

# WABASH CARNEGIE PUBLIC LIBRARY

Meeting of Tuesday, August 17<sup>th</sup>, 2021

Falls Cemetery Chapel

745 Falls Ave, Wabash, IN 46992

5:30 p.m.

The Board of Trustees of the Wabash Carnegie Public Library met in regular session and through Zoom conference call at 5:30 p.m. on Tuesday, August 17<sup>th</sup>, 2021. 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; Rhonda Hipskind; Susan L. Baker; Mary Jo McClelland; Bill Benysh; and Jeff Knee. Also present were Ware Wimberly, Director. Sara Peterson, a Consultant; Amy Wendt, Business Manager; Rachel Castle, Community Outreach Coordinator; Bethany DuBois, Technical Services Manager; and Rob Burgees, Wabash Plain Dealer, were in attendance by Zoom.

## CALL TO ORDER

Charles Miller opened the meeting at 5:30 p.m.

## PROJECT/MKM PHASES (Under New Business on Agenda)

This item was moved to the beginning of the meeting in case Ware needed to contact Zach Benedict of MKM architecture + design with any questions the Trustees might have. From the July meeting, the Trustees continued discussing whether the project should be a single, multi-phase project or two separate projects. The general sense at the July meeting was to proceed with the single, multi-phase project but because not all Trustees were there, the Board wanted to discuss it further before deciding on the scope of the project. After discussion, the Board decided on a single, multi-phase project.

**Action:** It was moved by Jim Widner and seconded by Rhonda Hipskind to authorize MKM to move forward with a single, multi-phase renovation and expansion project. Motion passed.

Ware told the Trustees that Mayor Scott Long, Ware, Jim Widner, and Charles Miller met to discuss when the Board could present its budget to City Council for approval of the increase in the appropriation from LIRF. They decided that the September 13 City Council meeting would be the appropriate time.

### **CONSENSUS AGENDA**

The Consensus Agenda was presented and approved.

**Action:** Susan L. Baker moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda. Motion passed.

### **PRESIDENT'S REPORT**

No Report

### **COMMITTEE REPORT**

#### Park Board

Bill Benysh reported on the last Park Board meeting where there were some issues such as fees and public meetings discussed. The Park Department is looking at a possible grant to renovate the City Park. Adam Hall, through Bill, inquired if the library would be interested in partnering to establish another StoryWalk at the City Park as part of the renovation. Ware and Polly expressed interest in looking at this possibility.

### **NEW BUSINESS**

#### Advertise 2022 budget

Ware and the trustees discussed the proposed 2022 budget. It was partly addressed in the beginning of the meeting under the subject of PROJECT/MKM PHASES The budget keeps the Operating budget part the same in terms of the total amount at \$1,322,593.00. In reviewing

previous year's budgets and this year's, Ware has decreased some lines to make sure there is room for increases in the Personnel part such as salaries, health insurance, etc. and put some funds to transfer from Operating to LIRF. In addition, the proposed budget has an increase in the appropriated Library Improvement Reserve Fund from \$300,000.00 to \$900,000.00 in anticipation of the following year's building project. Even though the library has the funds already to increase the LIRF amount up to \$900,000.00, State Law requires the library's designated fiscal body, the Wabash City Council, approval to use the increased appropriation in LIRF does not have a tax rate connected with it. Trustees agreed to move forward with the proposed budget for 2022.

Some questions concerning the location for the next few meetings that covered the public hearing and adoption of the 2022 budget. Along with dates, the places where meetings will be held need to be decided now to put the accurate information on Form 3 in the DLGF Gateway to advertise the 2022 budget. After discussion, it was decided to stay at the Falls Cemetery through the remainder of the year. Thus, Ware will need to put the Falls Cemetery Chapel for public hearing and adoption. There was also much discussion on meeting dates for the next few months due to trustees' schedule conflicts. It was agreed on the upcoming meetings on the following dates. The September Board meeting will be Thursday, September 16, and the October Board meeting being on Tuesday, October 12. The public hearing for the 2022 budget will be on September 16 also. Trustees approved to advertise the proposed 2022 budget.

