

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, November 15, 2016

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, November 15th, 2016 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; Nancy Bell; Bill Stouffer; Susan Baker; Shirley Walter. Charles Miller and Tricia Falder were excused. Also present were Ware Wimberly, Executive Director; and Kassie Burchett, Student Assistant.

CALL TO ORDER

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

STAFF PRESENTATION

Theresa Singleton, Circulation and Systems Manager, and Alicyn Sheets, Student Assistant (Youth Services) met Trustees. Both Theresa and Alicyn do very good work in their responsibilities. Trustees asked Theresa and Alicyn a few questions.

CENSENSUS AGENDA

The Consensus agenda was presented.

Approval of October 18th, 2016 Minutes

Financial Report

October Payroll

November Claims

Action: It was moved by Shirley Walter and seconded by Nancy Bell to approve the Consensus Agenda. Motion passed.

OLD BUSINESS

Long Range Plan

- Technology Part is required by State Library Standards. Ware sent a copy to the State Library. Document does meet State Standards for Long Range plan with a technology component. No

additional changes that Ware planed on before the Board meeting and thus recommending approval.

- The goal of the plan is to make the library more than just a place for traditional services; wants to enhance our programing and other services.

Action: It was moved by Susan Baker for the Long Range Plan and seconded by Bill Stouffer to approve the Long Range Plan from 2017 to 2019. Motion passed

NEW BUSINESS

Hire: Devan Lambert: Assistant Technical Services Manager

- Ware recommends hiring Devan Lambert as the Assistant Technical Services Manager. As a very recent past employee, Devan knows the responsibilities involved and performed those well along with very good team approach. Per Personnel Policy, her benefits would start over in terms of vacation and sick leave.
- Question is brought in about how long it should be until she is allowed to use Personal Days, Vacation Days, and Sick Days in regards to her situation. Current Personnel policy does not address that and thus would need to addressed in any revision of policy.

Action: It was moved by Susan Baker and seconded by Bill Stouffer to hire Devan Lambert as Assistant Technical Services Manager. Motion passed.

Salary Ordinance/Schedule

- Proposed salary ordinance and schedule enclosed in Board member packet.
- Salaries discussed per increases.
- Ware's increase includes consideration of membership of the local Kiwanis club as part of being visible in community.

Board discussed proposed increases and wages for 2017. It was decided to proceed.

Action: It was moved by Nancy Bell and seconded by Susan Baker to approve the Salary Ordinance and Schedule for 2017. Motion passed.

Operating to LIRE

- For the 2016 Operating Budget, there is half of the \$90,000 that still needs to be transferred from Operating to L.I.R.F. Thus, \$45,000 still needs to be transferred.

Action: It was moved by Bill Stouffer and seconded by Shirley Walter to transfer \$45,000 from Operating to L.I.R.F. per the 2017 budget. Motion passed

Disaster Response

- Enclosed is an updated version of the Library's Contingency Emergency Plan. Ware had Keith Walters, Executive Director, from Wabash County's EMA department reviewed the emergency plan. Keith didn't see much needed in regards to changes and said it was very comprehensive. Ware recommends approving the updated version.
- Needs emergency numbers posted at desks and staff areas.

Action: It was moved by Nancy Bell and seconded by Susan Baker to approve the Library's Contingency Emergency Plan. Motion passed

ADMINISTRATIVE UPDATE

Christmas Celebration

- Ware set up a Christmas Celebration event at The Women's Clubhouse on Friday, December 2nd. It is a yearly Celebration party. Food would be provided and the cost would be \$14.00 per person. Staff members and Trustees can bring one guest. Projected costs as follows: \$728 at max, but this is assuming that every person (Trustees plus staff) come with one guest. In past years, not every staff and Trustee member attended or brought a plus one. A more realistic cost would be around \$500.

Intrasect

- Working on reporting these is a lower rate per the Assure-it agreement through Intrasect.

State Board of Accounts Review

- Representatives from the State Board of Accounts were here last month to review the library's financial records from 2012-2015. Review went smoothly with no major concerns and major kudos to Amy Wendt, Business Manager.
- One item that needed clarification was the length of CD's. If a CD last more than 24 months (2 Years) the library's Board of Trustees must have a resolution allowing the CD to be purchased. Ware will work on getting a resolution for this to be presented in December's meeting.

Notary

We just went over the 100th notary signed since Ware became a notary in August of 2015. It's a service that has been a great addition to the library.

Mold/Allergies

- Testing was further on mold by ACM Engineering and Environmental Services. The results from the air samples taken indicate that the levels were not at a dangerous level. Tests found too that the level outside was higher than levels inside the building.

Internships

- Ethan Ryder, who is a student at both Heartland Career Center and Wabash High School, has started a graphic design internship with the library through the current school semester. He is not paid, but he is receiving real-life experiences in helping the library staff with various projects. As with Bailey Hobbs from last year, it is another opportunity that benefits all parties involved.

Roof/water problems

- There have been no leaks since October's meeting. This doesn't mean that the problem is solved, it just means that nothing else had popped up. Quality Electric this month found material attached to the drain by the staff entrance that was not secure enough. Lining was clamped and we will watch for any changes. Bailey Construction based in Fort Wayne was to come out and check the roof drain as well regardless of work done by Quality Electric. Bailey Construction was planning to stop by the library when Ware was in Indianapolis for the Indiana Library Federation Conference. Ware will check to verify this.

Internal Control Policy

- Ware is working on the Internal Control Policy and will have it ready for the next Board meeting.

Teacher's Card for Heartland Career Center

- Mark Hobbs at Heartland Career Center approached Ware about one of the instructors at Heartland getting a Teacher's library borrowing card. Unfortunately, Heartland although co-owned by a number of public school districts including Wabash City Schools is not located in the library district. The teacher also does not live in the Wabash Carnegie Public Library district. Unfortunately, per State Law as understood, such a card cannot be issued if the school (Heartland) is not in the library district. The teacher or Heartland would have to purchase a non-resident card.

ADJOURNMENT

Action: It was moved by Jeff Knee and seconded by Nancy Bell to adjourn the meeting at 6:26 p.m., motion passed.

Respectfully Submitted,

Kassie Burchett, Student Assistant

&

Ware W. Wimberly III, Executive Director