

## **January 14, 2016 Minutes**

Fred Frayser called the Board of Finance meeting on January 14, 2016, to order.

Attending the meeting were Board of Trustee members: President Frayser, Vice-President Nathan

Maudlin, Treasurer Dan Busler, and Trustee Connie Weinzapfel. Friends of the Working Men's Institute

President Ann Angle, Ryan Rokicki, and Margaret Scherzinger were also in attendance.

The purpose of this meeting was to elect officers and to name a depository.

Mr. Maudlin moved to have the Board of Trustees officers assume the same positions on the

Board of Finance. Ms. Weinzapfel seconded. Accepted.

Mr. Busler moved to continue with Fifth Third Bank as the depository for the WMI. Ms. Weinzapfel seconded. Accepted.

The Board of Finance meeting was adjourned.

The Board of Trustees of the Working Men's Institute business meeting was then called to

order. Along with the above-mentioned attendees, Trustee Tom Cullum joined the meeting.

Hard copies of the Minutes of the December 10, 2015, meeting were presented. Mr. Maudlin moved

To accept the minutes as presented. Ms. Weinzapfel seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Ms. Weinzapfel moved to accept the report and hold it for audit. Mr. Maudlin seconded. Accepted.

#### In Old Business

With much excitement, Mr. Frayser announced that the final bond payment for the elevator has been made.

**Special Projects** Mr. Maudlin reported that he has been trying to contact IFF to begin the feasibility study for the Maclure School. Discussion was held concerning the utilities payments. The agreement with the Town of New Harmony was to pay \$2,500 a month until February 2016, for utilities. Mr. Busler moved to make an offer to the Town Board to continue to pay the utilities for three (3) months. Mr. Maudlin seconded. Accepted.

#### New Business

Mr. Frayser asked support from the Trustees to pursue two LSTA grants: (1) to reapply for the grant to digitize the Harmonist Day Books; and (2) to purchase e-books for our patrons.

Mr. Busler asked about payment for the new boilers. Mr. Rokicki stated that he had been in contact with RF Refrigeration and have established a payment schedule over the next six months.

Director's Report see attached

**Friends of the WMI** Mrs. Angle reported that the quarterly newsletter has been distributed. She also stated that the lecture series has been finalized and that the brochure would be ready soon. She asked the Trustees to consider retaining Marcia Lange as videographer for the lecture series. Mr. Maudlin made that motion. Mr. Busler seconded. Accepted.

Mr. Rokicki presented the claims. Mr. Busler moved to accept the claims. Mr. Cullum seconded. Accepted.

The meeting was then adjourned.

## March 10, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on March 10, 2016 at 4:00 p.m. Vice-President Nathan Maudlin called the meeting to order. In attendance were Mr. Maudlin, Treasurer Dan Busler, Secretary Tom Cullum, Trustee Connie Weinzapfel, Friends of the Working Men's Institute representative Jeanne Maudlin, Director Ryan Rokicki, and Margaret Scherzinger. Two members of the community were also present.

Minutes of the February 11, 2016 meeting had been sent electronically. Ms. Weinzapfel moved to accept the minutes as presented. Mr. Busler seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Discussion of the Managed Account was held. Ms. Weinzapfel moved to reassess the Managed Account in September, 2016. Mr. Busler seconded. Accepted. The Trustees asked that the phrase "To be reviewed in September, 2016" be added to the report. Ms. Weinzapfel moved to accept the Treasurer's Report and hold it for audit. Mr. Cullum seconded. Accepted.

### In Old Business

Special Projects Committee Mr. Maudlin asked the Trustees to review the IFF report he received today and forward their thoughts to him. He will be in contact with Edgar Velazquez on Thursday, March 17, 2016. Mr. Maudlin thanked the Trustees for their ideas for the use of the New Harmony School building which he forwarded to Mr. Velazquez.

Discussion on the utilities then ensued. The conversation included questions concerning how rates might be established and what has been spent monthly while the feasibility study has progressed.

Emergency Decision Making Plan Mr. Rokicki presented a plan for discussion. Following discussion on the amount of money the director could spend in an emergency situation, Ms. Weinzapfel moved to allow the expenditure of up to \$5,000 as needed by the director. The written plan would be placed in the Policies and Procedures Binder. Mr. Busler seconded. Approved.

