

Wabash Carnegie Public Library Board of Trustees

Meeting of Tuesday, December 19th, 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, December 19th, 2023. The meeting was at the Wabash Presbyterian Church Fellowship Room, 123 W Hill St, Wabash, IN, 46992. Notice of this meeting was posted 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, Mary Jo McClelland, and Susan L. Baker. Ware Wimberly, Executive Director, and Rachel Castle, Community Outreach Manager, were present.

Presentation of Online Calendar and Logo Re-brand – Rachel Castle, Community Outreach Manager

Rachel Castle, Community Outreach Manager, presented information on a proposed new online calendar tool called LocalHop. It would replace the library's current one provided by Demco and be less expensive. Rachel answered questions about the proposed new online calendar tool. Rachel also presented possible designs for re-branding the library's logo. Trustees agreed for Rachel to move forward with both projects.

CONSENSUS AGENDA

Trustees reviewed the Consensus Agenda. Trustees had questions on the Register of Claims, and Ware provided the context or reason. Trustees approved the Consensus Agenda.

- a. Approval of November 21st, 2023, Minutes: Executive Session Board Minutes on November 29th, 2023, and December 8th, 2023.
- 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. Motion passed.

PRESIDENT'S REPORT

Bill Benysh asked Trustees to sign the Minutes from two previous Executive Meetings that had recently occurred for adoption.

COMMITTEE REPORT

Bill Benysh inquired if another Trustee would be interested in representing the library on the City of Wabash Park Board in 2024. After discussion, Bill will continue representing the library on the Park Board. There were questions on how a library trustee got appointed to the Park Board in the first place.

OLD BUSINESS

Salary Ordinance/Schedule 2024

Trustees discussed the proposed salary and wage ordinance for 2024. The salary schedule for 2024 was approved at the October 2023 Board meeting. Trustees discussed the proposed amounts both for part-time and salaried staff. Trustees reviewed how the proposed amounts compared with previous discussions and felt they aligned with those discussions. There was a discussion on the Executive Director's salary for 2024. Due to performance evaluation concerns and how the current salary compares to other similar-sized public libraries, Trustees agreed for the Executive Director's 2024 annual salary to be lower annually. Trustees decided on a \$65,000.00 annually going forward.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the 2024 Salary Ordinance. Motion passed.

NEW BUSINESS

Policies Review

Trustees reviewed the current Computer and Internet Policy and a proposed Bedbug Policy. Trustees approved that Computer and Internet Policy with no changes.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to approve the Computer and Internet Policy. Motion passed.

Trustees discussed the proposed bedbug policy and whether it should be a part or section of the library's Circulation policy. Trustees felt it essential to present the bedbug policy information to library patrons when they received library cards.

End-of-the-Year Appropriations

Trustees reviewed the end-of-the-year appropriations resolution. With the resolution, monies from some categories within the Operating Budget will be transferred to other categories so that no line is negative at the end of this fiscal year (December 31st, 2023). Following discussion, the Trustees approved the end-of-the-year appropriations resolution.

Action: Charles Miller moved, and Rhonda Hipskind seconded the motion to approve the End-of-the-Year Appropriations Resolution. Motion passed.

Health Insurance

The library's employee health care plan is up for renewal. It is a grandfathered plan that the library can't return to if it decides to leave it. Susan L. Baker, a trustee, and Carrie Rees of Chittick Insurance have looked at comparable Affordable Care Act plans as alternatives. Following Carrie's communication, Susan said it would be best to table the issue and take it up again at the January meeting and the trustees agreed. Carrie will run new quotes on different plans.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to table health insurance until the next meeting. Motion passed.

Board of Trustees Officers/By-Laws

Trustees discussed nominations for Board officers in 2024. The Board agreed to re-appoint the 2023 officers for 2024. Thus, the officers re-appointed in 2024 are as follows:

Bill Benysh – President

Rhonda Hipskind – Vice President

Mary Jo McClelland – Treasurer

Susan L. Baker – Secretary

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to re-appoint 2023 Board officers for 2024. Motion passed.

