

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, September 15, 2020

5:46 pm Second Floor in Library Public Area

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:46 p.m. on Tuesday, September 15th, 2020, on the second floor in the library public area. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b). The meeting was also available through Zoom.

Members present were Jeff Knee, President, presiding; Susan L. Baker, Charles Miller, Mary Jo McClelland, Jim Widner, Kip Cantrell, and Bill Benysh. Also present were Ware Wimberly, Executive Director; Lena Cordes, Student Assistant; and Alison Paul from Peru Public Library (IN).

CALL TO ORDER

Jeff opened the meeting at 5:46 p.m.

CONSENSUS AGENDA

The Consensus Agenda was presented.

Additional sentence and spelling corrections were made to previous meeting Minutes.

Action: It was moved by Susan L. Baker and seconded by Jim Widner to approve the Consensus Agenda with the corrections to the Minutes. Motion was passed.

BOND MEETING

Ware, Charles, and Jim discussed the Zoom meeting they had with Ryan Fetters of BakerTilly Municipal Advisors in regards to the process of bonds for public libraries. Ryan went through a detailed overview of the features of a general obligation bond which is what he recommends for public libraries. These bonds can be between 10, 15, or 20 years in length. The length and amount would also affect the amount of reserves used by the municipal entity. The better the rating, the less the library would have to pay out of its investments. Jim asked for two or three different scenarios that the library could evaluate. The next step is to contact a bond counsel. Ryan recommended a woman named Jane Herndon of Ice Miller Associates.

COMMITTEE REPORT

Park Board

Bill Benysh did not have anything to report from the last Park Board meeting.

NEW BUSINESS

E-Rate

The Trustees and Ware discussed renewing the library's participation for E-rate from June 21 to June 2022. The E-Rate for internet services is provided through the Indiana State Library Consortium Public Library Internet Access. This is something required to do on a yearly basis if the library decides to remain in the Consortium. The E-rate program through the Indiana State Library Public Consortium remains the best economic deal for public libraries in Indiana. The library's current bandwidth under the program is 100 Mbps and is reimbursed up to 80% by the State Library. Trustees discussed and agreed to continue participation in the program for July 1, 2021 to June 30, 2022 funding year.

Action: It was moved by Mary Jo McClelland and seconded by Jeff knee to join the Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2021 through June 30, 2022. Motion passed.

Circulation Policy

A new Circulation Policy revised by Circulation Manager Cody Abbott was presented to the board. The main change was the elimination of overdue fines on most library materials. This board had discussed this previously but made no decision. The revised policy would eliminate overdue fines for most library materials except for DVDS, Hopspots, and equipment. The library has already been doing this due to the pandemic but this change would make it part of the official policy. The trustees agreed to proceed with the change.

It was agreed to have the time for charges on lost or damaged items changed from 6 weeks to 4 weeks. Otherwise, Trustees approved all other changes in the policy.

Action: It was moved by Mary Jo McClelland and seconded by Susan L. Baker to approve the new Circulation Policy with the change from 6 weeks to 4 weeks for charges on lost or damaged items. Motion Passed.

Public Health Emergency Policy for Pandemic

A draft of a Public Health Emergency Policy for a Pandemic was presented to the board. It outlines the overall steps the library can take in a pandemic such as our current situation. The trustees discussed the draft and accepted it except for a modification on specifying the chain of command in case the Executive Director cannot oversee the basic operations of the library because of illness or another reason. The Youth Services Librarian would be next in line followed by the Business Manager. Ware will bring back the policy with that change.

Action: It was moved by Jeff Knee and seconded by Jim Widner to table the policy until next meeting so these changes can be made. Motion passed.

Fiscal Body

Per State Library guidelines, the library must declare which elected fiscal body reviews the library's yearly budget if needed. This declaration must be approved and signed by library and then acknowledged and signed by that particular elected body. Since the library district is in the City of Wabash, the elected body is the Wabash City Council and this declaration confirms that for State Library purposes. Once it is signed by the library board, the form will be taken to the Wabash City Council for its acknowledgement and approval.

Action: It was approved to by Charles Miller and seconded by Bill Benysh to officially designate the Wabash City Council as the elected fiscal body to conduct a binding review on the library's yearly budget if needed. Motion carried.

Gale Courses

An online database called Gale Courses is up for renewal. The library subscribed to in 2019 at a discount rate but the renewal amount is over \$4,000 which is a substantial increase from the first subscription. The Trustees and Ware discussed the renewal rate along with how much the courses were being used and decided the use not enough to justify renewing it at this rate. The trustees asked if Ware could check for alternatives from the company offering the courses or see if other courses from other companies were available. The Board decided to table the renewal at this time.

Action: It was moved by Jim Widner and seconded by Susan L. Baker to table the renewal of the Gale Courses to the next meeting. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Board Meetings in November and December

Ware anticipates that due to the continued existence of the COVID-19 pandemic, the board meeting upstairs could not logistically continue to work now that the library is open in the evenings. It was suggested to inquire if the board could use a suitable room at either the Wabash Christian Church or the Wabash Presbyterian in those two months. The October Board meeting is required to be in the library building due to the public notice that the budget will be adopted that day at that location. Ware will contact the churches.

Digital Access Cards

The library is excited to announce that Digital Access Cards are now available to students at Wabash City Schools. We look to have feedback on how the program is working as the school semester proceeds.

Laura Beutler

Because a member of Laura Beutler's family tested positive for COVID-19, she has been in quarantine at her home and continues to work remotely from there. Although her first test was negative she had to be in quarantine for 14 days. She will get a follow up test before coming back to work at the library. Trustees discussed further about how to approach COVID-19 test results.

Roof

Workman from C & S Roofing came to the library to patch tears in the roof on north side of the 1970's addition. There have been a few heavy rains since the repair and no leaks have appeared.

Carpet Cleaning

There is a number of obvious stains on the carpet, particularly upstairs near Ware's office. Because some furniture currently is in storage due to social distancing requirements, it was felt that this would be a good time to clean the carpet. Ware and the trustees discussed hiring either Stanley Steemer or Cook's Carpet Care. Because carpet cleaning has to be done on Sundays so as not to interfere with the hours the library is open, Ware will contact Stanley Steemer. Stanley Steemer will work on Sunday but Cook's Carpet

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Care will not.

Mask Requirements.

The trustees and Ware discussed the current facemask requirements in the library following a patron complaint and considering the current controversy on facemasks. The trustees agreed that the mask requirement should stay in place. The board also agreed that library staff should use their own best judgement in handling a situation when a facemask conflict arises with a patron. The trustees discussed current face-mask-requirement signage and perhaps how could be written more effectively. Ware and staff will look at rewording the facemask signage to explain the reasons for it rather than just stating that facemask are required.

LSTA Grant

Ware informed the board that the LSTA Grant for digitizing Wabash County Historical Newspaper Project has been approved through the Indiana State Library. The grant covers original Wabash County newspapers currently housed at the Wabash County Museum that have not been digitized or converted to microfilm. The newspapers cover Largo and Wabash newspaper issues between 1875 and 1942. Once the newspapers have been digitized, they will be available to both the library and the museum. Trustees concurred with moving forward with the grant.

AJOURNMENT

Action: It was moved by Susan L. Baker and seconded by Bill Benysh adjourn the meeting at 6:51 p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly, Executive Director

&

Lena Cordes, Student Assistant

