

DRAFT

Westchester Public Library
Board of Trustees
Minutes
February 14, 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, February 14, 2019 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, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and two members 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 January 10, 2019 meeting as presented. Abbe Trent seconded the motion.

Michele Corazzo questioned as to why more detailed information is not in the minutes as to the reinvestment of CDs, such as the percent of interest earned, amount of interest earned, and which institutions are holding the CDs. This information is in the Librarian's report but not included in the minutes. After discussion, the Board did not feel it was necessary to include such detailed information in the monthly minutes since the financial information can be obtained from the Director should someone make that inquiry. Also, details regarding the Library's invested money is reported in the Library's financial reports, and that information is available to the public.

All voted in favor of the motion, and the motion passed.

Financial and Statistical Reports

A motion was made by Drew Rhed to approve the Financial and Statistical Reports as presented. Michael Livovich seconded the motion.

Michael Livovich questioned what appeared to be a different way that the appropriations were listed this month. In the past, he thought that the percent column showed how much of the budgeted amount has been spent. This month, however, the percent column shows how much is left in allocation. Upon reviewing Appropriation reports for the year 2018, it appears that the percent column did in fact indicate how much had been spent. Director Stamm felt the percent should be listed as it is currently shown; that is, showing how much is left in allocation for each particular account.

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Michele Corazzo asked if the money in the Pratt Gift Fund could be invested. Director Stamm advised that this money is designated only for use of the Museum and cannot be used for anything else.

Michele Corazzo questioned the amount of money being charged by Chester for their professional services. Director Stamm advised that Chester, Inc., has a contract with the Library, and this contract outlines the fees charged by Chester. Some of the fees charged by Chester are on a per-server basis. Since the Library's server usage will be going down, Chester's fees will be going down. Also, if Chester has to do service or repair to the Library's equipment, there is an additional hourly charge being assessed. At the end of the year, Director Stamm will provide a tally of all fees paid to Chester, Inc.

All voted in favor of the motion, and the motion passed.

Approval of Claims and Warrants

A motion was made by Drew Rhed to approve the Claims and Warrants and presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The 2018 Indiana Public Library Report has been completed. It was submitted electronically but a signature page needs to be signed by the Board President and submitted in five days.

Numerous service highlights were related from the past month featuring positive feedback from patrons regarding their Library experiences.

Statistics from January showed that 26,214 people visited the Library, 84 programs were presented with 1,421 attendees, and 241 people utilized Library meeting rooms. Staff answered 596 reference questions and 71 tech help questions. Graphs were provided showing materials circulation statistics.

Due to inclement weather during January, several Library closings were necessitated. On Saturday, January 19, Thomas Branch opened at 1 pm instead of 9 am to allow time for roads to be plowed and salted. Due to the extreme wind chill warning issued by the National Weather Service, all Library locations were closed at 5 pm on Tuesday, January 29 and reopened at 1 pm on Thursday, January 31. Hageman had to remain closed on January 31 because pipes that supply water to the kitchen area and restrooms were frozen. This freezing was due to the aged insulation in the attic of Hageman that is falling from the rafters. The insulation needs to be updated to current standards or the pipes will continue to freeze when there are extreme temperature drops. Quotes are being obtained to remedy the insulation problem. Meanwhile, Maintenance removed multiple ceiling tiles in several areas to allow more heated airflow to reach the pipes, and this will continue to be done in advance of extreme weather.

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Also on January 31, one of the Museum furnaces failed, and the temperature dropped to below 56 degrees. The Museum was closed to the public on the 31st, but staff remained working in the Museum's upstairs offices since temperatures there were tolerable. Duneland School Corporation is responsible for the Museum furnaces, and they sent a repair person to the Museum at 5 pm on January 31. The next day the furnaces were cleaned, the flame sensor was repaired, and the motor in the main house furnace was replaced. The Museum heat is now back to normal.

There were roof leaks at Thomas during the weekend after the extreme weather caused by thawed snow and ice collecting around the main pipe entries on the flat rooftop. Maintenance investigated and found that the membrane around those main pipe entries is crumbling and must be resealed. The roof was installed in 2009 with a 30-year warranty. The roofing company, E. C. Babilla, was contacted about the membranes which were installed by Firestone as to whether or not they are covered under warranty. Firestone and/or E.C. Babilla will be coming out in the next week to inspect and advise.

One Library Improvement Reserve Fund (LIRF) investment CD and one Rainy Day Fund investment CD matured in January, and both were reinvested by Horizon Trust & Investment Management.