Trustees also reviewed the Board of Trustees By-Laws. Several corrections and changes were needed for the policy, particularly under Article X (Nepotism). The corrections required were discussed and communicated to Ware.

Action: Susan L. Baker moved, and Rhonda Hipskind seconded the motion to the Board of Trustees By-Laws with corrections. Motion passed.

Furniture Bid Advertisement

Trustees discussed the proposed advertisement for furniture bids form provided by M.K.M. architecture + design for the new furniture as part of the renovation. Furniture bids will be accepted until January 31st, 2024. On January 31st, 2024, furniture bids will be opened for the library's Board of Trustees to evaluate. Trustees believe it essential to advertise the furniture bid immediately to avoid delays with re-opening the building schedule. Trustees approved the proposed advertisement for furniture bids form.

Action: Rhonda Hipskind moved, and Susan L. Baker seconded the motion to approve to advertise for furniture bids. Motion passed.

Charles Miller and Rhonda Hipskind reviewed fabric selection options with Ware and selected pattern combinations. The fabric options and selected pattern combinations were available for the Board to look at after the meeting.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Construction Update

Ware provided a construction update. Carpet has been installed in both the lower lobby and the hall leading to the new restrooms which appear close to completion. Hamilton Hunter wants to complete the renovation to the 1970's addition by January 29, 2024. The renovated 1970's area will be open to the public once much of the collection now in storage is moved back to the library.

Snow Removal

Ware reported that he approved the American Eagle Lawn & Landscaping quote for snow removal this winter. American Eagle Lawn & Landscaping was the lowest of the three bids received.

2024 Budget

Ware reported that the State of Indiana certified the library's 2024 budget with no changes. The library will also receive its second tax draw for 2023 on Wednesday, December 20th, 2023. The second tax draw will also include funds for the library's second bond payment of the library's 20-year general bond.

Staffing Update

Ware provided some updates on staffing. Karen Carpenter, a Youth Services Assistant who started to work for the library at the beginning of December 2023, has resigned. Concerns with her work led to a written warning and she resigned after meeting with both her supervisor, Laura Beutler, and Ware. Ware also reported that Julie Lengel, a Youth Services Assistant, is retiring early in January 2024 due to her father's health. Thus, the library has lost one and will soon lose its other Youth Services Assistant. Ware and Laura Beutler, the Interim Youth Services Manager/Librarian will meet to discuss the next steps to getting back to a full staff in the Youth Services Department. Karen Birt, a Librarian Assistant, is interested in the Youth Services Assistant position, and Laura believes she would be a very good fit.

Construction Expenses List

Trustees reviewed an updated Construction Expenses List.

Goals for 2024

Trustees reviewed goals from Ware from 2023, both organizational and personal work. Ware also presented his organizational and personal work goals for 2024.

CD maturing on 12/25/23

The library has a 13-month CD that will mature on December 25, 2023, and is held at Crossroads Bank as part of its E. Pearson Fund investments. Trustees discussed their options for reinvesting the principal in a short-term CD. Ware reported several CD rates at local financial institutions that were a little over 5% for 6-9 months. Following discussion, Trustees agreed to invest the CD's principal into one that fits in that framework. The library's other CD matures on March 20, 2024, and is held at First Merchants Bank.

Landscaping Donation

Ware updated about the \$200,000.00 donation for the master landscaping project. Schwab Charitable, mailing the donation to the library, is still finalizing the paperwork to release the check.

Board meeting Dates for 2024

Trustees reviewed the proposed Board meeting dates for 2024. There was a discussion on changing some dates due to conflicts with other obligations with the local school board. At the January 2024 Board meeting, there will be a discussion on possibly adjusting some of those dates.

ADJOURNMENT

The meeting adjourned at 7:35 p.m.

Action: Charles Miller moved, and Susan L. Baker seconded the motion to adjourn the meeting at 7:35 p.m. Motion passed.

Board of Trustees, Minutes, December 19th, 2023

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

ATTEST

Secretary, Library Board of Trustees