

WABASH CARNEGIE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of Tuesday, May 17th, 2016

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 p.m. on Tuesday, May 17th, 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; Nancy Bell; Bill Stouffer; Susan Baker, Jeff Knee, Shirley Walter. Tricia Falder was excused. Also present were Ware Wimberly, Director; and Hannah Spaulding, Student Assistant.

CALL TO ORDER

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

CONSENSUS AGENDA

The Consensus Agenda was presented.

Approval of April 19th, 2016 minutes

Notes: Kryston Henderson's name is spelled with "y." West Lafayette rather than South Lafayette was the location of the District 2 Conference attended by library staff.

The Board discussed price of the Betty Temple cleaning service, which was determined to be satisfactory.

Concern was expressed over the expense of paying for a set amount of hours for computer assistance. The price was figured to be \$18,000 per year. The Board requested that the Director keep a log over the next few months to determine if paying the monthly fee or the "as needed," hourly, fee was more efficient.

Financial Report: tax distribution of \$121,000 was deposited in Rainy Day Fund

April Payroll

May Claims

Action: It was moved by Susan Baker and seconded by Shirley Walter to approve the Consensus Agenda with noted changes. Motion passed.

PRESIDENT'S REPORT

- The Board agreed to hold an executive meeting in near future for Library Director's evaluation.

COMMITTEE REPORT

- Park Board: Bill Stouffer gave update on the Park Board.

NEW BUSINESS

- Internal Control Policy Resolution
Comprehensive document due by the end of the year the outlines procedures to deal with monetary issues in the library. Resolution needs to be passed now to have policy finished by the end of the year. Every public library in the state is required to make this policy.

Action: Susan Baker made action to pass the Resolution for Internal Control Policy and Bill Stouffer seconded. Motion passed.

- Allie Nose (Student Assistant) Hire
Allie Nose has been hired to assist for the summer, mainly upstairs, 12-20 hours a week to provide additional help over the summer.

Action: Shirley Walter made the motion to hire Allie Nose as a Student Assistant. Bill Stouffer seconded and the motion passed.

DIRECTOR'S REPORT

- Atlas Building Services, Inc. has completed caulking around windows and there has been no reported leaking since. Ware recommends utilizing funds from the Library Improvement Reserve Fund to pay for the work completed. This work falls within the purposes of L.I.R.F. and is important to utilize that fund.

Action: Nancy Bell made action to pay the caulking work done by Atlas Building Services using monies from the Library Improvement Reserve Fund (L.I.R.F.) and Jeff Knee seconded. Motion passed.

- Book drop is in need of refurbishing (removal of rust) and repainting. Color samples were passed around for repainting the book drop. Sam Frasier recommended a product that would prevent rust and provided the color samples to be looked at by the Board. It was decided to go with a more neutral color for the book drop and for work to proceed.
- Parking situation has been resolved and all staff have been parking in the proper places.
- Homebound Program: There has been contact with Wellbrooke of Wabash to start a pilot homebound program and see where it goes.
- The sewer smell continues to not be present.

- A recent elevator inspection went well. A few minor fixes are necessary but overall there were no citations.
- Request by Ware Wimberly to check for mold due to water damage the library has sustained. Board agreed that this was necessary for health concerns and overall wellbeing of building and staff.
- Progressive Discipline Policy to be brought before the Board next month detailing steps to be taken in correcting employee behavior.
- Ware Wimberly requested to move the July meeting to the second Tuesday in July (12th) which was agreed by the Board.
- It was decided that library staff would present themselves at a future Board meetings to get acquainted with the Board and for the Board to have knowledge of their responsibilities.
- Debit/credit card: Ware got a quote of \$12,000 from Envision Ware to enable this service. It was decided by the Board to investigate other means of enabling debit/credit card services, possibly via cell phone, that would be cheaper.

ADJOURNMENT

Action: Bill Stouffer moved to adjourn and was seconded by Shirley Walter. Motion passed and the meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

Hannah Spaulding, Student Assistant

&

Ware W. Wimberly III, Director