Personnel Mr. Busler presented a personnel evaluation form for consideration by the Trustees. They recommended that the job descriptions that are currently in place should replace the ones presented. Mr. Busler moved that the amended personnel evaluation form be adopted. Ms. Weinzapfel seconded. Accepted.

Discussion was held concerning the Audio/Visual equipment. There have been some issues with the personal microphone and the Blu-Ray player. The Trustees asked Mr. Rokicki to research local and regional audio/visual dealers for the April meeting.

### New Business

Mr. Cullum asked the Trustees to begin considering the production of a marketing video for the school.

Ms. Weinzapfel mentioned that Brent Glass would be giving a lecture at the Atheneum on May

Mr. Glass recently released "50 Great American Places: Essential Historic Sites Across the U.

S." Director's Report see attached

Mr. Rokicki presented the claims. Mr. Cullum moved to accept the claims. Mr. Busler seconded. Accepted.

The meeting was then adjourned.

## **February 11, 2016 Minutes**

The Board of Trustees of the Working Men's Institute met on February 11, 2016, at 4:00 p.m.

President Fred Frayser called the meeting to order. Those in attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Dan Busler, Secretary Tom Cullum, Trustee Connie Weinzapfel, Friends of the Working Men's Institute representative Jeanne Maudlin, Director Ryan Rokicki, and Margaret Scherzinger.

Minutes of the January 14, 2016 meeting had been sent electronically.

Mr. Busler requested the Minutes be amended to state that the agenda for the Trustees meetings should include Personnel and Emergency Decision Making Plan under Old Business.

Mr. Busler moved to accept the minutes as amended. Ms. Weinzapfel seconded.

Accepted.

Mr. Busler presented the Treasurer's Report.

Discussion of the payment for the new boilers was held. The money from the oil lease would be used with any outstanding amount to be taken from the Reserve Account.

Mr. Busler so moved.

Mr. Maudlin seconded.

Accepted. Mr. Maudlin moved to accept the Treasurer's Report and hold it for audit.

Ms. Weinzapfel seconded.

Accepted.

Mr. Frayser introduced Edgar Velazquez, representative of IFF Real Estate Services.

Following introductions, Mr. Velazquez distributed agendas for this portion of the meeting.

Lengthy discussion followed centering on what the Trustees would like to see happen in the former school building, i.e. rentals, programs, activities; and what they hoped to glean from the study. It was explained that the study would assess the feasibility of the activities provided to IFF – it would not be a market study to know what could be attracted to the old school. The Trustees were asked to send their thoughts to Mr. Maudlin, who would then report these to Mr. Velazquez.

The feasibility study will take twelve (12) weeks to complete.

Mr. Frayser then signed the contract and presented a check so the study could officially begin.

In Old Business

Emergency Decision Making Plan Mr. Rokicki has been researching and will continue to work on developing a plan for the WMI.

New Business

Mr. Busler reported that he visited the Antiquarian Book and Paper Show recently and had met a couple of authors who publish e-books.

Ms. Weinzapfel recommended two books for our collection.

The first was "Paradise Now: The Story of American Utopianism" by Chris Jennings.

This book has a chapter devoted to New Harmony. She also named "50 Great American Places: Essential Historic Sites Across the U. S." by Brent Glass.

She mentioned that she was working to bring Mr. Glass to New Harmony, possibly in May.

Mr. Frayser mentioned that he is continuing to work on the two Library Services and Technology Act grants.

The deadline for submission is March 11, 2016.

Mrs. Maudlin reported on The Friends lecture series.

The Friends Board decided to change the start time of the lectures to 6:30

p.m. Director's Report see attached

Mr. Rokicki presented the claims. Mr. Busler moved to accept the claims.

Mr. Maudlin seconded.

Accepted.

Ms. Weinzapfel moved to adjourn the meeting.

Mr. Maudlin seconded.

## **April 14, 2016 Minutes**

The Board of Trustees of the Working Men's Institute met on April 14, 2016 at 4:00 p.m. President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Dan Busler, Trustee Connie Weinzapfel, Friends of the Working Men's Institute President Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. Two members of the community were also present.

Minutes of the March 10, 2016 meeting had been sent electronically. Ms. Weinzapfel moved to accept the minutes as presented. Mr. Busler seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Ms. Weinzapfel moved to accept the Treasurer's Report and hold it for audit. Mr. Busler seconded. Accepted.

