

DRAFT

Westchester Public Library
Board of Trustees
Minutes
January 10, 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, January 10, 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, Children's Department Manager Jessica Bartz, 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 December 13, 2018 meeting as presented. Nick Tilden 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. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

There were two sets of the Register of Claims and Warrants to approve at this meeting. One set covered the time period of December 14, 2018 through December 31, 2018. The other set should be corrected to be from the time period of January 1, 2019 through January 10, 2019 rather than January 10 through January 10. Drew Rhed made a motion to approve the two sets of the Register of Claims and Warrants with the noted date correction to be made. Nick Tilden seconded the motion. All voted in favor of the motion, and the motion passed.

Librarian's Report

Numerous service highlights were related from the past month featuring positive feedback from patrons regarding their Library experiences including a patron who made a donation of \$100 for magazine subscriptions and Reading Room needs.

Statistics from December showed that 22,866 people visited the Library, 50 programs were presented with 1,084 attendees, and 368 people utilized Library meeting rooms. Staff answered 481 reference questions and 118 tech help questions. Two graphs were presented showing materials circulation statistics. Also, two new graphs were added showing the circulation of electronic materials

DRAFT

(downloadable) for the month and cumulatively from 2014. It was noted by the Director that physical and downloadable materials are both very popular, and patrons want both types of materials.

The Library's new Children's Manager Jessica Bartz was introduced to the Board. She has programming as well as a theater background that she plans to utilize at the Library.

Two Library Improvement Reserve Fund (LIRF) CDs matured in December and were reinvested by Horizon Trust and Investment Management.

Full or part time employees spending 50% or more of their work hours on professional library work should be Library Certified in order to be in compliance with the Indiana State Library (ISL). Since many staff members involved in programming, cataloging, or ordering materials are currently not certified and were not initially told they must become certified, the Library will pay for their initial certifications. This will require that 11 certifications at a cost of \$50 each for a total of \$550 be paid to the ISL, and these certifications are good for five years. It has been determined that this fee cannot be paid from any operating funds. The money must come from an unrestricted gift fund or from the Friends of the Library. After certification, it is up to staff members to obtain Library Education Units (LEUs) and Technical LEUs to keep their certification active. LEUs and TLEUs can be obtained through attending webinars, conferences, and various other local training opportunities.

In March of 2018, the Library addressed a complaint from OSHA that there was mold on the wall underneath the window in the Baugher Center staff lounge. This complaint was addressed and the problem was rectified; however, the required documentation and photos were not sent to OSHA. In late December of 2018, OSHA again contacted the Library about this problem, and Director Stamm responded to OSHA with the required documentation and photos to demonstrate that the initial complaint in March was addressed and the problem resolved.

There was one staff change last month and that was the separation of part-time clerk Becky Maranto.

Old Business

Rooftop HVAC

After the recent HVAC rooftop unit repair, a question was raised as to whether or not carbon monoxide detectors should be placed at Library Buildings. It was determined that since Thomas Library has a boiler heating system, the only concern for carbon monoxide emissions would be inside the boiler room itself. Both Hageman and the Baugher Center have forced-air furnace systems and could potentially risk a leak in the heat exchanger which would then covert unburnt gas into carbon monoxide. Therefore, carbon monoxide detectors have been purchased for: Thomas boiler room, Baugher Center upstairs (one already in place downstairs), and three for Hageman with one each in the furnace room, meeting room, and public area. These five units have 10-year lithium batteries and 10-year warranties for the unit and battery, and the total cost of these five units was \$131.15.

DRAFT

Baugher Center Gas Stove

A residential-sized gas stove has been purchased for the Baugher Center to replace the industrial gas stove recently removed. The cost of the new stove is \$571.29 and it will be installed by mid-January.

New Business

PLAC Quarterly Statement

The PLAC Quarterly Report needs to be signed by the Board at this time. Two forms were then passed around for the Board members' signatures.

Bylaws of the Board of Trustees

The Board Bylaws were amended to make a change to Article IX. Section 10 dealing with how persons are to address the Library Board with a comment and that "Public Comment" is now an agenda item. A motion was made by Kathryn Cochran to approve the amended Board Bylaws by revising Article IX Section 10 as presented. Abby Trent seconded the motion. All voted in favor, and the motion passed.

Rainy Day Transfer of Funds

The Library is permitted to transfer up to 10% of the prior year's total budget amount into the Rainy Day Fund at the beginning of the new year IF there are funds remaining to do so after the close of the prior year. The 2018 total budget was \$3,438,242. After examination of the December 31 Operating Fund balance, along with how much money remained in the Operating Fund last May before the June tax settlement arrived, Director Stamm recommended that 6% of the 2018 budget for a total of \$206,294 be transferred into the Rainy Day Fund.

