

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:45 p.m. on Tuesday, January 17th, 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 Board members: Jeff Knee, Charles Miller, Nancy Bell, Bill Stouffer, Susan Baker, and Shirley Walter. Excused was Tricia Falder. Also present were Ware Wimberly, Executive Director, and Kassie Burchett, Student Assistant.

CALL TO ORDER

Jeff Knee opened the meeting at 5:47 p.m.

CENSENSUS AGENDA

The Consensus agenda was presented.

Approval of December 13th, 2016 minutes

Financial Report

December (2016) Payroll

January Claims

Action: It was moved by Charles Miller, and seconded by Bill Stouffer to accept the agenda. Motion passed

PRESIDENT'S REPORT

COMMITTEE REPORT

NEW BUSINESS

- Information Services Manager position
 - As you know, the library has just lost Elizabeth “Liz” Cox as our Information Services Manager due to her need to focus on taking care of her mom. Although we understand the need in regards to this, Liz was a very good employee and we are sorry to see her go. For the new vacant Information Services Manager

position, Ware interviewed two candidates. Both contacted Ware about the position and he had a very good interview with each.

- Out of the two candidates, Ware offered the position to Adam Hayslett who is a Wabash resident. One might know Adam from Charley Creek Inn. Adam has worked for the past couple years at Charley Creek as a Concierge and an Assistant Marketing Manager. He has a wealth of customer service experience along with computer/technology experience also. Even though he does not have a library science background, Ware believes that his hospitality and business experience would be an asset in this position. He is willing to take the three library science certification courses through Ivy Tech. He has a Bachelor of Science degree along with an Associate's Degree. Both degrees are in business Administration. Ware would recommend approval of Adam Hayslett as the Information Services Manager.

Action: It was moved by Susan Baker and seconded by Charles Miller to table approval until a background check on the applicant had been completed. Motion passed.

DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE

Staff Presentations

Laura Beutler, Devan Lambert, and Rachel Parks will here at the beginning of the February 21st regular Board meeting to meet the Board.

New Shelving

Storage downstairs has gone through a transformation to better accommodate current supplies and provide for more room in coming years. April, Bethany, Polly, Laura, etc. have really been busy getting things planned and arranged. Ware also wants to thank John Mikler and Gary Dale who have done wonders downstairs. This couldn't be done without their help. There will be an opportunity for Trustees to view the new shelving after meeting.

Puppet Stage

Make sure to check out the new puppet stage that Nancy Snyder has graciously provided finding for and adds to her long lasting legacy. Thank you Nancy!

Air Duct Cleaning and Carpet Cleaning

Stanley Steamer did air duct cleaning (computer area) and carpet cleaning on Sunday January 8th and January 15th. In comparison to cleaning done previously by another company, results from the Stanley Steamer cleaning were much better.

Interlibrary Loan Changes

Charges for Interlibrary Loan use will be going up significantly after July 1st of 2017. There is an alternative resource sharing system called SRCS that the State Library has created. Libraries have until the end of January to sign up for SRCS if they chose to. SRCS is voluntary for public libraries. Ware received some financial information from the State in regards to Interlibrary Loan and projected costs. Ware plans on talking to State Library officials about the SRCS in the next coming days and see what it involves.

Taking of Minutes

The Board has for a number of years had another person (library employee) take Minutes in place of the Board Secretary and compensated separately from one's work duties. The Board of Trustees By-Laws does not reflected this and needs to be update. A revised copy specifically on Article III, Section 6 was presented to the Board by Ware. The Board discussed the revision.

Action: It was moved by Jeff Knee and seconded by Shirley Walter to approve the revised Board of Trustees By-Laws with allowance for the taking of Minutes to be done by another individual other than the Secretary (Article III; Section 6). Motion passed.

Background Checks

Ware has signed up to use a company called Barada Associates recommended by Beacon Credit Union for background checks. It isn't something that we should have to use often, but Ware believes that it is prudent to have some mechanism in place. Barada Associates would charge around \$48 per background/criminal check.

End of the Year Statistics (2016)

End of the year statistics from 2016 were presented to the Board. Statistics included Interlibrary Loan, database usage, computer usage, wireless usage, etc.

Cuba

Ware is planning on using vacation days during the first part of February to go on a Mission Trip to Cuba with some members from his church. It would be from February 3rd to February 11th. When gone, Polly Howell will be in charge.

Payments to Heather Chenault/John Minkler & Gary Dale

Ware inquired if the payment to Heather Chenault for the library's Christmas Celebration could be sent before the February 21st regular meeting. Due to the event occurring last December, it seemed prudent for it to be mailed sooner so Heather is not waiting over two months for payment. Ware also asked if the payment for additional work done by John Minkler and Gary Dale completed could be mailed sooner than February 21st meeting. With the excellent work done and scheduling their time between full-time jobs, it seems prudent in this case to do so. The Board was agreeable for payment before the February 21st regular meeting in these two cases.

ADJOURNMENT

Action: It was moved by Susan Baker and seconded by Bill Stouffer to adjourn the meeting at 6:26 p.m. Motion passed.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III

Director