### **In Old Business**

Mr. Frayser presented a copy of the Long Range Plan. This plan will be in place for three (3) years. It addresses several objectives including updating the electrical system, continued monitoring of the northeast exterior wall, replacement of the Athena cataloging system, integrating an electronic book component to the library, and the eventual replacement of the roof. Ms. Weinzapfel moved to approve the long-range plan for submission to the state. Mr. Busler seconded. Accepted.

Mr. Frayser presented a copy of the Technology Plan. The Trustees recommended a few minor changes including typographical errors. Mr. Busler moved to accept the Technology Plan with the recommended changes. Mr. Maudlin seconded. Accepted.

Special Projects Committee Mr. Maudlin reported that the IFF feasibility study is ready to be pre-sented. It was agreed that the Board of Trustees will meet in Executive Session on Tuesday May 17, 2016 at 5:00 p.m. A public presentation of the findings will follow at 5:30 p.m.

### **New Business**

Mr. Frayser and Mr. Rokicki reported that the WMI has received a Library Services and Technology Act (LSTA) grant in the amount of \$14,208 to digitize the Harmonist daybooks. The grant includes hiring two interns to work with Mr. Rokicki and Jennifer Greene, archivist at the University of Southern Indiana, to digitize the books using a large scanner at USI and collecting metadata to assist researchers.

The WMI was notified of a bequest of \$10,000 from the Charles Crawford Estate to the WMI. This is a nondesignated gift and Mr. Rokicki will request a recommendation from Robert Bernardin, Hilliard Lyons advisor, as to possible investments of this gift.

Director's Report see attached

Mr. Rokicki presented the claims. Mr. Busler moved to accept the claims. Mr. Maudlin seconded. Accepted. Ms. Weinzapfel moved to adjourn the meeting. Mr. Busler seconded.

## **May 12, 2016 Minutes**

The Board of Trustees of the Working Men's Institute met on May 12, 2016 at 4:00 p.m. President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Treasurer Dan Busler, Trustee Tom Cullum, Director Ryan Rokicki, and Margaret Scherzinger. One member of the community was also present.

Minutes of the April 14, 2016 meeting had been sent electronically. Mr. Busler moved to accept the minutes as presented. Mr. Cullum seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Mr. Cullum moved to accept the Treasurer's Report and hold it for audit. Mr. Busler seconded. Accepted.

### **In Old Business**

Mr. Frayser and Mr. Rokicki reported on the progress of the Library Services and Technology Act (LSTA) Grant. The required local signatures and paperwork has been sent to Indianapolis. Digitizing the Harmonist daybooks will begin as soon as the WMI is notified that all of the paperwork is complete.

Special Projects Committee As scheduled at the April Board of Trustees meeting, the Board will meet in Executive Session on Tuesday May 17, 2016 at 5:00 p.m. for a brief discussion of the findings of the IFF feasibility study. A public presentation of the findings will follow at 5:30 p.m.

Charles Crawford Bequest Mr. Rokicki reported that he had contacted Mr. Robert Bernardin, Hilliard Lyons consultant, for advice on investment of the bequest. Following discussion, Mr. Busler moved that the Charles Crawford bequest of \$10,000 be directed to the Hilliard Lyons Stocks and the Preferred Stocks for Mr. Bernardin to invest at his discretion.

### **New Business**

Mr. Rokicki mentioned that one of the redbud trees needs to be removed and that another one needs trimming. There was no objection from the Trustees.

Mr. Busler wanted to make the board aware that the Indiana Bicentennial Torch Relay Activities would be held on September 10 and 11, 2016. Mr. Frayser reported that he would be delivering a Welcome Address. It was also mentioned that the Friends of the Working Men's Institute Chili Cook-Off would be held on the 10th. Mr. Busler suggested that the WMI have a presence during the weekend.

Mr. Cullum asked if it was time to pursue a new bond for replacement of the roof. The elevator bond has been retired. Mr. Cullum will contact Layman Brothers to inspect the roof and issue a report.

Director's Report see attached

Mr. Rokicki presented the claims. Mr. Cullum moved to accept the claims. Mr. Busler seconded. Accepted. Mr. Busler moved to adjourn the meeting.

## June 9, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on June 9, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Dan Busler, Trustee Tom Cullum, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. One member of the community was also present.

