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Westchester Public Library
Board of Trustees
Minutes
December 13, 2018

A regular meeting of the Westchester Public Library Board of Trustees was held at the Westchester Township History Museum, 700 West Porter Avenue, Chesterton, Indiana on Thursday, December 13, 2018 at 7:00 pm.

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

Also present at this meeting were Library Director Lisa Stamm, Museum Curator Serena Ard, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and three members of the public.

This meeting was called to order by Board President Rondi Wightman at 7:01 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the November 8, 2018 meeting as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Michele Corazzo to accept the Financial and Statistical Reports as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Abbe Trent to accept the Register of Claims and Warrants as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Numerous service highlights were related and featured positive incidents from various Library locations. Many compliments have been received regarding the IT Assistant, and a letter was passed around from a patron praising the IT Assistant for his service.

During the month of November, 26,362 people visited the Library, 107 programs were presented with 1,551 attendees, and the Library meeting rooms were used by 392 people. The Reference Department answered 681 questions, and 218 tech help questions were answered. Documents showing materials circulation statistics were included in the Board meeting documents.

On December 3, the Library's Integrated Library System (ILS) was migrated from being hosted in-house on Library servers to being hosted by Polaris. The transition process went well with very little interruption in patron service. Because of this migration and upgrade, the Library is now using a current, more secure, and more robust automation system and catalog.

DRAFT

Employee health insurance was up for renewal; and after discussion with Anton Insurance, it was determined to renew the same Anthem plan for 2019 as used in 2018. The medical premium increased by 9.14% going from \$10,676.68 in 2018 to \$11,652.14 in 2019. The Library will continue to pay the monthly premium for individual coverage and cover 70% of the monthly premium for family coverage. A detailed letter was written to the staff members receiving this insurance coverage explaining what is covered and what is being paid for by the Library as part of their benefit package.

One of the four rooftop HVAC units at the Baugher Center had a failed heat exchanger due to a crack in it. This unit supplies heat to the Adult Learning Center and the Indiana Street entryway. Precision Control disassembled the unit, removed the faulty heat exchanger, and installed a new heat exchanger including a new combustion blower gasket and sealant. The cost for this entire project was \$2,962. It was suggested to have a carbon monoxide detector installed in this unit.

Staff performance evaluations were completed for every staff member. A newly revised form was used for this evaluation process, and managers responded positively to the new form. As part of this evaluation, staff were given feedback, praise, guidance, instruction, and advised of appropriate goals. Board members were provided with a sample copy of the new evaluation form as well as the old evaluation form for comparison purposes.

The special one-day holiday Friends of the Library book sale yielded \$715.50. The current President of the Friends is planning to retire shortly. The Thomas Branch Manager is coordinating and guiding the group while examining ways to develop the Friends organization.

The annual staff holiday party was held on December 12. It was reported to be a fun, festive event with 50 staff members attending.

Staff changes for the month include the hiring of Jessica Bartz as the new Children's Department Manager. It was suggested to have this new Manager attend an upcoming Board meeting so she can be introduced to Board members. Also hired this month was Lillian Vaughn as a Page. Separated this month were Page Cody Vaughn and Clerk Ellen Adams.

Old Business

Homebound Services

A letter from a Homebound patron who is unhappy with the changes to the Homebound program was circulated to Board members.

Policy Refusal

There has not been any further communication from the Indiana Civil Rights Commission regarding requiring a patron to sign a release form if a policy exception request was formally made and approved for that patron. Since there has not been another issue with the patron who at one time refused to wear shoes while in the Library, this matter will be dropped from the agenda at this time.

DRAFT

Library Theft

There have been no updates from the police regarding the theft of a staff's personal property. This item will be dropped from the agenda until a positive identification of the thief is made by the police. At that time, the named person will be banned from Library premises.

Gas Leak

The gas oven in the Baugher Center has been donated to the Chesterton Fire Department (CFD). They were in need of such an oven but were not in a financial position to make an offer. The Library donated this oven to the CFD with the agreement that they would take it as-is and that they would help disassemble and remove it. This was a winning situation for the Library as no one else was interested in purchasing this oven nor was anyone interested in disassembling it for parts.

Hageman Projector

The Hageman Projector project was finished at the end of November. With this improvement, the Hageman meeting room is on technological par with the Thomas Bertha Wood Room and the Baugher Center meeting spaces.

Used Shelving

The used shelving available for sale from another library will not be purchased. It was determined that this used shelving would actually result in less shelving space than is currently in place. Also, the shelving was older and would have needed multiple custom-made end panels. This would add to the costs of moving and storing the shelves, thus making this purchase potentially more expensive than purchasing new shelving.

New Business

2019 Schedule of Meetings

The 2019 Schedule of Meetings was made available. Noted on this schedule is that there will no longer be a Board meeting held at the Baugher Center due to audio difficulty in that space. Also, other groups may want to use that space on Thursday evenings. The November meeting will be held at Hageman, and the December meeting will be held at the Museum. All other meetings will be held at Thomas Library Bertha Wood Room.

A motion was made by Kathryn Cochran to approve the 2019 Schedule of Meetings: Board of Trustees as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Public Comment

Former Clerk and Homebound provider Ellen Adams spoke to the Board about her experience as a Homebound service provider. She had been acting in this capacity for eight years and related that over these years she has built up relationships with the Homebound people she delivers materials to. She felt that the Homebound program was not just about delivering books but building up a community relationship between Homebound patrons and the Library. She asked the Board to consider finding

DRAFT

other ways to minimize the risks for both patrons and Library workers and that the Board consider reinstating in-home visits with Homebound patrons.

Former Clerk and Homebound provider Ken Keller also spoke about his positive experiences as a Homebound service provider. He related that this program was initiated by the Board many years ago and at one time it was run by volunteers. According to Keller, after a tax issue was resolved in 2006, the Board assessed that the Homebound program be run by paid Library employees and he was one of the people hired for this role. Keller asked that the Board reconsider the ban on in-home patron visits.

Board members held further discussion on the subject of Homebound Services. One Board member thought the decision to ban in-home visits was rushed and that perhaps another option could be considered. It was suggested to have volunteers take over the home visits. Director Stamm advised that the current Friends of the Library volunteer group does not have enough members to make Homebound visits, however, the Branch Manager is looking into rebuilding the Friends group. Director Stamm reminded the Board that it is not the Library's mission, nor is it the mission of any public library, to be going into people's homes. Director Stamm stands by the decision made at last month's meeting to continue the Homebound Service and that employees are not to enter patrons' homes.

Other Business

There was no Other Business to discuss.

The date of the next Board meeting is January 10, 2019 at 7:00 pm and will be held at the Thomas Library Bertha Wood Room.

A motion was made by Drew Rhed to adjourn this meeting at 7:50 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary