

The Board of Trustees of the Working Men's Institute met on February 20, 2020.

Fred Frayser called the meeting to order. In attendance were President Fred Frayser, Treasurer Connie Weinzapfel, Trustee Tamara Allison, Trustee Tom Cullum, Director Ryan Rokicki and Circulation Specialist Shannon DeLap.

Minutes of the December 12, 2019 meeting had been sent electronically. Connie Weinzapfel moved to accept the minutes. Tamara Allison seconded. Approved.

January's Treasurer's Report was not approved at the January 16<sup>th</sup> meeting. A new motion to accept as presented and hold for audit was made by Tamara Allison. Tom Cullum seconded. Approved.

The Treasurer's Report was then presented by Connie Weinzapfel. Tom Cullum moved to accept and hold for audit. Tamara Allison seconded. Approved

Ryan Rokicki gave the Friends of the WMI report. The First FWMI lecture "Archives: Out of the Dust and Rust" will be presented Thursday March 5<sup>th</sup> at 6:00p.m. Linda Warrum, Marlene Huffaker, Beverly Fischer, Melora Adams and Shannon DeLap will highlight all the hard work that has gone into the transformation of the Archives.

#### In Old Business

Connie Weinzapfel reported on the repair of the roof. According to her research in 1913-1914 the roof was slate. She has been in contact with several roofing companies that specialize in slate.

The LSTA grant is due March 20<sup>th</sup>. The board was asked to consider the "Save America's Treasure's" grant.

The Long-Range Plan was presented by Connie Weinzapfel. Tamara Allison made the motion to approve the Long-Range Plan for the next two years. Tom Cullum seconded. Approved

#### In New Business -none

Director's Report (see attached)

Mr. Rokicki then presented the claims. Mr. Cullum made the motion to accept the claims. Ms. Allison seconded. Accepted.

The meeting was then adjourned.

Director's Report February 20, 2020

Peggy Taylor presented "Wool in Winter-A fiber Gathering" Saturday January 25th from 10 a.m. to 2 p.m. with 15 attendees. She will be presenting this again on February 29th.

The Southwest Indiana Chamber held their "Lunch and Learn" at the WMI on February 13th. Twenty-three people were in attendance.

Randy and Deb Patrick are here continuing their research.

The U.S. Census Bureau has selected the WMI as a possible location for their training workshops. These will occur on several dates throughout the months of March, April and May.

Blayse Buseth will hold a lecture here on March 4th at 6:30 p.m.

Linda Warrum, Marlene Huffaker, Beverly Fisher, Melora Adams and Shannon DeLap will present "Archives: Out of the Dust and Rust" on Thursday March 5th at 6:30 p.m.

Briel Kobak will hold a lecture here on Thursday March 12th at 6:30 p.m.

Our Member Lectures will resume on March 26th at 6:30 p.m.

This coming Tuesday I will be collaborating with Jeanne Maudlin to create a video for the upcoming FWMI book sale.

We have had another boiler replaced free of charge from HF refrigeration. This replacement was due to a malfunctioning heat exchanger caused by rust in the pipeline.

# Long Range Plan Working Men's Institute 2020-2022

*Adopted by the Trustees of the Working Men's Institute  
February 20, 2020*

*Developed by the WMI Long-Range Planning Committee February 5, 2020*

*Connie Weinzapfel - Chair  
Dan Busler  
Christine Crews  
Rick Johnson  
Mike Axton  
Nathan Maudlin*

## Public Library

The library of the Working Men's Institute (WMI) serves the people of New Harmony and Harmony Township. The population for New Harmony and Harmony Township in the 2010 census was 1338. The Consolidated School of New Harmony and Harmony Township closed in 2012. Many of the books in the school library were obtained by the WMI. A 2001 study conducted by the Bill and Melinda Gates Foundation determined that over 10% of our service population were living below the poverty level. At this time we know of no one in our service area for which English is a second language.

Although this is a small service population, there are several needs that can be identified.

- The WMI is the only local institution offering library services to children and families.
- There is a continued need for public access computers for the Internet and various programs computers can provide.
- Our older population continues to need large print books and books on CD.
- Community organizations and the members of the general public need access to our Meeting Room for meetings and events.

The goals for our library for 2020-2022 are as follows.

- Continue to develop our youth and young adult collection by adding leisure and reference materials.
- Continue our commitment to bridge the "digital divide" so that every person in our service area has access to the Internet and a variety of word processing programs.
- Continue to replace older computers with newer models as needed.
- Add computer workstations for public use if demand requires.
- Add a device charging station for public use.
- Maintain and update public access computer software and related hardware as needed.
- Maintain both wireless network and LAN servers.
- Continue to maintain Internet access by participating in the Indiana Library Consortium for e-rate.