Minutes of the May 12, 2016 meeting had been sent electronically. Mr. Busler moved to accept the minutes as presented. Mr. Cullum seconded. Accepted.

Minutes of the Executive Session held on May 24, 2016 were amended to include: The Trustees asked for backup data for the preliminary building assessment and the Final Report.

Mr. Maudlin moved to accept the Minutes of the Executive Session held on May 24, 2016. Mr. Cullum seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Discussion was held concerning the Oil Lease Account. Following the discussion, Mr. Maudlin moved to rename the Oil Lease Account to Special Projects and that this account would follow the same protocol as the Jeanne Miller Fund. Special Projects would then be included in the Treasurer's Report. Ms. Weinzapfel seconded. Accepted. Mr. Maudlin moved to accept the Treasurer's Report and hold it for audit. Mr. Cullum seconded. Accepted.

In Old Business

Charles Crawford Bequest The check has been turned over to Hilliard Lyons for investment, as per the decision made at the May meeting

Mr. Frayser and Mr. Rokicki reported that all of the paperwork has been signed and two interns can be hired. The Board requested Mr. Rokicki make sure that the insurance company be notified that the interns are employees of the WMI.

Special Projects Committee Discussion was held on numerous topics including:

- Feasibility Study
- An offer from the Efrogmson Family Fund and Dr. George Rapp to continue with the utilities for a year
- The amount of money it would take to make this project viable and how to raise the money
- An actual plan for use to present to donors
- USI is not interested in being a renter at this time, but would help facilitate matching donations
- The next step would be to approach the New Harmony Town Council to keep the building with utilities functioning until June 2017. Mr. Maudlin proposed a letter to present to the Town council.

Following the discussion, Mr. Cullum moved to amend the Transfer Option Agreement of November 3, 2015 to remove the references to the Feasibility Study and that Mr. Frayser may sign the amended

agreement on behalf of the Board of Trustees of the Working Men's Institute. Mr. Maudlin seconded. Accepted.

#### New Business

Collections Review Ms. Weinzapfel recommended that the Board consider a Trustee serving as a member of the Collections Review Committee. Mr. Rokicki will work with Ms. Weinzapfel and report back to the Board at the July board meeting.

Roof Mr. Cullum contacted Lehman Bros. Construction, who needs a bucket lift to complete a roof inspection. Mr. Cullum will coordinate with Mr. Rokicki to continue this project.

July Quarterly Membership Meeting Mr. Maudlin would like a viewing of the "Inside the WMI" video be included on the agenda of the July 19 meeting.

Friends of the WMI Mrs. Angle reported that the book sale is scheduled for this weekend, June 11 and 12, and will be held in the Maclure Room. She also reported that Ms. Weinzapfel will be the keynote speaker at the Annual July 4th Celebration.

Director's Report see attached

Mr. Rokicki presented the claims. Mr. Busler moved to accept the claims. Ms. Weinzapfel seconded. Accepted.

Ms. Weinzapfel moved to adjourn the meeting.

## July 14, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on July 14, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Dan Busler, Trustee Tom Cullum, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. One member of the community was also present.

Minutes of the June 9, 2016 meeting had been sent electronically. Mr. Busler moved to accept the minutes as presented. Ms. Weinzapfel seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Ms. Weinzapfel moved to accept the Treasurer's Report and hold it for audit. Mr. Maudlin seconded. Accepted.

### In Old Business

**Collections Policy** Mr. Rokicki presented a Collections Policy which was written in collaboration with Ms. Weinzapfel. The policy recommends establishment of a Collections Advisory Committee which would include representation from the Board of Trustees, WMI Membership, and the community. Mr. Busler moved to accept the policy as presented. Following discussion concerning the addition of this policy to the by-laws, Mr. Busler amended his motion to also include the policy be placed in the by-laws procedure and that the Collections Advisory Committee become a standing committee of the Working Men's Institute. Ms. Weinzapfel again seconded. Accepted.

**LSTA Grant** The State Library has been contacted for the set up of a data-exchange station necessary for the grant project.