There was no Rainy Day Fund transfer in 2016 and 2017, and a Board member questioned as to why it was missed in those years. Director Stamm did not know the answer but any extra funds were put into other account funds, most likely into LIRF.

A motion was made by Nick Tilden to approve the transfer of 6% of the 2018 budget into the Rainy Day Fund as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

The Resolution to Transfer Funds to Rainy Day Fund January 2019 signature page was then circulated for the Board members' signatures.

Library Hours

After examining the Library's hours and comparing those hours with the hours of surrounding public libraries, Director Stamm made the following recommended changes broken down into three parts:

Part One - Open Hours

1. Change Thomas Branch Friday hours from 9 am - 9 pm to **9 am to 6 pm.**
2. Change Hageman's hours from Monday-Thursday 9 am – 5pm and Friday 9 am – 7 pm to **Monday through Friday 9 am to 6 pm.**

DRAFT

The total number of open hours for the Library would stay the same. These hours would take effect in May 2019 to allow time for outside groups that meet once a month on Friday night at Thomas or the Baugher Center to find another meeting location.

Part Two – Holiday Hours

Upon reviewing patron usage the night before and the day after Thanksgiving, speaking with Managers, and personal observation by the Director, it appears that there is very low patron usage during these times. It is recommended by the Director that the Library be closed at **6 pm the Wednesday before Thanksgiving and closed the Friday after Thanksgiving.**

Discussion followed regarding this proposed change. Board members questioned how many people were actually coming into the Library during the proposed changes in Part Two, and no actual number was given at this time. There was also concern about giving another paid holiday to staff. It was proposed that there be a swapping out of a different paid holiday for giving the Friday after Thanksgiving as a paid holiday. It was also proposed to have paid staff use a vacation day for the Friday after Thanksgiving or that staff take that Friday off as a non-paid holiday.

Part Three – Staff In-Service Day

It is recommended that the Library close one day per year for an annual Staff In-Service Day. This would be a paid workday for all staff members, and attendance would be required for all staff. The proposed day for this is Friday, September 27. Annually, this In-Service day would be held on or near the last Friday in September.

Part Three (a) – Staff Holiday Event

It is recommended that the annual holiday staff party be held during morning hours rather than in the middle of the day. The 2019 holiday party would then be held on the morning of Friday, December 6, and the Library would open afterward at 11 am.

A motion was made by Drew Rhed to approve the Library Hours changes as proposed EXCEPT for Part Two regarding Holiday Hours and that this topic be tabled for further discussion. There was no second to this motion, so the motion did not pass.

A motion was made by Michele Corazzo to approve the Library Hours changes in full as proposed. Abbe Trent seconded the motion. Six members approved this motion, one opposed, and the motion passed.

Public Comment

There were no public comments at this time.

Other Business

Contract for Legal Services

Attorney Terry Hiestand provided a 2019 Contract for Legal Services for the approval of the Board. There were no changes made to this contract from 2018.

DRAFT

A motion was made by Drew Rhed to approve the 2019 Contract for Legal Services. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

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

A motion was made by Drew Rhed to adjourn this meeting at 8:20 pm.

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

The Board took a short recess then reconvened as the Board of Finance.

The Board of Finance meeting was called to order by Board President Rondi Wightman at 8:24 pm.

Election of Officers

Kathryn Cochran made a motion that the Board of Finance elect the slate of officers in the same capacity as the Board of Trustees; that being Rondi Wightman as President, Nick Tilden as Secretary, and Drew Rhed as Treasurer. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Investment Summary Report

An Investment Summary Report for the period 1/1/2018 through 12/31/2018 was provided. It was suggested to change item three under LIRF Account, Rainy Day Account, and Combined Summary to read: "Accrued interest in 2018 on CDs pending maturity". It was also suggested to give the beginning balance of funds as of the end of the previous year as a starting figures to compare from one year to the next. Horizon Bank will be asked if this makes accounting sense and if it can be done for next year.

Review and Readopt Investment Policy

Attorney Hiestand suggested that a change be made in the "Guidelines for Investment" to read:

The Library will invest funds as allowed by Indiana Code 5-13-9, which includes:

- Any security backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States; and issued by the United States Treasury, a federal agency, or a federal instrumentality, or a federal government sponsored enterprise;
- Certificates of Deposit (CD) insured through the Federal Deposit Insurance Corporation (FDIC); and
- Deposit accounts issued or offered through a designated depository maintaining coverage through the Federal Deposit Insurance Corporation whenever possible.

The Library will not purchase securities on margin nor will it open a securities margin account for the investment of Library funds.

DRAFT

A motion was made by Drew Rhed to approve the Investment Policy Reviewed and Readopted January 10, 2019 with the changes to the "Guidelines for Investment" as proposed by Attorney Hiestand. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

A motion was made by Drew Rhed to adjourn the Board of Finance meeting at 8:50 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for

Nick Tilden, Secretary