

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, January 16, 2024

5:36 p.m.

Wabash Presbyterian Church Fellowship Room

123 W Hill Street, Wabash, IN 46992

Wabash Carnegie Public Library Board of Trustees met in a regular session at 5:36 p.m. on Tuesday, January 16, 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; and Mary Jo McClelland. Susan L. Baker was excused. Ware Wimberly, Executive Director, and Carrie Rees, Chittick Insurance, were present.

CALL TO ORDER

Bill Benysh called the meeting to order at 5:36 p.m.

PRESENTATION/OLD BUSINESS – Carrie Rees of Chittick Insurance

Carrie presented trustees with two additional options compared to the current one. The current policy is grandfathered in and is an HRA plan. The two other plans are gold-level HSA policies under the Affordable Care Act. All three plans have a monthly premium comparable to each other. Trustees discussed the three options and agreed not to change the library's current health plan.

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion to keep the current insurance plan. Motion passed.

CONSENSUS AGENDA

Trustees reviewed the Consensus Agenda. Trustees had questions on the Register of Claims, and Ware provided the context or reason. There was a question on a claim for Library I.Q. and why it was discovered many months after due. Ware said it could have gotten in spam e-mail, and he just missed it. Ware said he does try to double-check the spam mail to ensure nothing

important is important before deleting it. Trustees want to ensure that all invoices from e-mails are addressed to the business manager, Amy Wendt. Trustees approved the Consensus Agenda. Some grammar errors need to be corrected.

- a. Approval of December 19 Minutes
- b. Financial Report
- c. November Payroll
- d. December Claims

Action: Susan L. Baker moved, and Mary McClelland seconded the motion to accept the Consensus Agenda with corrections. Motion passed.

PRESIDENT'S REPORT

Bill Benysh proposed that the library be a warming place, particularly with the frigid temperatures, and instructed Ware to investigate that. Trustees discussed under what weather-related circumstances the library building would close and decided it wouldn't close during subzero weather.

COMMITTEE REPORT

Mary Jo McClelland has agreed to represent the library board on the Wabash City Park Board. Trustees appreciate Mary Jo volunteering and approved her appointment.

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion to make Mary Jo McClelland the library's appointment to the Wabash City Parks Board. Motion passed.

NEW BUSINESS

Extend Cards During Which Weeks Building Closed

Ware requested that the library extend fee-paying cards when the library building is closed from January 29, 2024, to February 17, 2024. Extending fee-paying card times lessens the interruption from closing the building. The building closing disruption lessens the interruption in

a goodwill manner. Trustees discussed and agreed to extend non-resident cards for the days the library building is closed.

Action: Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to extend fee-paying cards when the library building is closed to prepare for Phase 2. Motion passed.

Circulation Assistant Hire

Ware recommended the approval of hiring Sarah Smith to fill the remaining part-time Circulation Assistant position. Sarah is from the LaFontaine area. She would start at \$13.00 per hour, the minimum for part-time staff. Trustees discussed and approved her hire.

Action: Rhonda Hipskind moved, and Jim Widner seconded the motion to approve Sarah Smith as a Circulation Assistant. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Construction Expenses List

Trustees reviewed the most recent Construction Expenses List.

Organizational Goals

Ware reviewed organizational goals and personal professional work goals for 2024.

PayPal Account Policy

Ware is working on getting a PayPal account policy written out.

Staffing Update

The library still is working on filling its Youth Services Assistant full-time position. We will hire Karen Birt as the other full-time Youth Services Assistant at the beginning of March. Ware wants to fill the Youth Services Department as soon as possible.

Construction Update/January 29th to February 16th, 2024

Ware went over construction updates. The project is progressing, and Hamilton Hunter intends to start Phase 2 on February 19. The library hired Guyer the Mover to move items back from the storefront storage unit while the library was closed from January 29 to February 17. We will continue to have our digital collection available for library patrons. A press release will be sent out before January 29. Trustees discussed the storefront storage and would like to empty it as soon as possible. The lease is for twelve months with the option to extend month by month with no increase in rent. The twelfth month of the lease is May 2024.

Guideline for Child Safety in the Library Policy

Trustees reviewed a proposed Child Safety in the Library policy. Trustees cited numerous wording corrections that need to be made. The policy must be revised and brought to the February 2024 Board meeting.

Board of Trustees By-Laws

Trustees reviewed an updated copy of the Board of Trustees By-Laws. There are still several sentence and grammar errors that need to be corrected. These must be corrected for the February 2024 Board meeting.

Landscaping Donation

The \$200,087.43 donation for the library's landscaping project arrived from Schwab Charitable on January 16, 2024. It is at Crossroads Bank in a max checking account. Ware will let Amy Ford know, too.

Air Quality Test

Due to air quality concerns from the staff, Ware had an air quality test done for respirable dust. Ware is still waiting to learn the results.

New CD

The library opened a new CD at Crossroads Bank with a 5.24 APY. Ware got approval from the bank president that the six to eleven-month CD could be closed after six months with no penalty.

Second Bond Payment

The second payment for the library's 20-year General Obligation bond was mailed and received.

New Addition Data Runs and Rack Re-work

Ware is working on securing a second bid for additional data runs and computer rack re-work. Ware has been in contact with Brady Burgess of BIT Computers.

Indiana Library Federation

Ware inquired about the library covering year memberships for full-time staff for the Indiana Library Federation. The library covered membership dues last year, and staff found the membership valuable. Trustees agreed for the library to cover membership in 2024 for full-time staff.

Action: Rhonda Hipskind moved, and Charles Miller seconded the motion for the library to cover Indiana Library Federation Membership for 2024.

2024 State of Our Communities

There was interest from Trustees to attend the 2024 State of Our Communities event. Charles Miller and Mary Jo McClelland will be attending to represent the library along with Ware Wimberly and Rachel Castle.

ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to adjourn the meeting at 7:00 p.m. Motion passed.

Board of Trustees, Minutes, January 16, 2024

Presented to the Wabash Carnegie Public Library Board of Trustees, read in full and adopted on February 20, 2024

ATTEST

Secretary, Library Board of Trustees