

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, August 15th, 2017

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, August 15th, 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, Tricia Falder, and Shirley Walter. Susan Baker was excused. Also present were Ware Wimberly, Director; and 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 July 18, 2017 Minutes.

Financial Report:

July Payroll

August Claims

Board discussed the Consensus Agenda. There are some grammar and spelling corrections needed per July Board meeting Minutes.

Action: Nancy Bell moved to accept the consensus agenda with needed corrections and Shirley Walter seconded the motion. Motion passed.

PRESIDENT'S REPORT

No President's report

COMMITTEE REPORT

Bill Benysh met with the Park Board and reported that the Board will be doing a survey about the park to get feedback on how to improve the park. They talked about a possible digital survey and they also mentioned sending the survey to over 1,000 random people.

OLD BUSINESS

Credit Card Policy

Ware gave a revised policy for the library's credit card resolution and policy to the Board members. Ware wants to put 5 names on the list of access for the safe, rather than 7 names as in previous drafts. The cards that would go into the safe normally would now be in a more safe location where only few people can have access to them. The Board discussed the new proposed policy and possible safe grades for using the library's credit card.

Action: Shirley Walter moved to approve the new policy for library credit card usage and seconded by Tricia Falder. Motion passed.

NEW BUSINESS

Advertise 2018 Budget

The Board discussed the 2018 budget. Ware provided the Board with a packet with information enclosed in it on the proposed increase from \$1,464,873 (2017) to \$1,516,593 (2018). The Board agreed with the proposed budget and to proceed to advertise it through Gateway and on the library's website.

Action: Shirley Walter moved to advertise the 2018 budget on Gateway and the library's website and Tricia Falder seconded the motion. Motion passed.

E-rate

At this time each year, the Board has to sign documentation to continue to be a part of the Indiana State Library Consortium for the Public Library Internet Access. There is a commitment form that is required to be signed and approved by the Board of Trustees. Ware recommends that the Library continue to be a part of the Indiana State Library Consortium.

Action: Tricia Falder moved to continue being a part of the Indiana State Library Consortium and seconded by Nancy Bell. Motion passed

ADMINISTRATIVE UPDATE

Shirley Walter and Nancy Bell

Ware thanked Shirley Walter for her service and her passion for the Library as a Trustee! She has been a huge help as a Trustee and her work is appreciated. The Library thanks you, Shirley!

Nancy Bell has reported that she is no longer able to serve on the Board due to personal reasons. She agreed to stay until a new appointment has been made to complete her current term. We thank Nancy also for her passion and work as a Trustee!

The Library will miss them both!

Bank Rates

Ware updated the Board on the current rates of the library's investments and bank rates. The Board discussed the bank rates and decided that Ware needs to push for better rates by the time the current CD matures in November, 2017.

Wells Fargo Lock Box/Signers

Amy checked on the contents in the lock box at Wells Fargo and Ware presented the findings. Most of the contents are not current at all. The Board discussed the need to update signatures and have an opportunity to look at the contents as a Library Board. Amy Wendt will need to go to Wells Fargo with Jeff Knee and Charlie Miller all at one time to get the signers for the Lock Box changed.

Flipster and Hoopla

Both Flipster and Hoopla are available to the library patrons. The Library will keep track on the usage of both sites. There has been many great compliments on Hoopla!

CYPD Conference

On Monday, August 28th, the Youth Services Department staff (Polly, Laura, and Julie) will be attending the 2017 Children and Young People's Division Conference in Indianapolis. This is a

very valuable conference that focuses on the Youth Services in the libraries. The library does have enough staff for the Youth Services area while they are at the conference.

Stained Glass

Ware has been talking to two different companies that specialize in stained glass about the Dome. One is Arthur Femenella of Femenella & Associates. Ware reports that the contact with them has been slow. The other company is called Kaleidoscope Stained Glass, Inc. which is based in Lafayette. They are currently working on a project at the Methodist Church involving their stain glass. Susan DeLong, the owner, said that she would stop by the library the next time she was in town working on the Methodist Church.

New Shelf for Children's Room

Ron Moore is working on a new set of shelves for the Youth Services Room and anticipates to deliver it sometime in September.

Conversation with Wabash City Schools

Polly and Ware have been talking to Jason Callahan, Superintendent of Wabash City Schools about possible collaborative endeavors in the future. We anticipate meeting on a regular basis. They talked about the idea of students having digital access usage cards in some manner.

Programs – Fall

We are getting many positive comments with the programming. For example, the Fall Craft Club is being led by Rachel Parks and it has received spectacular complements. The plan was to have 15 people in the club and we had over 40 people sign up in 24 hours. The library is surprised on the response that this program has received! Copies of information on the program are in your blue folder.

PayPal

Amy, Adam, Theresa, and Ware are working on setting up a PayPal account for the library for credit card/debit card payments by patrons. They have been meeting to craft policy and procedures in regards to how and what type of charges will be applicable in this type of transaction. It was agreed that minimum amount to accept credit card or debit card payment to

be lowered from \$10.00 to \$5.00. Ware presented a draft of a policy from their work. The Board discussed the proposed policy and agreed to proceed to approve it. The Board was satisfied with the parameters of the policy and ok'd implementation when staff has everything ready.

Action: Motion made to adopt the credit card/debit card payment by patron's policy made by Charles Miller and seconded by Bill Benysh. Motion passed

Insurance Coverage

Ware presented documentation on the renewed insurance for the liability coverage and the various components for three years (2017-2020) and other current insurance related policies. Ware met with Mike Beauchamp and Jackie Hurst of INGUARD on Tuesday about this policy. Some things need to be updated with the timeline of the last appraisal (2012). The policy covers a lot of areas including crime coverage. There are a lot of parts in this policy and definitely a need to make current in regards to library holdings.

Loaning to other Libraries

The library is looking at the idea of loaning our library material to other libraries for their patrons. We are looking to start this process slowly and see how it goes. There would be strict guidelines on how our material could be borrowed so that our patrons would have first access to library resources.

Pop (staff room)

For the past couple of months, there has been pop in the staff room refrigerator that staff is purchasing with their OWN money. Pop is purchased with employee's own personal money not library funds. Amy is keeping track of the money from staff to purchase the pop (50 cents) and it is kept totally separate from any library money. Board was ok with the pop and it being in the refrigerator.

ADJOURNMENT

Action: Shirley Walter moved to adjourn and was seconded by Charles Miller. Motion passed and the meeting was adjourned at 6:41 p.m.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III, Director