

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, June 14th, 2016

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, June 14, 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 Charles Miller, presiding; Bill Stouffer; Susan Baker, Jeff Knee, and Tricia Falder. Nancy Bell and Shirley Walter were excused. Also present were Ware Wimberly, Director; and Hannah Spaulding, Student Assistant.

CALL TO ORDER

Charles Miller opened the meeting at 5:30 p.m.

CONSENSUS AGENDA

The Consensus Agenda was presented.

Approval of May 17th, 2016 minutes

Notes: There were no corrections made to previous minutes.

Financial Report:

May Payroll

June Claims

Action: It was moved by Susan Baker and seconded by Bill Stouffer to approve the Consensus Agenda. Motion passed.

PRESIDENT'S REPORT

- An executive meeting will take place directly after the library board meeting for Director's evaluation.

COMMITTEE REPORT

- Park Board: Bill Stouffer gave an update on the Park Board, including new hires and an update on plans for an all-inclusive park to be built near the YMCA and skate park.

NEW BUSINESS

- Leah Gatchel (Student Assistant) Hire

A new student assistant, Leah Gatchel, has been hired in the Children's Room to learn from the other student assistants, Hannah Spaulding and Allison Middaugh, before they leave for college in August.

Action: Tricia Falder made the motion to hire Leah Gatchel as a Student Assistant. Bill Stouffer seconded and the motion passed.

- Progressive Discipline Policy

The Progressive Discipline Policy protects both library and staff in cases of employee infraction and misdemeanors. The policy is highly recommended as an important tool for Human Resources. The Board reviewed the proposed policy and made action to accept it as presented.

Action: Jeff Knee made motion to accept the Progressive Discipline Policy as presented. Tricia Falder seconded and the motion passed.

- Cameras

The camera in the circulation desk area needs upgrading. This camera is used regularly by library staff to verify when there are concerns with checking out of materials or money transactions. The quality of this camera is not detailed enough and the images need to be sharper. Additionally, a new camera needs to be installed to observe the last six parking spaces in employee parking on the railroad side of the building.

There was concern expressed by Ware Wimberly about six large trees in the parking area that would obstruct the view of the camera needing to be placed there. Additionally, the trees have overgrown on the walkway by the parking area and do not provide any aesthetic appeal. The Board decided to take the trees out so as not to obstruct the camera view. The camera is needed for documentation purposes in instances of cars being scratched, burglary, etc.

Action: Susan Baker made the motion to approve the cameras as presented and remove the trees. Bill Stouffer seconded and the motion passed.

- Transfer of monies from Operating to LIRF per budget

As part of the library's Operating Budget, (\$90,000), the library must transfer \$90,000 to L.I.R.F. from Operating to L.I.R.F. In the past, the library has transferred half of the money halfway through the year and then the remainder in December of the current year. Per the 2016 budget, it is recommended that \$45,000 (of the \$90,000) be transferred from Operating to L.I.R.F.

Action: Jeff Knee made motion to transfer monies from Operating to LIRF. Bill Stouffer seconded and the motion passed.

DIRECTOR'S REPORT

- **Presentation of Library Staff**

Two or three library staff members will be presented starting with the Board meeting in August and staff presentation will continue gradually at each Board meeting into the next year to familiarize Board members with library staff.

- **Mold**

Barton Environmental Consulting came on June 2 to complete a mold test in the building. The test showed that there was a high level of aspergillus penicillin mold in the Children's Room, mainly contained behind the wallpaper in the room. Mold levels are below threshold at the present time. Ware Wimberly proposed a follow up inspection done by Paul Davis to compare opinions on the mold problem. The Barton Environmental Consulting of the original test recommended that no further testing be completed as the mold is contained by the wallpaper and further agitation could potentially expose the spores to the air. The Board decided against a second inspection because the tests are fairly uniform and also expensive.

- **Book drop is being repainted this Saturday, June 18th, by Tim White (recommended by Sam Frazier).**

- **Logo**

A design for a new logo was presented to the library Board. The Board discussed the look of the logo and the reasons for adopting it. There were concerns expressed about downplaying the significance of the library being a Carnegie library and the logo being too mainstream. The Board decided overall; however, that the logo was an improvement over the old logo and decided to adopt the new logo.

- **Classics Resource**

Cathy Gohman gave Ware a link to an Indiana state resource that features "Indiana's recommend reading list." This will be a good classics resource for the library to use.

- **Budget 2017**

A preliminary budget will be presented at the July board meeting.

- **Non-resident card fees**

Ware Wimberly will likely present a quote for non-resident card fees at the July Board meeting as the State of Indiana is changing non-resident card rules again.

- **Servers**

Warranty was recently extended on the Polaris servers and it was recommended by Intrasect representatives to move from hard drive servers to digital, or cloud based, servers. The original quote for the server transfer was \$28,000; Ware has asked for another quote that is more detailed. It is more common and modern for servers to be cloud based anymore rather than hard drive and cloud based servers theoretically never need new hardware installed. However, the library's current server state is adequate and information is also stored on backup servers housed offsite with Intrasect. The Board will continue debate at a later time once a more detailed quote had been presented.

- Intrasect's monthly charge

Pursuant to last month's recommendation of looking at monthly charge versus per hour charges on computer assistance, the calculated total for the automatic monthly charge comes out to approximately \$18,000. However, calculations are being evaluated over a two month period and a more concise report will likely be presented at a later meeting.

- Ware also plans to present a draft of the Internal Control Policy at the July Board meeting.

ADJOURNMENT

Action: Bill Stouffer moved to adjourn and was seconded by Susan Baker. Motion passed and the meeting was adjourned at 6:23 p.m.

Respectfully Submitted,

Hannah Spaulding, Student Assistant

&

Ware W. Wimberly III, Director