

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES
Meeting of Tuesday September 13th, 2016

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:46 p.m. on Tuesday, September 13th, 2016 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 Charles Miller, presiding; Shirley Walter; Bill Stouffer; Susan Baker; Nancy Bell; Jeff Knee. Also present were Ware Wimberly, Executive Director. Tricia Falder was excused. Charlie Miller opened the meeting at 5:46 p.m.

STAFF PRESENTATION:

Amy Wendt, Business Manager, and Polly Howell, Youth Services Librarian talked to the Board about their responsibilities and answered questions from the Trustees. Both have been with the library for many years and do fantastic work. The Library is fortunate to have both.

CENSENSUS AGENDA

Approval of August 16th, 2016 minutes
Financial Report
August Payroll
September Claims

Action: It was moved by Bill Stouffer and seconded by Shirley Walter to accept the agenda.
Motion passed

COMMITTEE REPORT

No report

PRESIDENT'S REPORT

No report

OLD BUSINESS

Long Range Plan

The long range plan is still be worked out. Ware recommends it be tabled until the Board Meeting next month in October.

Action: It was moved by Bill Stouffer and seconded by Nancy Bell to table the Long Range plan until the October meeting. Motion passed

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Wireless Printing Policy

Ware presented a draft of wireless printing policy. It was recommended by Intrasect consultants to have a wireless printing policy in place before implementing wireless printing for library customers. The main purpose of the policy is to protect the library from any type of possible liability that could occur. The Board review the draft. It was the opinion that the policy was sound. General consensus to proceed to approve the Wireless Printing Policy.

Roof/Leaks

Ware reviewed work done recently to answer some questions on why we are continuing to get leaks by the staff entrance and the dripping around the crown molding on the newer part of the building with the flat roof. A company called Preferred Roofing has been out a couple of times to try to address the leak problem.

AED/First Aid Training

The library is having two AED/CPR training sessions on September 21st and September 27th in the morning for staff.

Meeting with EMA Executive Director Keith Walters

Ware had a meeting with Wabash EMA Executive Director Keith Walters about the library's Disaster Recovery Plan. He thought overall it was good and just needed some tweaking. Ware will make those changes and bring back to Board for approval.

Microfilm

Ware checked about the maintenance agreement per the microfilm service. The company only does annual maintenance agreements and not case by case situation. Not sure what other options are currently and is probably limited due to microfilm and the newer technology today.

April Nicely

Unfortunately, April Nicely is planning to retire in April as of 2017. She has been an invaluable asset for our library and presence will be missed!

Intrasect

Ware reported on his meeting with Mike Shira from Intersect per the Assure-It agreement and costs involved. In looking at the \$1,080 each month per the agreement, the agreement is purchasing hours of tech support. In terms of whether the hours purchased by the (10 hours monthly) is being used, that appears to be the case with extra hours go over to the next month. Trustees reviewed documentation from Intrasect per their work log on the library's computers and equipment per the agreement. There were questions on what the various entries where. Ware mentioned that much of the work is done remotely from the Intrasect offices. Also, the Internet connection and computers are running smoothly with few interruptions for customers. The Board asked Ware to follow up on what the individual work log-ins referred to and if there was a lower amount per the agreement for consideration.

Website

The website being designed by Green Hat is almost completed per the homepage. It will be presented to the Board at the October Board meeting.

New Positions

Ware talked to the Board about a new position and hiring another part-time person. The new position would be whose primary responsibilities are marketing, using social media, being out in the community promoting the library, and adult programming. In Ware's view, there is a need for per the following reason. Unlike in the past, we have to bring customers to us. We are trying to reach people in our community through our programming and being out in the community more. Our marketing and promoting duties are spread out among a number of staff and would be better under direction of single staff person. Ware does have a staff person in mind. Rachel Parks has done a lot of creative things with adult programming, she has an interest in marketing type responsibilities and she has a passion for that. If Rachel is in the position, Ware envisions more of her work time being engaged in the community further representing the library and promoting what we offer. The challenge is currently that she covers the desk a lot as the Assistant Circulation and System Manager. Ware's vision would be for her if she was hired in this role to substantially reduce her amount of hours at the Circulation Desk. Thus, there would be a need for another part-time person which library budget could support. The Board was agreeable to proceeding with these changes.

Technology Plan and Internal Control Policy Plan

A new Technology Plan is being worked on. The Internal Control Policy Plan still work in progress.

Twenty – Author and Sportswriter Bob Hammel

As part of the Martha Jones Indiana Author Series sponsored by the library, Wabash Round Table, and Honeywell House, author and sportswriter Bob Hammel is going to be in Wabash giving a program at the Honeywell House. As part of having Mr. Hammel, it was decided to have him for dinner at Twenty before the program. The three entities (library, Roundtable, and Honeywell House) talked about splitting dinner costs for the author and spouse, if present, and any mileage. With two of the authors accepting the Twenty restaurant offer for dinner, would the Board be ok with the library picking up dinner for Mr. Hammel and his wife and any mileage expenses. The Hammels would be driving from Bloomington IN to Wabash and back. This an unique request and only ask because Mr. Hammel is coming to Wabash to do a presentation in his books for program co-sponsored by the library. The Board discussed the request. If covered by the library, it would have to be with a non-tax based fund. Ware recommends the E. Pearson Fund which the library utilizes for library sponsored programs. After discussion, it was agree to use the E. Pearson Fund monies to cover Mr. Hammel and his wife's dinner and any mileage.

Action: It was moved by Nancy Bell and seconded by Shirley Walter to approve using E. Pearson Funds monies to cover dinner expenses and mileage for Mr. Bob Hammel as part of the Martha Jones Indiana Author Series. Motion carried

ADJOURNMENT

Action: It was moved by Susan Baker and seconded by Bill Stouffer to adjourn the meeting at 6:40 p.m., motion passed.

Respectfully Submitted,

Ware W. Wimberly III, Executive Director