

DRAFT

Westchester Public Library
Board of Trustees
Minutes
May 9, 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, May 9, 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 7:05 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, and the motion passed.

Financial and Statistical Reports

A motion was made by Abbe Trent 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 April 12, 2019 through May 9, 2019. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

This year's Summer Reading Program will have a "space" theme, and the kickoff party will be held on May 31 from 3 to 6 pm at the Baugher Center. Events planned for this kickoff party include showing the 1969 video footage of the Apollo 11 Lunar Module Eagle astronauts walking on the moon and numerous festivities centered on the theme of space.

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

Statistics from April showed that 33,432 people visited the Library. There were 96 programs presented with 1,628 attendees, and 534 people utilized Library meeting rooms. Staff answered 135 reference questions and 219 tech help questions. Graphs were provided showing materials circulation statistics.

Delta Theta Tau recently made a donation of \$150 to the Library, and Director Stamm attended a reception to accept and thank them for this donation.

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On April 24, over 50 staff members attended one of three repeating CPR/AED training sessions conducted by the Chesterton Fire Department. This training will be repeated approximately every two or three years as suggested by the Fire Department.

The Friends of the Library hosted their semi-annual sale the weekend of April 27. This year's sale did not include using the staff break room but utilized the back book storage area. This change did not hinder the sale as the Friends took in \$4,400.01.

Three CDs matured in April, and the principal and interest from these CDs were reinvested by Horizon Trust and Investment Management. One of these CDs was from the Library Improvement Reserve Fund (LIRF), and two were from the Rainy Day Fund.

On May 1, Director Stamm attended the "Property Tax and Libraries" webinar presented by representatives of the Department of Agricultural Economics at Purdue University and in conjunction with the Indiana Library Federation. This webinar was recorded and has been made available for interested trustees.

The Northwest Indiana Library Board Association (NILBA) dinner was held on May 1 at Fair Oaks Farmhouse. Director Stamm and four Library Trustees attended this dinner, and the topic focused on House Enrolled Act (HEA) 1343 and public libraries. Advice was given for libraries with significant LIRF along with ways in which library trustees and directors may advocate year round for their libraries with senators and the public.

The Library has LIRF that were saved lawfully and with the intent to be used for repairs and improvements to Library facilities. The current Long Range Plan states that its scope covers calendar years 2015-2019. This plan does not include a Technology Plan, and Technology Plans are recommended to be included with Long Range Plans rather than being stand-alone plans. Director Stamm intends to rewrite the entirety of the Plan into a draft to be reviewed and modified as necessary. The Plan will be written with the current Plan's existing community data and Library needs in mind. This Plan will clearly denote the Library's longstanding plans to use LIRF in specific ways. A letter dated December 11, 1973 from Attorney Terry Hiestand was passed around. This letter detailed a short history of the Westchester Public Library and how it was formed from its earliest beginnings in 1914.

The staff changes for the month include the addition of Tammy Fox-Rowe – Sub, and Valerie Russell – Clerk. Separated this month was Doreen Perez – Landscaper/Cleaner.

Old Business

Parking Lot Lighting

Ellis Electric was contacted about the proposed light fixture changes in the parking lot across the street from the Baugher Center. The specific issue was whether or not these lights would cause light pollution and be disruptive to people living in the immediate area of that parking lot. Ellis advised that the bulbs and fixtures will not cause light pollution as the bulbs are not excessively bright and the fixtures are built with a hood that directs 90% of the light downward. This project will now proceed.

Concrete Removal

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There were sections of concrete left in the ground after the installation of the sign outside of Hageman Library. This concrete was unsightly and made landscaping difficult. Patio Pros will excavate the old concrete for a cost of \$350, and this project will be completed by the end of May.

Additional Appropriation

The Department of Local Government Finance (DLGF) advised that a precise dollar amount, based on documented, current quoted prices, for any Additional Appropriations requested must be submitted. Therefore, updated and “not-to-exceed” quotes were requested from local companies to conduct the Baugher Center patio and Thomas staff door replacements. Several quotes were obtained; and the final, best patio quote was from Patio Pros for \$21,977.91. The final and best staff door quote was from Tri-State Door solutions for \$15,953.85, for a total request of \$37,931.76. These figures must be broken down into DLGF sub-categories delineating into which fund particular amounts of the appropriation would go and what portion of the quote is for labor, shipping, materials, etc. This is being worked on, and Director Stamm plans to have the paperwork completed in time to advertise a public hearing in the newspaper 10 days prior to the June meeting of the PCC.

Director Stamm learned that another public hearing does not have to be held by the Library Board since this amount was already agreed upon by the Library Board; the only public hearing for this appropriation will be held at the next Porter County Council (PCC) meeting.

A question was raised as to if this public hearing notice needs to be published in papers other than the Chesterton Tribune since the PCC meeting is held in Valparaiso. Director Stamm will look into this.

New Business

Resolution to Establish and Renew Non-Resident Fees

The Resolution to Establish Non-Resident Fees needs to be renewed each year. The non-resident card fee will remain the same as in previous years at a cost of \$175, and the Resolution is the same as last year with no changes.

A motion was made by Michele Corazzo to pass the Resolution to Establish Non-Resident Fees as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Public Comment

Liberty Township resident Cheryl Bartholomew expressed her concern about the non-resident fee since she lives outside the perimeters of Westchester Township but utilizes Westchester Public Library. Attorney Hiestand addressed her concerns and stated that as long as a person living outside the township has a library card in good standing at his/her designated library – in this case the Porter County Library system – there is no non-resident fee charged. Anyone living in a reciprocal borrowing area is not subject to this fee as long as they have a library card from their “home” library. Materials NOT shared to non-residents are digital materials such as ebooks and any downloadable materials. Having a non-resident fee is a requirement of state law.

Other Business

Medical Emergency

At approximately 4:00 pm, a patron was found unresponsive by Library staff in the downstairs men’s restroom from an apparent illegal drug overdose. Emergency medical personnel were immediately called and were able to get the patron to stand up before they transported him to the hospital. Medical personnel found needles and blood on the scene left from this patron. They did a wipe down of the area, and the Library Maintenance Manager also did a further wipe down of the restroom.

Because this person brought and used an illegal substance in the Library, which is in violation of the Unacceptable Behavior Policy and against State Law, Director Stamm is recommending that this person be banned from the Library for one year. After this year is over, the patron may be able to reinstate Library privileges after filling out a Patron Request for Resolution form, if the patron chooses to do so.

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This form is being developed immediately. An addition or addendum may be written to the Library's Unacceptable Behavior Policy, or a separate policy written, to address what happens if a patron is banned due to drug use on the property.

It was suggested to have breathing masks available for cleaning staff who are exposed to drugs, such as in this case, if it should happen again.

Trustee Reappointment

At the last Duneland School Board meeting, Nick Tilden was reappointed as a Westchester Public Library Trustee for another four-year term.

The date of the next meeting will be Thursday, June 13, 2019 at 7:00 pm at Thomas Public Library.

Drew Rhed made a motion to adjourn this meeting at 7:45 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Michele Corazzo, Secretary