

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

Meeting of Tuesday, July 18th, 2017

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, July 18, 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; Charles Miller, Nancy Bell, Bill Benysh, Susan Baker, and Shirley Walter. Tricia Falder was excused. Also present were Ware Wimberly, Director; Kassie Burchett, Student Assistant.

### **CALL TO ORDER**

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

### **CONSENSUS AGENDA**

The Consensus Agenda was presented.

Approval of June 20th, 2017 minutes

- Notes: Grammar errors need to be corrected.

Financial Report:

June Payroll

July Claims

**Action:** It was moved by Charles Miller and seconded by Shirley Walter to approve the Consensus Agenda with the corrected date and grammar/spelling corrections made. Motion passed.

### **DIRECTOR'S REPORT**

#### **Old Business**

##### Park Department Board Appointment

As discussed at the June Board meeting, a Trustee needs to be appointed to the City Parks Department Board and it was tabled until this meeting. Bill Benysh has agreed to the appointment and thus would need to be approved by the Board. Thank you Bill Benysh!

**Action:** Motion made by Susan Baker and second by Charles Miller to appoint Bill Benysh to the City Parks Department. Motion passed.

## **New Business**

### Credit Card Resolution/Internal Control Policy

Ware has given a copy of the revised resolution for the credit card use along with a revised entry for the Uniform Control Policies. Recommended approval for this form as required by the State Board of Accounts. The topic will be tabled till next meeting to see who has access to the cards. The Board had questions per number of staff who have access to the credit card and access to safe in staff supply closet.

**Action:** Motion made by Nancy Bell to table credit card resolution till next meeting, second by Susan Baker. Motion passed.

### Additional/Revised Parts of Internal Control Policies

Ware has also given additional items that either need to be updated or added to the Uniform Control Policies. The two are as follows:

- 1.) Circulation Policy particularly since it has a lists fees and fines.
- 2.) Updated list of items in the library safe in the supply closet in the work room upstairs.

The Board reviewed above policies and agreed to add them to the Internal Control Policy manual.

**Action:** Motion made by Susan Baker and second by Shirley Walter motion to accept changes to Internal Control Policy. Motion passed.

## **ADMINISTRATIVE UPDATE**

### 2018 Tentative Budget

Ware has given the Board a copy of the 2018 budget. The growth quotient for 2018 budgets is 4%. The budget enclosed is at a 3.5 percent increase. Ware didn't put a higher percent because at this point the library is under a budget for this year and we have substantial amount in LIRF. It can be increased to 4% if the Board wishes. Ware has gave the Board a basic outline of the Operating Budget and LIRF with the 3.5% increase. The Board prefers go with a 3.5% increase.

### Non-resident Fees

The non-resident fees do not have to be changed due to the fact that the 2016 operating per capita of \$82.93 is below the current non-resident annual fee of \$84.00. Patrons appreciate both the option of the quarterly breakdown amount and the reduced amount for the Student Card. Ware included the current costs with breakdowns in your packet. Again, no changes are required.

#### Additional Signer for Wells Fargo Account/Lock Box

The signature for the checking account has been changed at Wells Fargo from Bill Stouffer to Charles Miller. The account currently has Jeff Knee and Charles Miller as signers. Ware asks the Board if they want himself, the Director, included on the signature list. Ware points out that it would be much easier for him to go to the bank if there was an issue.

Also, the library has checked on the deposit and lock box at Wells Fargo and what signature needs to be changed. Amy's signature is on the lock box account but the other names are Bill Stouffer and Pete Jones. Ware reported that it was Ed Knafel previously but communication with the Wells Fargo clarified that Ed being a signer was incorrect. In order to change the signatures, the process is fairly straightforward thankfully. Both Charles and Jeff would need to stop by and sign a new signature card for the deposit/lock box. That is all that is needed. Their names along with Amy's would be on this.

#### Pay Pal Device

Adam Hayslett, Amy Wendt, Theresa Singleton, and Ware are all working on setting up the library Pay Pal account and it is getting closer. Ware believes that it should be ready for use in August. He will have more information at the August meeting.

#### Automatic Door Opener – Upstairs Bathroom

The automatic opener for the upstairs restroom has been installed. Customers have mentioned how much easier it is to utilize the door now!

#### Flipster

In the month of June, the library ran a trial on Flipster to see how many patrons would utilize the resource. It turned out that it was a hit! The library Board decided that the library should try Flipster for at least a year. Amy Wendt and Bethany Dubois went back and revamped a possible package at half the amount than previously quoted.

**Action:** Motion made by Charles Miller to try Flipster for a year, second by Susan Baker. Motion passed.

#### Bank Rates

Review of current bank rates in regards to investments will be discussed at the August Board meeting due to Ware's schedule remainder of this month.

### Hoopla

The staff is training on Hoopla this month, Hoopla is an online resource where patrons can borrow digital movies, music, eBooks, etc. 24/7 with one's library card. With Hoopla, titles can be streamed immediately, or downloaded to phones or tablets. If one is interested in more information, the web link to it is <https://www.hoopladigital.com>. Anticipate it to be available to patrons in August.

### Vacation

Ware will be on vacation from Wednesday July 19<sup>th</sup> to July 31<sup>st</sup> in Canada.

### **ADJOURNMENT**

**Action:** Shirley Walter moved to adjourn and was seconded by Susan Baker. Motion passed and the meeting was adjourned at 6:21 p.m.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III, Director