

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, October 16th, 2018

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, October 16th, 2018 in the library board room. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a) (b).

Members present were Jeff Knee, President, presiding; Susan L. Baker, Charles Miller, Mary Jo McClelland, Jim Widner, and Liz Hobbs. Bill Benysh was excused. Also present was Ware Wimberly, Executive Director.

CALL TO ORDER

Jeff opened the meeting at 5:30 p.m.

CENSENSUS AGENDA

The Censensus Agenda was presented.

There were some corrections needed in the Minutes presented to Trustees. The corrections were noted.

Approval with corrections of Sept. 18th, 2018 Minutes (Public Hearing), Sept. 18th, 2018 Minutes (Regular Meeting), October 8th Minutes meeting

- b. Financial Report
- c. September Payroll
- d. October Claims

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

NEW BUSINESS

2019 Budget

2019 Budget approval – The 2019 budget has been advertised and a public hearing has been held. The next step is for the budget to be officially adopted. Ware gave an overview of the 2019 budget to Trustees. The 2019 salary ordinance and schedule are not included in this action. In the past number of years; it has been done in November.

Action: Motion to adopt the 2019 budget was made by Susan L. Baker and second by Liz Hobbs. Motion passed.

Internet and Computer Use Policy

Ware presented a revised Internet and Computer Use Policy to the Trustees. The updated policy reflects changes made to the policy over the past several months. These changes resulted primarily in seeing a decrease in usage of public stationary computers to an increased use of laptops and other mobile devices for Wi-Fi. Due to these trends in usage, we are no longer having time limits on the public stationary computers along with other small changes. Trustees discussed the changes and approved the revised policy.

Action: It was moved by Jeff Knee and seconded by Charles Miller to adopt the updated Internet and Computer Use policy as presented by Ware. Motion passed.

Hotspot Policy

With changes related to filtering with the Hotspots over the past couple of months, the policy for the hotspots needs to be updated. Ware presented an updated copy of the Hotspot policy. Although not stated in the policy, there is still filtering involved. Trustees discussed the changes and approved the revised policy.

Action: It was moved by Charles Miller and seconded by Mary Jo McClelland to adopt the updated Hotspot policy as presented by Ware. Motion passed.

ADMINISTRATIVE UPDATES

Microfilm

There is a need for a least one new microfilm machine in the very near future. One current microfilm needs repair and there are no longer parts available to repair the machine. Microfilm use is an important resource and tool the library provides for research for patrons and the general public. Bethany has been looking at new models specifically an E-imageData ScanPro 3000. This machine is used also at the Wabash County Recorder's office. Bethany gave a presentation on the machine including its ability to digitalize followed by questions by Trustees. Following Bethany's presentation, purchasing a new microfilm machine specifically the model recommended in the presentation was discussed. The new microfilm machine is expensive (\$13,000 plus) but access to the microfilm is a very valuable service offered by the library. It was agreed to purchase one of the ScanPro 3000 to replace the current one that is unrepairable. Further agreed to utilize L.I.R.F. (Library Improvement Reserve Fund) monies for purchase.

Action: It was moved by Charles Miller and seconded by Susan L. Baker to proceed to purchase one of the E-imageData ScanPro 3000 to replace the current unrepairable microfilm and further

to use L.I.R.F. (Library Improvement Reserve Fund) monies be used for this purchase. Motion passed.

Ivy Upfront

Ware talked to Huffman Nursery about the outside ivy and green cover. Unless the Board wants to change it to a rock pebbles type bed, the only option they saw was to use recommended fertilizer on it right at the beginning of Spring and then continue over the summer periodically. The concern with the fertilizer is it might harm good ivy or cover that we have. Because the weeds have settled for so many years, one couldn't get the weeds totally unless it was converted to a rock/pebble type arrangement. There was no interest in a rock/pebble bed by Trustees. Ware will look per next Spring to possibly try the fertilizer as an option.

Thoughts on Meeting

Trustees gave some feedback on the Board meeting of October 8th. It was expressed that the staff input was very valuable and appreciated it. There were some concerns about the financial presentation part. There was a concern on lack of space assessment of current structure and would that be in play soon. Ware will be in conversation with Sara Peterson about next steps.

Lighting

Ware presented quote for work to install LED lights around the Dome area. Since it is a physical improvement to the building, Ware recommends that L.I.R.F. (Library Improvement Reserve Fund) monies be used. Following discussion, it was agreed to pay this with monies from L.I.R.F.

Action: Moved by Charles Miller and seconded by Susan L. Baker use Library Improvement Reserve Funds (L.I.R.F.) to pay for LED lights around Dome per presented quote. Motion passed.

Water Concerns

There are about 4 spots around the building where leakage appears down the walls. The main two locations are in the genealogy/local history and non-fiction shelves. The running down of water appears only when we have very hard rains. Ware has been in contact with Brian Gottschalk of Atlas Building Services per his advice. Brian has given him contact information with a Josh Miller from CMS roofing which where things stand at the moment.

Board By-Laws

Trustees and Ware discussed a bit about attendance requirements and dates for meeting due to concern Ware has about struggles to get full attendance at Board meetings this year. There didn't seem to be another day of the week or time of the month that appeared to be better than the 3rd Tuesday of each month. Dates and times of Board meetings were left as is.

Cameras

Ware presented a quote with the two options to replace one of two recorders the library has to store footage from the 16 cameras the library currently uses. At the end of September, the library lost just over a week of recording from the cameras. Stored camera footage is very important for us in cases of incidents, determining whether items have been returned, etc. Having about 10 days in row without any camera footage was not good. In looking at the recorder downstairs per the missing data, it was determined that the recorder has a bad drive. The recorder with the bad drive was installed in 2012 and also out of warranty. Ware talked to Cottage Watchman per the camera on what they recommend. Due to the age (2012) and being out of warranty, it was recommended to replace the recorder which is not inexpensive. If a new recorder is purchased, it is possible to get one that can hold up to 16 cameras which would allow for additional cameras if so chosen by the library in the future. Trustess discussed the quote along with role of the recorders with the cameras. After discussion, it was decided to proceed to replace the recorder (2012) with the recommended option in terms of recorder. It was also decided to utilize funds from L.I.R.F. (Library Improved Reserve Fund) to pay.

Action: It was moved by Jim Widner and seconded by Charles Miller to approve the recommended quote for a new recorder and to use Library Improvement Reserve Funds (L.I.R.F.) to pay for. Motion passed.

Art Conner Presentation

As part of the Joanna Strode Continuing Education Series in Support of Lifelong Learning, Art Conner will be doing a presentation on exploring Antarctica. On November 14th, Art will be sharing his travel to Antarctica that retraced the Sir. Ernest Henry Shackleton's Trans-Antarctica expedition.

Organizational Chart

With fairly new Trustees on the Library Board, Ware presented a current organization chart of staff.

ADJOURNMENT

Action: It was moved by Charles Miller and seconded by Susan L. Baker to adjourn the meeting at 6:59 p.m. Motion passed.

Respectfully Submitted,

Ware W. Wimberly III, Executive Director