

Wabash Carnegie Public Library

Meeting of Tuesday, November 16th, 2021

Falls Cemetery Chapel

5:30 p.m.

The Board of Trustees of the Wabash Carnegie Public Library met in regular session and through Zoom conference call at 5:30 p.m. on Tuesday, November 16th, 2021. Notice was posted of this meeting pursuant to Indiana Code Sec. 5-14-1.5-5(a)(b). Members present were Charles Miller, presiding; Jim Widner; Rhonda Hipskind; Susan L. Baker; Mary Jo McClelland; Jeff Knee; and Bill Benysh. Also present was Ware Wimberly, Director. Amy Wendt, Business Manager; Polly Howell, Children's Department Manager; Claire Purmort (M.K.M.); Sara Peterson, Sara Peterson Consulting; and Rob Burgees, Wabash Plain Dealer, were in attendance by Zoom.

CALL TO ORDER

Charles Miller opened the meeting at 5:30 p.m.

PRESENTATIONS

Employee Group Health Insurance Plan

Carrie Rees of Chittick Insurance presented the trustees with options for different group health insurance plans including renewing the current policy. Later, after Carrie Rees left, the trustees discussed the differences between a Health Reimbursement Account (HRA) and a Health Savings Account (HSA) and generally were in favor of the Health Reimbursement Account. The trustees agreed to renew the current policy without increasing the employees' copay amount.

Action: Bill Benysh moved, and Mary Jo McClelland seconded the motion for the library to cover the increase in Health Insurance premium and not pass it on to the employees. Motion Passed.

Claire Purmort (M.K.M.)

Claire Purmort of MKM Architecture and Design presented updates through Zoom on the library's renovation and expansion project. The trustees originally planned on a two-phase project with the expansion as the first phase and the existing building's renovation as the second phase. Now MKM is recommending a single-phase project because it possibly could reduce both the timeline and cost. The trustees, Ware, and Claire discussed the advantages and disadvantages of a single-phase project and agreed to have MKM perform due diligence on a single-phase project.

Action: Bill Benysh moved, and Rhonda Hipskind seconded the motion to approve M.K.M. to engage in due diligence for a one-phase approach. Motion passed.

As the library gets closer to the construction phase of the project, MKM recommended that the trustees designate Ware as the signer on expenditure documents and the trustees agreed.

Action: Mary Jo McClelland moved and seconded by Rhonda Hipskind the motion to authorize Ware as the designated signer for the construction bid documents in preparation for sending bids out. Motion passed.

Claire reported that due to the elevator's age, replacement parts that are needed to bring it up to code no longer are available. Therefore, MKM will send out bid requests for a new elevator which will be a separate project from the expansion and renovation but done at the same time. The trustees agreed to encumber funds from the 2021 Library Improvement Reserve Fund (LIRF) to pay for the project.

CONSENSUS AGENDA

The Consensus Agenda was presented and approved.

Action: Susan L. Baker moved, and Rhonda Hipskind second motion to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

No Report

COMMITTEE REPORT

Parks Department

Bill Benysh reported that new nets were installed at the Honeywell Pool tennis courts and new lights were installed at Paradise Spring Park. Ware asked if there were any new developments with the grant the department applied for that might involve another Story Walk and Bill said no.

NEW BUSINESS

Salary Ordinance/Schedule 2022

The trustees discussed the possibility of a 3-4% raise for employees which will be influenced by which employee health insurance plan they decide to get. The trustees decided to table it until the December meeting when they will review it again.

Action: Rhonda Hipkind moved, and Susan Baker seconded the motion to table the salary discussion. Motion passed

Outline of Procedure COVID related

Ware presented an updated outline of COVID-19 procedures that require library staff and patrons to wear masks if Wabash County's metrics reach Level 3. If the county metrics are lower than 3, then masks would be optional for everyone. Following discussion, the trustees approved the revision.

Action: Rhonda Hipkind moved, and Susan L. Baker seconded the motion to approve the COVID Procedures policy. Motion Passed.

Gift Policy with retirements/voluntary leaves

The trustees reviewed the proposed employee gift policy that would recognize those employees who retire or leave for voluntary reasons. An employee would have to work at the library a minimum of five years to be eligible for a \$50.00 gift that would increase in \$50.00 increments for each additional five years of employment. The policy was approved.

Action: Rhonda Hipkind moved, and Susan L. Baker seconded the motion to approve the Gift Policy. Motion Passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

My Heritage

Ware presented a recommendation to renew the My Heritage database. My Heritage is a search tool for genealogical research and is well used by library patrons. After discussing its use and value, the trustees approved renewing it.

Action: Rhonda Hipkind moved, and Susan L. Baker seconded the motion to renew Family Heritage. Motion Passed.

Farlow Property Purchase

The closing on the purchase of the Farlow property will be on Thursday, November 18. Charles Miller, Jim Widner, and Ware Wimberly told the other trustees about their tour of the Farlow house and the discussion they had with Paul Hayden of Indiana Landmarks following the tour. Other trustees inquired about getting a tour of the house.

Indiana Library Federation Conference

Ware will attend the Indiana Library Federation Conference in Indianapolis tomorrow, November 17th.

Grow Wabash County

Ware asked for permission to use money from the library's gift fund to buy the staff *Grow Wabash County* gift certificates for the holidays and the trustees approved \$40.00 per employee.

OTHER

ADJOURNMENT

The meeting adjourned at 7:12 p.m.

Action: Rhonda Hipskind moved, and Jeff Knee seconded to adjourn the meeting at 7:12 p.m. Motion passed.

Respectfully Submitted,

Tasha Veal, Circulation Assistant WCPL

& Ware W. Wimberly III, Executive Director