**Special Projects Committee** Mr. Maudlin reported on the Special Meeting of the New Harmony Town Council at which the Council agreed to remove the five (5) acres requirement from the previous document and they agreed to take possession of the building back if the WMI decides not to operate the school. Mr. Maudlin was pleased with the agreement. Discussion then followed concerning creation of a marketing presentation. No action was taken. Utilities were also discussed. Jeremy Efrogmson and Dr. George Rapp have pledged to continue with the utilities payments to the town. The matters of air conditioning and mold were discussed. The town has yet to turn the air-conditioning on in the school building. Ms. Weinzapfel moved to engage a qualified companies to inspect for mold before the WMI signs the agreement requesting transfer of the property with the town. Mr. Maudlin seconded. Accepted.

### New Business

**Removal of Items from Circulating Collection** Ms. Weinzapfel moved allow the director to remove items from the circulation library collection as necessary. Mr. Busler seconded. Accepted.

**Art Display** Mr. Maudlin mentioned that he had spoken with Deric Merriweather about displaying

his work at the WMI. Mr. Rokicki will contact Mr. Merriweather about a possible exhibition during Black History Month.

Exterior Lights Randy Borman, Borman Electrical, presented three options for the exterior lights in the front yard: 1) fix what is there; 2) fix and reposition what we have; and 3) entirely change to LED lights and reposition them. Mr. Rokicki will speak with Mr. Borman.

Repairs Mr. Busler asked if we should review a list of repairs. Mr. Frayser has a list of repairs and other small projects that need attention and will ask the members to volunteer for a workday on July 23.

Josephine Elliott Papers Ms. Weinzapfel reported that plans are to deliver Mrs. Elliott's papers to the WMI next week. Discussion then followed concerning the dedication of the research room and a reception. The Board felt the appropriate time for this would be on October 18, 2016, following the Quarterly Membership Meeting, with the meeting to be called to order at 6 p.m. They also would like to ask Ms. Weinzapfel and Dr. Donald Pitzer to speak at the dedication.

Director's Report see attached

Friends of the WMI Mrs. Angle reported that despite the rain, the 4th of July Celebration was a success. The next event will be "A Story to Tell" lecture by Diane Smith Dahlgren on August 4. The Board thanked her for her patience with the length of the meeting and Mr. Busler recommended that this report follow the Treasurer's Report on the agenda.

Mr. Rokicki presented the claims. Mr. Maudlin moved to accept the claims. Ms. Weinzapfel seconded. Accepted.

Mr. Busler moved to adjourn the meeting.

## **July 27, 2016 Minutes**

The Board of Trustees of the Working Men's Institute held a Special Meeting on July 27, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Treasurer Dan Busler, Trustee Tom Cullum, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. Five members of the community was also present.

Mr. Frayser thanked all who helped with the recent work day. He also thanked all of the community members who have supported the Maclure School of Industry initiative.

The Joint Resolution for Transfer Pursuant to Ind. Code 36-1-11-8 that was accepted by the New Harmony Town Council was discussed. Ms. Weinzapfel stated for the record that the Town Council has agreed that the school property would revert back to the Town of New Harmony with no restrictions should the Working Men's Institute decide not to use it. Mr. Busler moved to accept the agreement as presented. Mr. Cullum seconded. Accepted.

Ms. Weinzapfel then moved that Mr. Frayser sign the agreement on behalf of the Board of Trustees. Mr. Busler seconded. Accepted.

It was reported that Mr. Maudlin has been in contact with JoAnna Nixon from the Efroymson Fund and will be meeting soon to discuss future progress.

Mr. Busler requested setting more frequent meetings to facilitate more timely discussions and decisions.

Mr. Cullum agreed to arrange for two reputable mold remediation companies to inspect the school building.

Ms. Weinzapfel moved to adjourn. Mr. Busler seconded.

## August 11, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on August 11, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Treasurer Dan Busler, Trustee Tom Cullum, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. Two members of the community were also present.

Minutes of the July 14, 2016 meeting had been sent electronically. The Board asked for clarification in the Special Projects Committee report under Old Business concerning Ms. Weinzapfel's motion which now reads "Ms. Weinzapfel moved to engage a qualified company to inspect for mold before the WMI signs the agreement requesting transfer of the property with the town." The Minutes of the Special Meeting on July 27, 2016 were then discussed. Mr. Cullum moved to accept the minutes of the July 14 minutes as amended and the July 27 minutes as presented. Mr. Busler seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Ms. Weinzapfel moved to accept the Treasurer's Report and hold it for audit. Mr. Cullum seconded. Accepted.

