

# DRAFT

Westchester Public Library  
Board of Trustees  
Minutes  
April 11, 2019

A regular meeting of the Westchester Public Library Board of Trustees was held at the Thomas Public Library Bertha Wood Room, 200 West Indiana Avenue, Chesterton, Indiana on Thursday, April 11, 2019 at 7:00 pm.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, Nick Tilden, and Rondi Wightman.

Board member absent: Abbe Trent

Also present at this meeting were Library Director Lisa Stamm, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and one member of the public.

This meeting was called to order by Board President Rondi Wightman at 7:00 pm.

### Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the March 14, 2019 Board meeting as presented. Michael Livovich seconded the motion. All voted in favor, with Rondi Wightman abstaining, and the motion passed.

### Financial and Statistical Reports

A motion was made by Michele Corazzo to approve the Financial and Statistical Reports as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

### Approval of Claims and Warrants

A motion was made by Drew Rhed to accept the Register of Claims and Warrants from the time period of March 15, 2019 through April 11, 2019. Michele Corazzo seconded the motion.

A question was raised as to the apparent duplicity of Item 17711. Director Stamm advised that this error was caught before a duplicate check had been issued so a duplicate payment was not made. All voted in favor of the motion, and the motion passed.

### Librarian's Report

Service highlights were related from the past month featuring positive feedback from patrons regarding their Library experiences. Several Facebook comments were noted regarding the recent Women's History Month mini-biography postings by Museum Curator Serena Ard.

Statistics from March showed that 29,540 people visited the Library. There were 89 programs presented with 1,367 attendees, and 313 people utilized Library meeting rooms. The staff answered 176 reference questions and 156 tech help questions. Graphs were provided showing materials circulation statistics.

The Library is participating in an Indiana Library Federation (ILF) library awareness campaign. As such, the Library purchased 250 "We Love Our Library!" yard signs to hand out to patrons for them to place in their front yards. These signs are available to township residents in an effort to raise awareness and support of public libraries. A Facebook challenge was issued to patrons asking them to plant the sign in

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their yards, take a picture of it, and tag the picture to the Library's Facebook page for a chance to win a Friends of the Library family membership. These 250 signs were purchased for a total cost of \$1,200.

The light fixtures in the parking lot across the street from the Baugher Center are being replaced. The original lights have High Intensity Discharge bulbs that are old, prone to burning out, and difficult to replace. The new fixtures will be Light Emitting Diodes (LED) with a five-year manufacturer warranty. These light are equivalent to 400-watt floodlights and will light up the entire lot. Ellis Electric will be doing the project of removing the old fixtures and transformers and installing the new lights for a cost of \$3,125. This work should be done by the end of April.

A question was raised as to whether or not these fixtures would have some type of shield around them so the light emitted is not disruptive to the residents living immediately around the parking lot. This will be checked into before the project is underway.

The 20-gallon aquarium in the Audio/Visual (A/V) Department had not been formally cleaned in over two years, and the Plecostomus residing in that tank had grown to the size of the tank. It was decided to move the Plecostomus to a new home where it would have more room. A smaller 10-gallon tank was purchased and will house tiny fish that won't outgrow the tank. The cost of the new tank and required accessories totaled \$81.25, and this money came from the Unrestricted Gift Fund.

The Library Maintenance crew was able to stabilize the Thomas HVAC system. It was determined that the drains were blocked with rust and the seams needed to be re-sealed. The drains and pipes were scoured of rust and debris, and the seams were all re-sealed in both air handler units. This work alleviated the problem of daily flooding on the floor of the mechanical room. The HVAC seems to be in good order now, and the Maintenance crew does not foresee any further HVAC problems for the next several years.

The Library's new hours will begin on May 1. The Thomas Branch hours will be as follows: Monday through Thursday 9 am – 9 pm, Friday 9 am – 6 pm, Saturday 9 am – 5 pm, and Sunday 1 – 5 pm. The Hageman Branch hours will be as follows: Monday through Friday 9 am – 6 pm, Saturday 1 – 5 pm, and closed on Sunday.

The staff changes for the month include the addition of Kerbi Daurer - Clerk, Lauren Reed - Sub, David Thompson - Cleaner, and Doreen Perez – Landscaper/Cleaner. Separated this month were Stephanie James – Clerk, Pam Adamik – Sub, and Mark Allen – Cleaner. Brittany Paxton moved from being a Sub to being a Clerk.

### Old Business

#### Security Gates in Audio/Visual (A/V) Department

A question was asked last month about why DVDs checked out from the A/V Department are not deactivated upon leaving the A/V Department. The answer to that question is that the Library does not have the materials disarm feature with the security gates. The replacement of these gates at Thomas is something on the list of projects to be done in the near future along with adding security gates at Hageman.

#### Technology Fire Sale

The Technology Fire Sale was a success and earned \$931. The unsold items were recycled.

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## New Business Additional Appropriation

The Department of Local Government Finance (DLGF) was contacted regarding the proper procedure for procuring Additional Appropriations. They advised not to request a large additional appropriation amount with the intent of using it for multiple projects over a long period of time. The requested amount should be for a project or projects that can be expected to be finished within that year. Additional Appropriations require approval from the Township Board before being submitted to the DLGF.

Based on this information, Director Stamm suggested that Additional Appropriations be requested to repair the Baugher Center patio and to replace the Thomas staff doors. After those projects are nearly completed, Additional Appropriations can be requested to replace security gates at Thomas and add security gates at Hageman.

A motion was made by Kathryn Cochran to approve Additional Appropriations for 2019 to repair the Baugher Center patio and to replace the Thomas staff doors. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

## PLAC Quarterly Report

The PLAC Quarterly Report needs to be signed by all Board members and then submitted to the Indiana State Library (ISL). This PLAC Report was passed around to all Board members for said signatures.

## Election of Officers

Drew Rhed nominated the slate of officers for the Westchester Board of Trustees as follows: Rondi Wightman, President; Nick Tilden, Vice President; Drew Rhed, Treasurer; Michele Corazzo, Secretary. Kathryn Cochran made a motion to close the nominations. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to elect the nominated slate by acclamation. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

## Public Comment

There were no public comments.

## Other Business Trustee Reappointments

The trustee reappointments for Abbe Trent and Nick Tilden came due at the end of March. Letters were written to the corresponding appointing authorities in support of the reappointments of Abbe Trent (Township Board) and Nick Tilden (Duneland School Board). The Township Board approved the reappointment of Abbe Trent. As of today's date, the Duneland School Board has not approved the reappointment of Nick Tilden, but this issue should be on the agenda at the next School Board meeting. The next trustee to be reappointed is Michele Corazzo in 2020.

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## NILBA Dinner

There will be a NILBA dinner on May 1 at Fair Oaks Farmhouse, Fair Oaks, Indiana. The subject of this dinner will be focused on recent legislation and ways in which trustees can advocate for their libraries. Director Stamm will be attending, and the RSVPs for trustees interested in attending need to be indicated to Director Stamm by April 25.

The date of the next Board meeting will be Thursday, May 9, 2019 at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:40 pm.

Respectfully submitted,  
Christine Hoover, Minutes Recorder for  
Michele Corazzo, Secretary