

Wabash Carnegie Public Library

January 6, 2026

4:30 PM

Wabash Carnegie Public Library

188 W. Hill St

Wabash, IN 46992

Special Session

Call to Order: Bill Benysh called the meeting to order of the WCPL Board of Trustees at 4:30PM. This meeting was held at the Wabash Carnegie Public Library, 188 W. Hill St, Wabash, IN 46992. Notice for the meeting was posted according to statute. Members present were Bill Benysh, Charles Miller, Jeff Knee, Susan Baker, Jim Widner, and Mary Jo McClelland. Interim Director, Jan Roland, was present.

Board member with excused absence was Rhonda Hipkind.

New Business

1. Approved the additional wording/further explanation of Executive Director's job description regarding exempt status and hours worked. This will be now included in the Personnel Policies.

Motion: Widner

Second; McClelland

Motion carried

2. Approved the hiring of Debra Greenacre as Wabash Carnegie Public Library Executive Director. [Hiring document included]

Motion: McClelland

Second: Miller

Motion carried

Adjournment 4:45PM

The position of Executive Director of the Wabash Carnegie Public Library is classified as exempt under federal law. The Executive Director is expected to work forty (40) hours per week and additional hours as required by job responsibilities. As an exempt position, the position is not eligible for compensatory time.

Executive Director at the Wabash Carnegie Public Library

Position Details:

The Executive Director has overall responsibility for administering library operations, subject to applicable statutes and policies of the Board of Trustees

Salary and Benefits: Please see the Personnel Policy Manual.

Salary: \$70,000 per year

The following benefits are defined in the Personnel policy manual:

Hours: This is a full-time, salaried position with an expected 40-hour workweek. As an exempt role, hours may vary based on the needs of the library, and the director is expected to work additional hours when necessary.

Vacation: Librarians with MLS - 20 days after 1 year of service. Debra Greenacre will receive 10 vacation days upon her hire to be used in 2026.

Sick Leave: 10 sick leave days per year to start after 3 month Probationary period

Personal Days: 4.5 personal days per year

Paid Holidays: News Year's Day, Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Eve; Christmas Day; and New Year's Eve.

PERF: Participation in the Public Employee's Retirement Fund through the State of Indiana.

HoosierStart Deferred Compensation Plan: Voluntary participation in HoosierStart through payroll deduction.

Health Insurance/Life Insurance (\$35,000)/STD: Anthem Health Insurance - participation is voluntary and is subject to an employee contribution that is set periodically by the Board of Trustees

Individual \$30/month
(Spouse and Children may be insured with an additional premium that varies with age of spouse and number of children insured)

Required to complete LEUs (Library Education Units) by State Library's Certification within a 5-year period.

Start Date: This is negotiable, but the Board wants to see this position filled as soon as possible.

Job Description: Please see the Position Description.

Reporting Structure: The Executive Director will report directly to the library Board of Trustees. The Executive Director provides direct oversight of the Business Manager, Adult Services Librarian, Youth Services Librarian, Technical Services Librarian, and Community Outreach Manager. The Executive Director may provide indirect oversight of other fulltime and parttime employees.

Relocation Assistance: The Trustees would like to offer relocation assistance when you relocate your family to the area (as reimbursement for moving expenses) up to \$3000.

Performance Expectations: The Executive Director is evaluated annually by the Board of Trustees. The Director is evaluated on the following criteria:

- Relations with the Board
- Goals and Objectives
- Community and Professional Relationships
- Staff and Personnel Relationships
- Business and Finance
- Personal Qualities

Acceptance Deadline: Please respond to this offer by Thursday, January 1, 2026.

Board of Trustees Special Session minutes from December 29, 2025. Presented and read in full and adopted on January 20, 2026

Wm. Smith

Thayne Hecce

James L. Edner

MT Ema

Susan L. Baker

Chris Miller

ATTEST

Susan L. Baker

Secretary

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