

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

Meeting of Tuesday, December 19, 2017

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, December 19th, 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; Susan L. Baker; Bill Benysh; Liz Hobbs, Charles Miller. Also present, Ware Wimberly, Executive Director and Kassie Burchett, Student Assistant. Excused: Josh Petruniw and Tricia Falder.

## **CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by Jeff Knee.

## **PRESENTATION**

Carrie Rees from INGUARD per Health Insurance.

## **CENSENSUS AGENDA**

The Consensus Agenda was presented.  
Approval of November 17, 2015 minutes  
Financial Report  
November Payroll  
December Claims

**Action:** It was moved by Susan L. Baker and seconded by Liz Hobbs to accept the agenda with grammatical changes. Motion passed.

## **PRESIDENT'S REPORT**

Last month, the Board received a Director Evaluation sheet that was requested to be filled out and returned this month. Jeff will compile the responses from the evaluations.

## **COMMITTEE REPORT**

Bill Benysh informed that the pavilion is going to be built this winter and finished in March.

## **OLD BUSINESS**

### Salary Schedule/Ordinance

The Board discussed proposed 2018 Salary Ordinance and Schedule with increases. Increases were agreed to be around 3% in salaries and wages for next year.

**Action:** It was moved by Liz Hobbs to approve the proposed 2018 Salary Ordinance and Schedule and seconded by Bill Benysh. Motion passed

## **NEW BUSINESS**

### Health Insurance

Carrie Rees from INGUARD was here to talk about the renewal of Health Insurance for the full-time staff. The library currently goes through Anthem and it was discussed on whether to stay with Anthem or switch to a Health Savings Plan under a company called Physicians Health Plan. Carrie discussed many aspects of the plans. The Board discussed the pros and cons of each type of plan presented. It was decided to keep the current plan under Anthem and renew it. There was discussion too on the employee contribution and is something to be discussed in 2018 when all the Trustees present.

**Action:** Motion by Susan L. Baker to keep the current plan through Anthem for 2018 and second by Bill Benysh. Motion carried.

### Internet and Computer Use Policy

The Indiana Library Standards require the library's Internet Policy to be reviewed annually. Ware presented an updated or revised copy of the library's Internet and Computer Use Policy. There are few minor changes which the Board discussed.

**Action:** Motion made by Susan L. Baker to accept the current policy and second by Bill Benysh. Motion Carried.

### End of the Year Appropriations - 2017

Since the 2017 is almost over, it means End of the Year Appropriations to make sure there are no negative balances within the line items of the Operating Budget. It will involve adjusting amounts within the parts of the budget. Amy Wendt has created an End of the Year Appropriations Resolution that needs to be approved and signed by the Board

**Action:** Motion made by Charles Miller to approve the End of the Year Appropriations for 2017 Resolution and seconded by Liz Hobbs. Motion Carried.

### Board Officers

Each year, the library is required to reappoint or appoint a new Board Officers. The Board agreed keep same officers as in 2017 but to elect Bill Benysh as Vice President since Tricia Falder will not be on the Library Board starting January 1<sup>st</sup>, 2018. Jeff Knee will remain President, Susan L. Baker as Secretary, and Charles Miller as Treasurer.

**Action:** Motion made by Susan L. Baker to appoint the same officers with the change of Bill Benysh as Vice President and seconded by Liz Hobbs. Motion Carried.

## **DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE**

### Joanna Strode Lecture Series

The Board decided to honor former Library Director Joanna Strode who passed away this year. It was decided that a series of speakers on various subjects open to the public and focuses on areas Joanne that she had a passion for. Ware talked about the first one starting in 2018. Parker Beauchamp is going to speak on March 14<sup>th</sup> about his experiences with and passion for mountain climbing. Ware wants to have another program in the Fall which is undecided as of now.

### Appraisal by Universal

Ware contacted Universal Appraisals to do an appraisal in regards to insurance. They should begin work sometime in late December or January.

### MSD Appointment

Ware has been in contact with Mike Keaffaber, Superintendent of MSD schools, about candidates for the open Board Member position in replace of Tricia Falder. Ware was in contact with two women who he felt would be good candidates but they felt like they could not at this time. He also corresponded with Mary Jo McClelland over the past week and she showed interest! She is a library user, she lives in Wabash, and she worked for MSD before retiring. The

MSD School Board approved her and she will start on January 1<sup>st</sup>, 2018. She will serve until August 19<sup>th</sup>, 2019 to complete Tricia's term.

### Library Hotspots

The library is investigating hotspots that can be checked out to patrons. We are looking at a 30 day trial with T-Mobile to test it out.

### New CD

The new CD is in place for six months and will mature on May 22<sup>nd</sup>, 2018. The library will be having a Board of Finances meeting in January.

### Circulation Continues Up

For November 2017, the total circulation was 9,402 which was over a 7.6% increase from November 2016. December appears to be similar or perhaps a bit higher than December of 2016.

### Holiday Open House

Last Friday from 3 p.m. to 5 p.m., the library had an Open House with treats, prizes, Santa, and more! With assistance from Jeanie Cooper, Rachel, and the rest of the staff, the decorations looked fabulous and the Open House was wonderful. The library had a very good turnout and it was a success!

### Christmas Celebration

The library had a Christmas celebration on Friday (15<sup>th</sup>) at the Woman's Clubhouse. We had 23 staff and Board Members attend. It went very well. Everyone seemed to have a fun and relaxing time. Ware thanks Trustees for the event. Per Ware's request, it was agreed to cut check to Heather Chenault (Woman's Clubhouse) before the January 16<sup>th</sup> Board meeting.

### Board Meeting Dates for 2018

Below are the scheduled dates for Board meetings in 2018. All meetings will be on the 3<sup>rd</sup> Tuesday except for March which will be on the 2<sup>nd</sup> Tuesday.

January 16<sup>th</sup>

February 20<sup>th</sup>

March 13<sup>th</sup>  
April 17<sup>th</sup>  
May 15<sup>th</sup>  
June 19<sup>th</sup>  
July 17<sup>th</sup>  
August 14<sup>th</sup>  
September 18<sup>th</sup>  
October 16<sup>th</sup>  
November 20<sup>th</sup>  
December 18<sup>th</sup>

#### Vacation-Ware

Ware will be using vacation days for the last full week of January after the first Board meeting in 2018 which is January 16<sup>th</sup>.

#### **OTHER**

##### Transfer of remaining \$90,000 from Operating to LIRF per 2017 Budget.

For the 2017 Operating budget, there is half of the \$90,000 that still needs to be transferred from Operation to L.I.R.F., Thus the remaining \$45,000 needs to be transferred from Operating to L.I.R.F. per the budget.

**Action:** Motion made by Charles Miller to transfer operating money to L.I.R.F. and seconded by Susan L. Baker. Motion passed.

#### **ADJOURNMENT**

**Action:** It was moved by Bill Benysh and seconded by Liz Hobbs to adjourn the meeting at 6:48 p.m. Motion passed.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III, Executive Director