- Maintain our extensive Large Print book collection and enlarge our books-on-CD collection.
- Expand programming for children, teens and adults.
- Maintain excellence in current programming by offering engaging lectures, workshops, and events that our patrons find useful, informative, or entertaining.
- Continue to offer eBooks through Overdrive.
- Maintain active partnerships with community organizations such as the Friends of the Working Men's Institute, New Harmony Business Associates, Historic New Harmony, University of Southern Indiana, and neighboring libraries.
- Implement new opportunities for members and volunteers, especially for youth volunteers (i.e. docents, greeters, museum cataloging, etc.)
- Continue to offer friendly and attentive service to all patrons, including welcoming all museum visitors with a brief introduction regarding WMI's history.

## Archives

The archives are an important part of our library. The WMI has been in continuous operation since 1838. The archives house the important books and manuscripts we have acquired over the years including the books donated by our founder William Maclure, the extensive library of Richard Owen, and manuscripts from the communal societies of Rapp and Owen.

In the 1970s the Branigin Archive was built. The majority of its holdings are manuscripts from the communal societies and local history. The collections were ably processed by Arthur Bester, Josephine Elliott and others. Many of the finding aids (guides to collections) or collections have been digitized. In 1999, the Lilly Archive was built to house the rare book collection held by the WMI. Books were moved from the stacks into the Lilly archive after having been cleaned and cataloged.

In 2014, the stacks room was remodeled into a public meeting space. Materials in the stacks that were deemed significant were placed in the archives. The remaining materials were put in storage for further review.

In 2015, SpaceSaver shelving was installed in the archives storage area to replace the previous static shelving. This has increased our storage space by roughly 45%. This has been augmented by additional art racks and drawers in 2018 and 2019.

The goals for the archives are as follows:

- Remaining books in storage will be surveyed for weeding or inclusion into the archives based on significance, condition, age, etc. This will reduce the amount in storage by 50 boxes per year until completed.
- Selected collections will be digitized, and additional finding aids will be developed and digitized.
- Continued organization of archives storage area. (i.e. identifying collections, replacing non-archival storage materials)
- Continue to add storage solutions such as art racks and drawers.

## Museum

The museum on the second floor of the WMI is a popular attraction for tourists and visitors to New Harmony. The local population takes pride in the WMI's vast collection of historical artifacts, natural specimens, and art. As the caretakers of New Harmony's rich cultural history, the WMI will maintain its museum collection and associated exhibits according to professional museum standards. In 2014, the exhibit, "New Harmony: Crossroads of Geology" was developed and installed using specimens from the geology collection. SpaceSaver storage units were added in the storage area in 2015 to maximize space. Non-archival quality boxes and wrappings which hold objects have begun to be replaced by the proper acid-free storage containers. A 2017 grant from the Indiana Historical Society allowed the WMI to hire a Collections Manager to catalog and care for the museum collection and to develop exhibits and displays.

The goals for the museum are as follows:

- Continue to replace boxes and wrappings with archival-quality systems.
- Develop and install new displays.
- Increase interpretation for objects on exhibit.
- Continue to process and catalog museum objects.
- Continue to develop meaningful and engaging history, natural history and art exhibits that utilize our collection and are relevant to WMI's mission and to the heritage of New Harmony.

## Website and Social Media

As a public, historic museum and research facility, we need high visibility on the Internet via a website that promotes easy access to information about our institute, our holdings and in some cases the holdings themselves in digital form.

Goal for the WMI's internet presence are:

- Maintain our website and Facebook pages.
- Provide web access to collections as they are digitized and to seek grants to facilitate this.

## Facilities

The WMI's building was built in 1894 and is a significant site in the New Harmony National Historic Landmark District. Much care and planning go into its upkeep and maintenance. Despite the challenges of safeguarding our historic structure, the WMI takes pride in maintaining the building to meet our patrons' needs as a usable facility and as a historic site. In 2011, an elevator was added for use of the disabled and 2014 saw the overhaul of the air-handling system. New, high efficiency boilers were installed in 2015. The ceilings of three of the four main rooms have been repaired (2013 -2019). The remaining ceiling is being repaired in 2020. As with any historic property, continued upkeep and repair is required.

Goals for the WMI's building and grounds are:

- Replace roof by securing a general obligation bond issue.
- Continue to monitor the northeast wall for movement.
- Repair and paint exterior fencing.
- Enhance alarm/security systems including adding security cameras to monitor areas not yet covered and adding a monitor to allow cameras to be viewed by staff at the circulation desk.
- Repair and replace sidewalks on north and west of building.
- Consult with a professional arborists to implement a Tree Risk Assessment program for the safety of all trees on the property and the public.

## Evaluation

Ongoing evaluation of the Long-Range Plan by staff and Trustees will use the following methods:

1. Annually assess community needs via targeted surveys.
2. Install a suggestion box and review submissions weekly.
3. Track number of users served (circulation, program attendance, door count, etc.).
4. Conduct surveys at selected programs to determine how well the service meets the needs of the people served.
5. The Long Range Planning Committee will review the above information annually and identify accomplished and future goals.

