and their use by patrons. Victoria primarily explained how valuable staff and library patrons found both databases, particularly for reader advisory and genealogy research requests. Following the discussion, the Trustees approved renewing Novelist and Newsbank for another year.

**Action:** Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the renewal of Newsbank and Novelist for one more year. Motion passed.

### Library Assistants/Circulation Assistants Hires

With Abby Abbott's sudden resignation, we have been working on filling the Circulation Assistant and Library Assistant open positions and hiring a person to be in the Assistant Adult Services Manager position for approval at this meeting. We have been interviewing for the part-time positions over the past two weeks. We had an interview with Billie Duncan for the part-time Library Assistant position. Billie has experience working at Plainfield High School library as a media specialist. Laura and Ware interviewed her, and both felt she would be an excellent addition as a part-time Library Assistant in the Youth Services Department. Billie started this week and will be earning \$13.00 per hour. Savannah Neher and Ware interviewed candidates for the Circulation Assistant position, which is part-time. There were two candidates for whom we decided to offer the positions, and both were accepted. Andrea Culp starts on March 18, and Sierra Garlits on April 1. Both Andrea and Sierra would earn \$13.00 per hour starting. Ware recommends approval of these hires. Trustees approved the hiring of Billie Duncan as a Library Assistant, Andrea Culp as a Circulation Assistant, and Sierra Garlits as a Circulation Assistant.

Ware informed trustees of the Assistant Adult Service Manager position, whose job description is before the trustees for review. The Assistant Adult Service Manager would assist the Adult Services Manager/Librarian with responsibilities and duties. Without an Adult Services Manager/Librarian

currently, it is essential to have someone in this position to help carry primary Circulation Services moving until an Adult Services Manager/Librarian is hired. Savannah Neher expressed interest in the position, and I recommend that she officially be hired. She will remain part-time, and her hourly wage from \$13.40 to \$15.00 per hour. Savannah was the most qualified of our remaining staff in the Adult Services Department. Trustees discussed and approved the creation of the Assistant Adult Services Manager position and the hiring of Savannah Neher for this position.

**Action:** Mary Jo McClelland moved, and Charles Miller seconded the motion to approve Billie Duncan as a Library Assistant, Andrea Culp as a Circulation Assistant, Sierra Garlits as a Circulation Assistant, creation of the Assistant Adult Services Manager, and Savannah Neher as Assistant Adult Services Manager. Motion passed.

The staff has done a great job carrying out customer services with many changes. Ware has started interviews for the Adult Services Manager/Librarian position. Ware has interviewed a librarian from Ohio who is relocating to the Kokomo area. She has a Master in Library Science degree and is currently a director at the library in Swanton, Ohio. There are five additional candidates still to be interviewed.

#### Position Descriptions

Trustees reviewed the job descriptions for the Adult Services Manager/Librarian and Assistant Adult Service Manager positions. Following the discussion, trustees approved the job descriptions.

**Action:** Rhonda Hipskind moved, and Charles Miller seconded the motion to approve the job descriptions for the Adult Services Manager/Librarian and Assistant Adult Service Manager positions. Motion passed.

#### New Library Logo

Trustees reviewed the proposed new logo, which Bad Apple Graphics designed. If approved, library staff plan to roll out the new logo with the start of the 2024 Summer Reading Program. The majority of the Trustees were in favor of the new logo, while a few were not. Following the discussion, the new logo was approved but not unanimously approved.

**Action:** Rhonda Hipskind moved, and Mary Jo McClelland seconded the motion to approve the new logo. Bill Benysh, Rhonda Hipskind, Mary Jo McClelland, Charles Miller, and Susan L. Baker voted yes for the new logo, while Jim Widner and Jeff Knee voted no. Motion passed.

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

### Construction Update

Ware provided an update on the construction as Phase 2 is underway. The lower level of the 1903 part has been demoed, and the asbestos has been removed. However, during the process, a problem arose with the back workroom. Due to the alarming number of instances where staff reported having headaches, nausea, etc., in the back room, an air quality test was done. The air quality test came back with a high level of aspergillus/penicillium, a type of mold or fungus that can cause health problems for people allergic to mold or have repository health issues. It was recommended that air scrubbers be put in the staff's back workroom area. Air scrubbers are running in that room into the weekend, and another air quality test will be conducted at the beginning of next week. Hopefully, this will clean the air of aspergillus/penicillium. Construction workers continue to work in the new additions both upstairs and downstairs.

With this development, the staff is frightened about mold in the lower level, where the staff break room is. I know all the asbestos has been removed. Bart Compton of Barton Environmental Consulting L.L.C. will do an air quality sample for the lower level of the 1903 part, along with checking the upstairs where the air scrubbers are. Ware talked to Jeff Trier of Hamilton Hunter about the remaining rooms downstairs in the 1903 part. Jeff says that they don't see any signs of mold on the walls at this point. Ware also glanced but didn't see any visibility. However, we want the air quality test to show no concerns so there is documentation to reassure everyone from a health perspective.

### Furniture Bid Update

Trustees discussed the current furniture contract with Three Rivers Business Interiors. The bid can be reduced by 20%, including the voluntary alternate and additional options involving scaling back some furniture and shelving. Trustees discussed four options presented by M.K.M. architecture + design and the voluntary alternative. Of the four possibilities M.K.M. architecture + design presented, the trustees decided to proceed with only one of the four options. Regarding furniture in the voluntary alternative, Trustees were concerned that the furniture quality would be affected. Although reducing overall costs is good, the higher priority was ensuring the furniture and shelving were of outstanding quality. Trustees wanted to view the furniture in the voluntary alternative part before deciding. Trustees instructed Ware to follow up with M.K.M. architecture + design to view the furniture in the voluntary alternative part.

### Construction Expenses List

Trustees reviewed the latest Construction Expenses list.

### Organizational Goals

Ware presented updated organizational goals for 2024 and a 2024-2027 Long-Range plan. Trustees reviewed both, but will be discussed further at the April Board meeting.

### Annual Report

The 2024 Annual Report and the Annual Financial Report are completed and submitted to the Indiana State Library and the Indiana Board of Accounts, respectively.

### The Dolly Parton Imagination Library

Ware reported that the Wabash County United Fund was planning on being the primary organization to oversee the Dolly Parton Imagination Library in Wabash County. Wabash County United Fund will partner with the libraries in the county.

### Landscaping Project

Over \$300,000.00 has been raised for the library landscaping so far. Amy Ford reported that work should begin in April 2024 on the Cass Street side of the building.

### Vision Insurance

Staff have inquired about the library having a full vision plan to go with the employee group health insurance. Ware has received some preliminary information from Carrie Rees of Chittick Insurance. Ware will have more information at the April meeting.

### Phone Upgrade - VOIP

Ware is inquiring about upgrading the library's phone system to a Voice over Internet Protocol (VoIP). VoIP technology allows you to make voice calls using a broadband Internet connection instead of a regular (or analog) phone line. Ware will work on having at least two quotes for the Trustees at the next regular Board meeting.

## **ADJOURNMENT**

The meeting adjourned at 6:37 p.m.

**Action:** Charles Miller moved, and Susan L. Baker seconded the motion to adjourn the meeting at 6:37 p.m. Motion passed.