

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

Meeting of Tuesday, August 18, 2015

The Board of Trustees of the Wabash Carnegie Public Library met in regular session at 5:30 on Tuesday, August 18<sup>th</sup>, 2015 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; Jeff Knee; Tricia Falder. Also present were Ware Wimberly, Director; and Pat Brubaker, Circulation Assistant. Shirley Walter and Katie Beauchamp were excused. Jeff Knee opened the meeting at 5:30 p.m.

### **CENSENSUS AGENDA**

The Consensus agenda was presented.

Approval of July 14th and August 4th, 2015 minutes

Financial Report

July Payroll

August Claims

**Action:** It was moved by Bill Stouffer and seconded by Tricia Falder to accept the agenda.  
Motion passed

### **PRESIDENT'S REPORT**

There was no President's Report.

### **COMMITTEE REPORT**

Bill Stouffer reported that The Park Department met last Wednesday, August 12th. There were 30 additional people present to hear about the presentation for the all inclusive playground. The first stage will be about \$8,000. There are three stages in developing the playground.

### **OLD BUSINESS**

- Bid/Michael Kinder & Sons

The Board discussed the clarifications made with the changes to the recommendations approved to proceed with in regard to the bid that Michael Kinder & Sons will send out. The Board talked further about the windows on the Hill Street side (along the entrance way) that have had leaking issues. The Board decided to hold off on any decision on that per further study. The Board is going to ask Schlemmer Brothers to look at the metal siding below and above those windows. There could be some action on the windows if decisions are made with the metal sidings.

**Action:** It was moved by Jeff Knee and seconded by Bill Stouffer to accept the bid, which includes:

- Redo all of the control joints, head and outer bed joints of the limestone masonry.
- Inspect conditions and ensure that the scuppers and downspouts are airtight; if necessary, refresh scuppers. Estimate of probably costs is \$2,500.
- Install new sleeve flashings around the base of pipe penetration on the 1901 library roof. The estimate of probably cost is \$500.00 per penetration.
- Preparatory work that can be done in getting ready for a new roof without any intrusive or invasive (such as cutting) action on the limestone.

The motion passed.

## **NEW BUSINESS**

- Cleaning Service: As mention in the previous meeting, the work by MJV has not been satisfactory. Ware has looked and checked references on three other cleaning possibilities. Credentials and references were checked for Betty Temple, Inc, and Deb's Cleaning Service. In looking at the quote provided by Betty Temple, Inc, references, and credentials of Betty Temple, Inc, Ware recommend changing to Betty Temple, Inc. for cleaning services. The present cleaning service (MJV) would be given 30 days' notice to terminate contract.

**Action:** Bill Stouffer moved to notify MJV of termination of the current cleaning contract and hire Betty Temple, Inc. to provide cleaning service upon MJV's completion. Tricia Falder seconded. Motion passed

- Circulation Policy: An update Circulation Policy was presented to the Library Board that Theresa Singleton completed. The updated policy for approval covers recent changes and adds new types of items (play-away and e-readers) that are now provided by the library to patrons.

**Action:** Jeff Knee moved to approve the updated policy as presented. Tricia Falder seconded. Motion passed.

- Student Assistants: Two new student assistants have been hired. They are Hannah Spaulding and Kassie Burchett. With Beverly Burns and Abby Stefanatos willing to work additional hours, there was no need to hire a third student assistant.

**Action:** Tricia Falder moved to accept the hiring of the new student assistants. Jeff Knee seconded. Motion passed.

- E-Rate: It is that time of year for the library to rejoin the E-Rate Consortium. The library has been a part of this for many years. There is a form that needs to be signed by the Library Board per Commitment to the Indiana State Library's Consortium for Funding Year July 1, 2016 through June 30, 2017. The Board also discussed the issue of Internet use reaching full capacity (10 mb) and whether that should be increased and how much. After discussion, it was agreed to increase the bandwidth to 20 mb.

**Action:** Jeff Knee moved to accept rejoining the consortium and increase the broadband connection to 20 kb/s. Tricia Falder seconded this. Motion passed.

- Advertise 2016 Budget: A copy of the proposed 2016 budget was presented and discussed. It has an increase of 2.5% (Operating and LIRF). The proposed budget would need to be advertised. Unlike in previous years, the budget has to only be advertised in Gateway (Indiana Department of Local Government Finance) and not in the newspapers, Advertisement in the newspaper is optional. Since it is below the assessed value growth quotient issued by the State (2.6 %), it only needs non-binding review by the Wabash County Council. The Board reviewed the proposed budget.

**Action:** Approval to advertise the 2016 proposed budget was moved by Bill Stouffer and seconded by Tricia Falder. Motion passed.

## **DIRECTOR'S REPORT/ADMINISTRATIVE UPDATE**

- Tricia Falder was welcomed as the new trustee on the Library Board. She has been appointed by the MSD of Wabash County. Her term started August 16, 2015.

- Timeline for Nancy's replacement:

Nancy is planning to use vacation days during the month of January, so her date of retirement will be at the end of January, 2016. It is Ware's plan to hire within the library staff for her replacement. A couple of current staff have shown an interest in the Head Children's Librarian position. Ware would like to hold interviews in September and hopefully have a decision by early October.

- Adult Programming

The new slogan for our programming is “Where Your Imagination Meets Information”. Rachel Parks and Polly Howell have been working on this new initiative for upcoming programs at the library.

- Homer Davisson paintings/Auction:

At the August 4th meeting the Library Board discussed the auction at Peabody Retirement Community that includes Homer Davisson paintings on August 21st. At the August 4<sup>th</sup> meeting, it was that the library try to purchase Homer Davisson paintings that will be up for auction as long as the paintings do not exceed \$15,000. The money will come from the E. Pearson Gift Fund (non-tax monies). It was further learned that there was a 16% auction house fee by the auctioning company. In order to have the buying power of \$15,000, it was suggested to increase the limit up to \$17,500 (\$2,500). Agreed by Trustees.

**Action:** Jeff Knee moved to allow Bill Stouffer to bid on Homer Davisson paintings at upcoming auction at Peabody Retirement Community on behalf of the library up to \$17,500 utilizing E. Pearson Gift Fund monies. Tish Falder seconded it. Motion passed.

- Metal Side Metal Parts between windows:

Bill Stouffer has been in touch with Kent Henderson of Schlemmer brothers about the metal (lead) panels between the walk way to the Hill Street entrance which are fading and dissolving. He and Kent are looking at some possible alternatives to this.

- In September our Circulation software (Polaris) will be updated. This will mean the computers will be down for a half day to a full day. Ware is hoping to use this time for staff development.

## **ADJOURNMENT**

**Action:** It was moved by Bill Stouffer and seconded by Jeff Knee to adjourn the meeting at 6:38 pm, motion passed.

Respectfully Submitted,

Pat Brubaker, Circulation Assistant

&

Ware W. Wimberly III, Director