Director Stamm was invited to be the guest speaker at a recent Kiwanis luncheon meeting. After the presentation, the Kiwanis presented the Library with a check for \$500.

The only staff change for the month was the hiring of Brianna Chrzan as a part-time Clerk.

Old Business

State Certification

All 11 staff members who spend 50% or more of their work hours on professional library work have completed and submitted their applications to the Indiana State Library. They are now in compliance with state standards. The total fee for all 11 certifications was \$550 for five years, and this was paid for by the Friends of the Library.

New Business

Resolution to Transfer Surplus Personal Property

There will be a Technology Fire Sale on Saturday, March 30. A list was provided to the Board of all items to be sold at this sale. A Resolution to Transfer Surplus Personal Property was provided to Board members for their approval. This Resolution declares that these surplus items are no longer needed for Library purposes and that the items be given to the Friends of the Westchester Public Library for sale. The Friends in turn donate the proceeds from this sale to the Library's Gift Fund.

A motion was made by Kathryn Cochran to adopt the Resolution to Transfer Surplus Personal Property as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed. Board members then signed this Resolution.

Inclement Weather Closure Policy

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Due to confusion among staff about part-time employee compensation during the extreme winter weather closure, Director Stamm recommended that Section 509 Emergency Closings of the Personnel Policies and Procedures Manual be replaced with a structured, stand-alone policy clearly explaining compensation of salaried and hourly employees in the case of emergency delayed openings and/or closures of the Library. Language will be added to Section 509 of the Personnel Policies and Procedures Manual directing employees to the stand-alone policy. A question was raised as to if this Policy applies to when the Library is closed due to staff training and employee appreciation or holiday gatherings. It seems to have been the practice to pay staff for the employee appreciation and holiday gatherings as well as staff training, and that will stay the same.

As far as notifying the public of Library closings, this information is posted on the Library's website; however, it was noted that currently the Director cannot update the Library's website from another location. Public notifications are also posted on social media, and signs are posted on the building doors.

It was suggested that language be included in item 1 of this proposed policy to state: "In the event the Director is not available, the decision to close the Library will be made by personnel in the following order: Assistant Director, Administrative Assistant, Thomas Branch Manager, Hageman Branch Manager."

A motion was made by Michele Corazzo to accept the Inclement Weather Closure Policy with the added language in item 1 showing the chain of command to make closing decisions. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Gift Fund Categories

Currently, the Library does not have an Unrestricted Gift Fund. Such a fund would allow the Library the greatest flexibility in using monetary gifts in the manner most needed to benefit the Library at any given time. There are multiple, specific Gift Fund lines such as 146 Bits & Bytes. This particular fund is no longer performed to such a specific degree, and a separate funding line is not necessary since funding for Bits & Bytes can be funded through 132 Adult Programs. The amount in the 146 Fund was built by unrestricted gift donations and from Friends of the Library donations.

The accounting software provider advised that the 146 Bits & Bytes account title may be changed by adding the new designating language "Unrestricted Gift" to the existing title. The existing title should be in parenthesis after this for a period of one year. After that time, the former language (Bits & Bytes) may be dropped. Therefore, Gift Fund line 146 now reads "Unrestricted Gift (Bits & Bytes)". After one year, the Bits & Bytes portion will be eliminated leaving it as "146 Unrestricted Gift".

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Updates to the existing Gifts and Donations Policy were made to reflect this change as well as a general reworking of the policy.

A motion was made by Drew Rhed to approve the Gifts and Donations Policy as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Public Comment

There were no public comments at this time.

Other Business

NARCAN

At a recent public speaking occasion, Director Stamm was asked if she was aware of libraries being automatically shipped NARCAN nasal spray for use if necessary. She replied that she was not aware of this. Director Stamm clarified to the Board that she does not feel it is the Library's role to stock emergency supplies and expect staff to be able to make medical decisions and administer such supplies. Also, she does not want the Library to be seen as a place to treat drug overdoses or other medical conditions. Emergency personnel and police are quickly available in the community, and calling 911 would be the better option for staff.

The Library does have an AED, and currently not all staff are trained on this equipment. It was suggested to have professionals, such as the Fire Department, talk to staff about the use of an AED.

Trustee Training

The Indiana State Library is holding Trustee Training on Monday, April 22, at 2:00 pm at the Gary Public Library. Board members were encouraged to attend if possible.

The date of the next meeting is Thursday, March 14, 2019 at Thomas Library.

A motion was made by Drew Rhed to adjourn this meeting at 8:15 pm.

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