

## **WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES**

Meeting of Tuesday, May 16<sup>th</sup>, 2017

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, May 17th, 2017 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, presiding; Shirley Walter, Susan Baker, Bill Stouffer, Nancy Bell, Tricia Falder, and Charles Miller. Also present were Ware Wimberly, Director; and Kassie Burchett, Student Assistant.

### **CALL TO ORDER**

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

### **STAFF PRESENTATION**

Cody Abbott, Assistant Technical Services Manager was introduced to the Library Board of Trustees. Cody is doing a very good job and has a lot of previous library experience through Huntington University.

### **CONSENSUS AGENDA**

The Consensus Agenda was presented.

Approval of April 18th, 2017 minutes

Financial Report

April Payroll

May Claims

**Action:** It was moved by Shirley Walter and seconded by Susan Baker to approve the Consensus Agenda. Motion passed.

### **PRESIDENT'S REPORT**

Jeff Knee presented a timeline of what the Board has discussed in regards to the expansion of the Library since 2013.

## COMMITTEE REPORT

- Park Board: Bill Stouffer gave update on the Park Board (04/12/17). The replacement of the tennis courts are in question and the Cancer Walk was approved.

## OLD BUSINESS

### Phone Quotes

The Board reviewed quotes from Cinergy MetroNet for a new phone system that would be Internet based along with two quotes from Intrasect (one digital based and the other Internet based). The Intrasect plan favored by staff is a digital base phone system which is similar to the library's present system, but more current in terms of technology and features.

The Board questions whether or not the library should update the system. Charles mentions the bad side of the internet phone systems and Susan Baker mentions the good side to it. The Board agrees to revisit the phone at a later time.

**Action:** Charles Miller made motion to table phone issue till the future time. It was seconded by Nancy Bell. Motion passed.

### Resolution (Card processing)

The Board discussed the proposal to open a PayPal account so patrons could pay for fines, fees, copies, faxes, replacement costs, PLAC, non-resident cards with a value of \$10.00 or higher. It was discussed generally how it work. It was important to have this feature since many people in our community and the world around us don't carry cash. Ware has resolution from the State Library that the Board would need to approve and sign to accept payment by electronic methods. Ware also asked for action to give Amy Wendt, Business Manager, the authority to open up a Paypal account to be tied to the library's checking account at Wells Fargo. Following discussion, the Board agreed to both the resolution to accept payment by electronic methods (credit cards/debit cards) and authority to Amy to open a PayPal account for the library.

**Action:** Shirley Walter made motion to proceed with resolution to accept electronic payments and authority to Amy Wendt, to open up Paypal account to be tied to the library's checking account at Wells Fargo. Seconded by Nancy Bell. Motion passed.

## NEW BUSINESS

### Student assistant – Allison Middaugh approval

Ware recommend approving the hiring of Allison Middaugh as a Student Assistant downstairs in the Youth Services Department for the summer. Allison attends Indiana University and is a previous student assistant while at Northfield Sr./Jr. High School.

**Action:** Susan Baker made the motion hire Allison. Bill Stouffer seconded. Motion passed.

## **DIRECTOR'S REPORT**

### Additional Shelved Downstairs

Ware has been approached about adding more shelves in the Youth Services Department. The staff is consistently having challenges in this regards when they are shelving all of the children's books. He gave a quote of \$2,800 from Ron Moore (The Woodshed). Ware wants to use L.I.R.F. and hopefully it would begin next fall.

**Action:** Motion passed by Susan Baker and seconded by Charles Miller to add additional shelving in the Children's Room utilizing L.I.R.F. funds. Motion passed

### Director's Annual Review

For the Indiana State Standards, there needs to be an annual Director's review. Ware is letting the Board know it will be planned this year.

### Mission Statement of the Library

Ware recommends changing the Mission Statement to better reflect the library's purpose in relation to the larger community we are a part of. He believes that when it says "to all residents and taxpayers of the library district" needs to be taken out and replaced with "to every customer". It was general consensus of the Board to not approve recommendation and to keep it as is.

### District 2 Conference

11 staff members attended the Indiana District 2 Conference in Peru, IN. Ware believes that the conference was very beneficial for both the staff and as a team. On behalf of the staff, Ware thanks the Board for allowing them to attend.

### Change in OverDrive Ordering

Since the beginning of this year, the budget line for e-books/audio e-books from gone far over for the Library's budget. With a change in Overdrive procedures, a person can recommendations to the library to purchase. In order to meet our patrons' request, these recommendations were met without realizing that it was going to cause that budget line to go way over. Ware, Amy, Bethany, and Cody met about this and how to address it to curtail the amount spent and keep the over budget amount be as low as possible. The recommendations/requests from patrons will be to totally view it from a collection

development perspective and only be purchased if essential or crucial to the collection. We have communicated the need to limit purchases due to budgetary constraints.

#### Website

Adam has finished the website and he is making sure that everything is in order from a server/host status before going "live".

#### Clifton Strength Test

Ware is looking into the StrengthFinders program for staff and has been in contact with Carrie Gillenwater who is a certified coach. It is a well-known leadership developmental tool. It focuses on one's strengths and how to best utilize those in a work/team setting. The goal is to strengthen the staff's teamwork.

#### June 5<sup>th</sup> to June 10<sup>th</sup>

Ware will be using the first full week of June for vacation days but will be primarily in town. He does not plan any long trips until the end of July for his family's annual visit to Canada.

#### Program to Honor Joanna Strobe

The library will begin to hold a program series in honor of Joanna Strobe with speakers. She loved to travel and she loved nature. The programs would be twice a year and they would be about the books with her passions in mind.

#### Insurance

Ware discussed an addition to library's group health insurance that would allow staff make the health care contributions under the plan pre-taxed and a Section 125 (cafeteria style). Per Carrie at INGUARD, this does not change current policy. It is to help staff gain from deduction on taxes related to when one files. The Board requested that Carrie Rees (INGUARD) be at the next Board Meeting to explain it. Ware will contact Carrie.

#### **ADJOURNMENT**

**Action:** Charles Miller moved to adjourn and was seconded by Bill Stouffer. Motion passed and the meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III, Director