A Friends of the WMI report was given by Mrs. Angle. She mentioned that the next lecture will be October 27, 2016 titled "Alice Ramsey, A Woman and Her Car, 1909" by Jenny Washburn. She also reported that the Friends' Chili Cook-Off will be October 15 on the lawn of the WMI.

### In Old Business

Art Display Mr. Rokicki has not been able to contact Mr. Merriweather about a possible exhibition during Black History Month. Mr. Rokicki then reported that Lena Feiner came to the WMI and brought a painting of Josephine Elliott by Claudia Elliott that she wanted to donate to the WMI. Mr. Rokicki contacted the Collections Advisory Committee. The painting will be accepted.

Exterior Lights Mr. Rokicki continues to work with Randy Borman and the exterior lights. The materials have been ordered and will be installed soon.

Special Projects Committee Mr. Maudlin reported via e-mail which was read by Mr. Rokicki. (copy attached). Much discussion followed on the following: air quality studies and how do we pay for them; testing for mold will be paid through the Harmonie Associates utilities funding; and the fundraising feasibility study. Mr. Busler agreed to start collection data on things we can control, such as groundskeeping, ceiling tile, insurance, etc. Following Mr. Cullum's recommendation, the Trustees agreed to set a Special Board Meeting on September 1, 2016 at 4 p.m.

## New Business

Repairs Mr. Busler and Mr. Rokicki will meet to review the list. Discussion followed. It was of concern that there are still items from the Maclure Room renovation that have not been completed. There is at least one window that needs attention. A sprinkler head is not working properly. Mr. Rokicki will contact Rick Gooden and Roger Wade to explore options for fixing these issues.

Director's Report see attached

Discussion then followed concerning changing the WMI's depository (bank). Mr. Rokicki will begin looking at options. Mr. Frayser reminded the Board that each year the depository is approved through a motion. This vote takes place at the January Board of Trustees meeting.

Mr. Rokicki presented the claims. Mr. Cullum moved to accept the claims. Mr. Busler seconded. Accepted.

The meeting was then adjourned.

## **August 30, 2016 Minutes**

August 30, 2016 Minutes

The Board of Trustees of the Working Men's Institute held a Special Meeting on August 30, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Dan Busler, Trustee Tom Cullum, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Friends Board Member Jeanne Maudlin, Director Ryan Rokicki, and Margaret Scherzinger.

Mr. Frayser asked for a report from the Special Projects Committee.

Mr. Maudlin reported that he has been in contact with JoAnna Nixon, Jeremy Efroymson, and Dr. George Rapp. Dr. Rapp continues to support the school project with great interest. Mr. Efroymson has hired JoAnna Nixon as the program developer for the project. At this time, Ms. Nixon feels that having an anchor business established in the building will be advantageous to fund raising efforts.

Discussion continued concerning the following:

Financials and budget for the conservatory;

Mold inspection Mr. Cullum had information from Patriot inspection would have to be completed before the building could be inhabited Mr. Maudlin would check with the Harmonie Associates as a source of funding for the inspection Mr. Cullum said that he would try to secure information from a second company prior to the next meeting.

Mr. Maudlin mentioned that Ms. Nixon was planning to visit New Harmony in the near future and we would need to wait for her guidance, ideas, and/or recommendations.

Mrs. Maudlin presented the Board with the registration information for the FWMI Chili Cook-Off.

The meeting was then adjourned.

## September 22, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on September 22, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Dan Busler, Trustee Tom Cullum, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. Robert Bernardin was also present.

Minutes of the August 11, 2016 meeting had been sent electronically. Ms. Weinzapfel moved to accept the minutes as presented. Mr. Busler seconded. Accepted.

Mr. Busler presented the Treasurer's Report. Ms. Weinzapfel moved to accept the Treasurer's Report and hold it for audit. Mr. Maudlin seconded. Accepted.

A Friends of the WMI report was given by Mrs. Angle. She reported that the book sale during Kunstfest was success and that their monetary goal was met. She reminded the Board that the next lecture will be October 27, 2016 titled "Alice Ramsey, A Woman and Her Car, 1909" by Jenny Washburn. She also reported that the Friends' Chili Cook-Off will be October 15 on the lawn of the WMI. Mr. Frayser gratefully thanked the Friends for all they do for the WMI.