**Action:** It was moved by Bill Benysh and seconded by Rhonda Hipskind to advertise the 2022 budget. Motion passed.

#### Circulation Assistant/Student Assistant Hires

The library is going through some transitions with new Circulation Assistants in Circulation and Student Assistants. We have 4 Student Assistants and one Circulation Assistant leaving library employment to attend college. To fill those positions, Ware recommends hiring Sophie Trusty as a Circulation Assistant and Alexa Johnson as a Student Assistant in Youth Services. Sophie's hire as Circulation Assistant would replace Peighton King, who was a Student Assistant. Trustees discussed those hires and approved them.

**Action:** It was moved by Susan L. Baker and seconded by Bill Benysh to approve the hire of Sophie Trusty as a Circulation Assistant and Alexa Johnson as Student Assistant. Motion passed.

### Hotspot Policy

Ware and the Trustees discussed increasing the checkout period for hotspots from 7 days to 14 days. For managing the flow of checking out and in hotspots, Ware and Abby, Information Services Manager, recommend extending the loan period from 7 days to 14 days. Trustees concurred with this. It was also noted that Wabash High School is providing hotspots too.

**Action:** It was moved by Mary Jo McClelland and seconded by Rhonda Hipskind to increase the checkout period for hotspots from 7 days to 14 days. Motion passed.

### Newspaper Archive

The Board and Ware reviewed renewing the online subscription to *Newspaper Archives*. The subscription costs \$2,386.00 for the package of Indiana and Ohio newspapers and cannot be broken down to just Indiana newspapers. Per Bethany DuBois, *Newspaper Archives* is the most cost-effective resource for this type of data. The Trustees discussed it and believe it is a valuable tool for library users. The Board discussed publicizing this resource more effectively, perhaps with articles in local newspapers and through social media. It was agreed to renew the subscription.

**Action:** It was moved by Susan L. Baker and seconded by Jeff Knee to renew the NewspaperArchives subscription for \$2,386.00. Motion passed.

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

### MSD of Wabash County

Ware and the Trustees discussed the various sides of the issue of offering borrower's cards to the students and teachers of the Metropolitan School District of Wabash County. The Trustees are unsure what precisely MSDWC is requesting and if it is willing to pay for this service. The Trustees discussed the idea of having two or three Trustees meet informally with MSDWC officials but decided it would be better if they came to the September meeting.

### Yearbooks – digital

Ware reported that the library had yearbooks from 1950 to 1988 digitized and they are available online to patrons although access is restricted to library card holders and only can be looked at them while in the city limits. Ware hopes Bethany DuBois will be at the September meeting to explain this further.

### Indiana Library Federation Annual Conference

Trustees and Ware discussed the possibility of trustees attending part of the Indiana Library Federation Annual Conference on November 16th and 17th. Ware will bring more detailed information about the conference at the September Board meeting.

### Masks/COVID

The Trustees and Ware had a long discussion about the increasing cases of the new COVID-19 variant in Wabash County and whether they should require all patrons and staff to wear masks, require just staff to wear masks and make it optional for patrons, or make it optional for patrons and staff to wear masks. Using the Level 0 to 3 metrics of the Indiana Department of Health, the Trustees decided that if Wabash County is under Level 2, facemasks will be optional for patrons and staff, if Wabash County is at Level 2, masks still will be optional for patrons but will be required for staff when they deal with the public, and if Wabash County is at Level 3, masks will be required for everyone who is in the library building."

### Dr. Farlow's Property

The Trustees discussed the proposed purchase of the Farlow property and believe it will be beneficial to the library to buy it. The Board also agreed to discuss what to do with the building and property at upcoming Board meetings. The trustees decided to use funds from the Capital Outlays account of the Operating Budget to pay for the property.

**Action:** Bill Benysh moved, and Susan L. Baker seconded to purchase the Farlow Property (building and land) for \$35,000.00. The monies to come from the Capital Outlays in the Operating Budget for the purchase. Motion passed.

*Minutes – Board of Trustees – August 17<sup>th</sup>, p, 6*

**ADJOURNMENT**

The meeting adjourned at 6:51 p.m.

**Action:** Bill Benysh moved, and Susan L Baker seconded to adjourn the meeting at 6:51 p.m.  
Motion passed.

Respectfully Submitted,

Ware W. Wimberly III

Respectfully Submitted,