

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

Meeting of Tuesday, August 16, 2016

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, August 16, 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; Bill Stouffer; Susan Baker, Jeff Knee, Nancy Bell, Tricia Falder, and Shirley Walter. Also present were Ware Wimberly, Director; and Hannah Spaulding, Student Assistant.

### **CALL TO ORDER**

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

### **STAFF PRESENTATION**

Ware Wimberly introduced Bethany DuBois and April Nicely to the Board.

Bethany works as the Technical Services Manager and has been with the library since 2005. She is in charge of ordering fiction, nonfiction, audio books, magazines, and working in genealogy.

April Nicely has been with the library since 1991 and works in the Children's Room at the library. She works the desk in the Children's Room, interacts with patrons, and helps develop crafts, puppet plays, etc. for Story Hour, Toddler Time and other programs the Children's Room puts on.

### **CONSENSUS AGENDA**

The Consensus Agenda was presented.

Approval of July 12, 2016 Minutes

Notes: In the July minutes "aesthetic" was spelled incorrectly in referring to the new logo on the book drop and Charlie Miller should be referred to as Charles Miller.

Financial Report:

July Payroll

August Claims

**Action:** Bill Stouffer moved to accept the consensus agenda and Shirley Walter seconded the motion.

## PRESIDENT'S REPORT

- No president's report was given.

## COMMITTEE REPORT

- Park Board: The park board met on Wednesday, August 10.

## NEW BUSINESS

- Student Assistant Hire

The library just hired Alicyn Sheets, a junior at Wabash High School, to work in the Children's Room as a Student Assistant.

**Action:** Nancy Bell moved to approve the hire and Bill Stouffer seconded the motion.

- Long Range Plan 2017-2019

The Long Range Plan is due at the end of the year. Ware met with the director of the Kokomo Library recently and from that meeting has a few changes he wants to make to the Long Range Plan. The board decided to table approving the Long Range Plan until the proposed changes had been made.

**Action:** Jeff Knee moved to table the Long Range Plan for 2017-2019 and Tricia Falder seconded the motion.

- Advertise 2017 Budget

There is a 3.6% increase in the budget for next year. There also has been added this year a property tax cap amount on the form. Other areas of the budget that increased were insurance and maintenance, which is typical from year to year. The board discussed these minor changes and decided to approve the advertisement of the budget.

**Action:** Shirley Walter moved to advertise the budget and Tricia Falder seconded the motion.

- E-Rate – Commitment to join for Funding Year July 1, 2017 to June 30, 2018.

The library provides Internet access through the Indiana State Library Consortium for Public Library Internet Access. A commitment form is required to be signed by the Board of Trustees to continue in the consortium for the Funding Year July 1, 2017 through June 30, 2018. This consortium is the most affordable option for the library. The Library Board moved to sign and renew the commitment.

**Action:** Jeff Knee moved to sign the Commitment Form and Susan Baker seconded the motion.

## DIRECTOR'S REPORT

- Internal Control Policy

Ware plans to meet with another library director to compare and clarify our Internal Control Policy as he continues to revise this set of policies.

- Mold Update

It was recommended by an expert from ProTechs, Inc. to leave the mold behind the wall in the office in the Children's Room and not disturb it so as not to release the spores into the air. Additionally, some wet ceiling tiles above the staffroom side door have been replaced to prevent further mold issues from developing.

- New Website

Ware, Kryston, and Laura will be meeting next Monday with Green Hat Productions about further development on the library's new website. Ware hopes to present the new website to the board at the September meeting.

- Martha Jones Author Series

Three different Indiana authors will be coming to Wabash for programs this fall.

- Toilets

The new high pressure toilet installed by Quality Electric in the Women's Restroom is working well and several more of the downstairs toilets will now also be replaced with high pressure models.

Ware also proposed looking into getting a water softener to reduce wear and tear on the plumbing and pipes of the library. The board decided against looking into getting a water softener as the library has functioned fine without one and there are currently no specific problems with the water system of the library that a water softener would solve.

## ADJOURNMENT

**Action:** Bill Stouffer moved to adjourn and was seconded by Susan Baker. Motion passed and the meeting was adjourned at 6:12 p.m.

Respectfully Submitted,

Hannah Spaulding, Student Assistant

&

Ware W. Wimberly III, Director