Robert Bernardin, Hilliard Lyons, presented an annual report of our holdings. Much discussion occurred. In summary, the Board instructed Mr. Bernardin to trim the Vectren holdings to 5 % and to sell the shares of American Express. The proceeds from Vectren would be invested in MicroSoft and Apple. The proceeds from American Express would be invested in Old National.

### In Old Business

Special Projects Committee Mr. Maudlin reported that he had been in conversation with JoAnna Nixon and Jeremy Efrogmson. They still recommend that we need an anchor business. Discussion followed on what that anchor might be and whose responsibility it would be to pay for refitting of the rooms. This led to discussion on mold remediation. Ms. Weinzapfel moved to have mold studies performed by two (2) companies done post haste with payment by Harmonie Associates. The motion died for lack of a second. Following more discussion, Mr. Busler moved to have one mold study performed post haste. Mr. Maudlin seconded. Accepted. Mr. Maudlin then moved to authorize Mr. Cullum to schedule this study with a financial limit of \$3,500. Mr. Busler seconded. Accepted.

The new exterior lights that have been installed are good but 'you can't see the building for the trees.' Mr. Rokicki will talk with Roger Wade for help in completing some of the items on the repair list.

### New Business

The Board instructed Mr. Rokicki to make a written request to the New Harmony Town Board to

have the heat turned on in the former New Harmony School Building.

Discussion concerning the removal of the redbud trees in the front gardens was held. Mr. Busler moved to have the redbud trees removed. Mr. Cullum seconded. Accepted.

Mr. Maudlin recommended potential lectures by Ben Nicholson, American citizenship, and Paula Schmitt, photography, for the WMI. Mr. Rokicki will research the possibilities.

Director's Report see attached

Mr. Rokicki presented the claims. Mr. Maudlin moved to accept the claims. Mr. Busler seconded. Accepted.

Mr. Busler moved to adjourn the meeting.

## October 13, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on October 13, 2016 at 4:00 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Treasurer Dan Busler, Trustee Connie Weinzapfel, President of the Friends of the Working Men's Institute Ann Angle, Director Ryan Rokicki, and Margaret Scherzinger. One patron was also in attendance.

Minutes of the September 22, 2016 meeting had been sent electronically. Ms. Weinzapfel moved to accept the minutes with typographical errors corrected. Mr. Busler seconded. Accepted.

Mr. Busler was unable to present a completed Treasurer's Report today as the monthly Hilliard Lyons Report has not been received. Mr. Busler moved to delay the Treasurer's Report until the Membership Meeting on October 18. Ms. Weinzapfel seconded. Accepted.

A Friends of the WMI report was given by Mrs. Angle. She reported that the Friends' Chili Cook-Off on October 15 was a success. She reminded the Board that the next lecture will be October 27, 2016 titled "Alice Ramsey, A Woman and Her Car, 1909" by Jenny Washburn.

In Old Business

Special Projects Committee Mr. Frayser read a report from Mr. Maudlin. Add attachment

Josephine Elliott Research Room Dedication The dedication and reception has been set for December 2, 2016, 6 p.m.-8p.m. This evening will also serve as the WMI's Christmas Open House.

New Business

E-Rate Director Rokicki presented the Board with information and paperwork necessary to continue this internet service for the 2017-2018 funding year. Ms. Weinzapfel moved to continue the WMI's commitment to the Indiana State Library Consortium for Public Library Internet Access for the Funding Year July 1, 2017 through June 23, 2018. Mr. Busler seconded. Accepted.

Director's Report see attached

It was reported that OverDrive electronic books is now available through the WMI. Informational material will be developed to assist patrons in accessing OverDrive on their personal tablets, smart phones, and computers.

Josh Lamb Electrical has been here and the outside electrical outlets were in operation for the Chili Cook-Off.

Mr. Rokicki presented the claims. Mr. Busler moved to accept the claims. Ms. Weinzapfel seconded. Accepted. The Meeting was then adjourned.

## **November 17, 2016 Minutes**

The Board of Trustees of the Working Men's Institute met on November 17, 2016 at 4:30 p.m.

President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Kenyon Bailey, Secretary Tom Cullum, Trustee Tamara Allison, President of the Friends of the Working Men's Institute Ann Angle, and Director Ryan Rokicki. Two patrons were also in attendance.

