

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, July 13, 2023

5:30 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 5:30 p.m. on Tuesday, July 13, 2023. 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; Jim Widner; Jeff Knee; Charles Miller; Rhonda Hipskind; Mary Jo McClelland; and Susan L. Baker. Ware Wimberly, Executive Director; Victoria Dolmanet, Technical Services Librarian; and Amy Ford, library patron, were there.

CALL TO ORDER

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

CONSENSUS AGENDA

The Consensus Agenda was presented and approved. Ware reviewed some claims, and there were some minor grammar corrections needed.

- a. Approval of June 20th, 2023 Minutes
- b. Financial Report
- c. June Payroll
- d. July Claims

Action: Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the Consensus Agenda with grammar corrections. Motion passed.

PRESIDENT'S REPORT

No report

COMMITTEE REPORT

The City of Wabash Park Department's designs for renovating parks are moving forward.

NEW BUSINESS

Threshold Construction Costs

A construction cost threshold for the renovation and expansion project had not been officially determined. The threshold would be the amount Ware could authorize without Board approval. The purchase would not be approved before consulting Jeff Knee and Bill Benysh, but it doesn't require a Board of Trustees vote. The threshold allows decisions on construction costs without incurring significant delays in the construction. It was recommended by M.K.M. architecture + design for the threshold to be \$5,000.00. The Board of Trustees agreed to this amount.

Action: Mary Jo McClelland moved, and Rhonda Hipskind seconded the motion to approve the construction threshold amount to be \$5,000.00. Motion passed.

Landscaping Architecture Services

Amy Ford attended the meeting. She reviewed a proposed quote from Earth-Source on conceptual design. The in-depth example of a detailed conceptual plan had not arrived, so Amy provided a smaller version as an example. Amy asked if the library would pay for the conceptual design plans, and then she would help with fundraising for the next steps. Amy and Trustees discussed the conceptual plans and questions Trustees had. There was clarification on what Amy thought the whole project would cost. Amy felt a project would probably cost between \$200,000.00 to \$250,000.00.

The Board discussed the quote, and Trustees decided to proceed with the plan. It would be from Cass Street to the former Farlow property if pursued. Trustees discussed where the funds would come from. Ware said we would have enough in the Operating Fund, particularly in Capital Outlays under "Improvements Other Than Building" and "Building." Trustees considered both the Operating and the E. Pearson Gift Fund. Trustees agreed to proceed with the detailed conceptual design plan and to have the Operating Fund cover the cost.

Action: Rhonda Hipskind moved, and Mary Jo McClelland seconded the motion to proceed with the proposal from Earth-Source, Inc. (for a conceptual design of a master landscaping plan. Motion passed.

Databases

Trustees discussed three databases for consideration to be renewed. The three were Newsbank, Flipster, and print newspapers. Newsbank and print newspapers subscriptions exceeded the \$2,000.00 purchasing limit, requiring the Board of Trustees' approval. Flipster is not, and Trustees asked that the Flipster renewal be brought to the Board meeting for consideration. Victoria Dolmanet, Technical Services Librarian, was present to help with any questions on the databases the Trustees might have. Victoria, Ware, and the Trustees discussed the database renewals. Following discussion, Trustees agreed to renew NewsBank and the printed magazines but not to continue Flipster.

Action: Rhonda Hipskind moved, and Charles Miller seconded the motion to approve the renewal of the printed magazine subscription. Motion passed.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the NewsBank subscription renewal. Motion passed.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion not to approve the Flipster subscription renewal. Motion passed.

Mold Removal

Trustees reviewed a quote to remove mold and asbestos in the walls of the 1970s part. The work quoted would cover the 1970s part of the building, not the 1903 part. There might be further work to remove mold and asbestos once the renovation proceeds into the 1903 part, which would be Plan 2. Trustees agreed to proceed with the mold and asbestos abatement and use Library Improvement Reserve Funds.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the quote (\$15,775.00) for the mold and asbestos abatement as presented and to utilize Library Improvement Reserve Funds. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Budget 2024

Ware reviewed a preliminary budget for 2024 with the Trustees. The budget would consist of four parts, as with the 2023 budget. The four parts would be Operating/General, Debt Service Fund, Library Improvement Reserve Fund, and BettieB Wimberly Fund. The BettieB Wimberly Fund would remain the same in 2024, while the Library Improvement Reserve Fund and Debt Service Fund would drop slightly. The Operating/General Fund would increase some. Trustees and Ware reviewed the outline of when the public hearing and formal adoption of the 2024 budget would occur.

Notary

Ware is still waiting to hear back from the State of Indiana State Department on his notary renewal application.

Goals Update

Ware presented an update on library goals for 2023. Ware is working on a post-construction visionary statement and has sought feedback from some staff members and Bill. Ware is working to have a final draft to the Trustees at the August Board meeting.

List of Construction Expenses

Ware presented an updated list of construction-related costs.

Expansion

Expansion and renovation construction work is proceeding reasonably well. For about a week in July, there was no construction activity with good weather, which was concerning. After communication through M.K.M. architecture + design, Ware learned that some electronic work delays accounted for the inactivity.

Reciprocal Agreements

As of this meeting, we have had five new reciprocal borrowers since the local reciprocal agreements were signed with North Manchester Public Library and Roann Paw-Paw Township Library.

Donation (Virginia Duffey)

The library received \$100 in donations as memorials to Virginia Duffey, a former trustee. Trustees and Ware discussed doing something to honor a trustee who designates the library as a memorial recipient.

Summer Reading Report

Ware presented a 2023 summer reading report by Rachel Castle to the Trustees.

Recording with Zoom

Recording the Board meetings with Zoom appears to be effective per Ware.

List of things

Abby and Polly are working on items that could be added to the Library of Things to check out and working on a recommended list by this coming Fall.

Sam Hipkind

Ware is still trying to determine a date for active shooting training with Sam Hipkind.

Community Painted Rock project (StoryWalk)

The Youth Services Department and Rachel have started a Community Art Project with the Wabash City Parks Department at the StoryWalk.

Vacation - Ware

Ware and his family will be on vacation for the last week and a half of July, depending on the passport status of Ware's daughter.

Former Bookmobile Pictures and Information

When it was operational, Jim Widner inquired about additional pictures of the library's bookmobile. Library resources were not as in-depth as expected, and Jim is looking for other resources on behalf of Melissa Ford.

ADJOURNMENT

The meeting adjourned at 6:42 p.m.

Action: Charles Miller moved, and Susan L. Baker seconded the motion to adjourn the meeting at 7:24 p.m. Motion passed.