Minutes of the October 13, 2016 meeting had been sent electronically. Mr. Maudlin moved to accept the minutes. Mr. Cullum seconded. Accepted.

Mr. Bailey presented the Treasurer's Report. Mr. Cullum moved to accept the Treasurer's Report and hold it for audit. Mr. Maudlin seconded. Accepted.

A Friends of the WMI report was given by Mrs. Angle. She reported that the Fall newsletter has been sent; the final lecture of the 2016 season was well attended; and the schedule for the 2017 Lecture Season is complete.

### **In Old Business**

Actively Managed Account Following discussion, Mr. Rokicki will invite Robert Bernardin, Hilliard Lyons, to attend the Board's next meeting on December 7. Mr. Maudlin moved to table any action at this time. Mrs. Allison seconded. Accepted.

Special Projects Committee Mr. Cullum presented a report on the mold inspection at the former New Harmony School building. After lengthy discussion, Mr. Frayser recommended that the Board take some time to digest the information. Members were invited to e-mail questions to Mr. Cullum.

### **New Business**

A Three-Year Facility Plan was presented by Mr. Frayser. This plan lists several projects.improvements to the WMI facility.

Director's Report see attached

Mr. Rokicki presented the claims. Mr. Maudlin moved to accept the claims. Mr. Bailey seconded. Accepted.

The Meeting was then adjourned.

## December 7, 2016 Minutes

The Board of Trustees of the Working Men's Institute met on December 7, 2016, at 4:30

p.m. President Fred Frayser called the meeting to order. In attendance were Mr. Frayser, Vice-President Nathan Maudlin, Treasurer Kenyon Bailey, Secretary Tom Cullum, Trustee Tamara Allison, Representative of the Friends of the Working Men's Institute Jeanne Maudlin, Director Ryan Rokicki, and Margaret Scherzinger. Robert Bernardin was also in attendance.

Minutes of the November 17, 2016 meeting had been sent electronically. Mr. Maudlin moved to accept the minutes. Mr. Cullum seconded. Accepted.

Before presenting the Treasurer's report, Mr. Bailey invited Mr. Robert Bernardin of Hilliard Lyons to comment on stock market activities of 2016. Discussion was held concerning the Actively Managed Account, whether to keep the account in place or not. Mr. Maudlin moved to stay the course of the Actively Managed Account. Mrs. Allison seconded. Accepted. Mr. Bailey then presented the Treasurer's Report. Mr. Cullum moved to accept the Treasurer's Report and hold it for audit. Mr. Maudlin seconded. Accepted.

### In Old Business

Special Projects Committee Mr. Cullum reported that the Hasgoe company has been sent a copy of the mold inspection and is waiting for a quote to clean the building from them. General discussion concerning the following topics then followed: Potential grants, changing from air conditioning to heat for the winter season, interest shown from a grocer for rent space in the school, and use of space by Head Start.

Friends of the WMI Mrs. Maudlin reported that the schedule of their lecture series would be printed in postcard form instead of a brochure; they will provide the funds for a new water fountain; and they are reassessing the chili cook-off.

### New Business

The Indiana Historical Society has awarded a \$50,000 Heritage Support Grant to the WMI.

End-of-year Accounting Mr. Cullum moved that year-end transfers should be made by the director to satisfy the State Board of Accounts. Mr. Bailey seconded. Accepted.

Mr. Frayser thanked all of the volunteers who donated their time to help with the Christmas decorations.

A recess of the business meeting was called. An executive session was then called to discuss salaries.

The business meeting was then called back to order. Mr. Frayser stated that the Board was pleased

with the job performances of Mr. Rokicki and Mrs. Scherzinger. With that in mind, Mr. Maudlin moved to increase the Director's salary by 4 % and the Circulation Specialist's salary to \$12.50 per hour beginning January 1, 2017. Mrs. Allison seconded. Accepted.

Director's Report Mr. Rokicki reported that he had received a quote from Koester's Construction in the amount of \$29,976 for repairs in the gallery. Mr. Cullum moved to authorize Mr. Rokicki to approve renovation of the gallery up to \$30,000. Mr. Maudlin seconded. Approved.

Mr. Rokicki presented the claims. Mr. Bailey moved to accept the claims. Mrs. Allison seconded. Accepted.

The Meeting was then adjourned.