

Board of Trustees

Minutes

April 14, 2016

A regular meeting of the Westchester Public Library Board of Trustees was held at the Thomas Public Library, 200 West Indiana, Chesterton, Indiana, on Thursday, April 14, 2016, at 7:00 pm.

Members present: Abbe Trent
Kathryn Cochran
Michele Corazzo
Michael Livovich
Drew Rhed
Rondi Wightman
Member absent: Nick Tilden

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Bowersox, Information Technology (IT) Manager Joe Harry, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Kathryn Cochran at 7:00 pm.

Approval of Minutes/Statistical Reports/Claims and Warrants

A motion was made by Abbe Trent to approve the Minutes from the March 10, 2016, meeting, the Financial and Statistical Reports, and the Claims and Warrants Reports as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Staff changes for last month include the retirement of AV Clerk Audrey Ott and the hiring of Jerald Ehlers as the part-time Cleaner at Hageman.

The Friends of the Library Spring Book Sale will be held April 15-17.

The Bandstand Summer Concert and Family Film Series events have been scheduled. This schedule will be inserted in the *Chesterton Tribune*, and fliers will be put in local businesses that give their permission to do so. Two of the events will be held at Hawthorne Park, and all other events will be held at Thomas Centennial Park.

New legislation has determined that the Library budget does not need to be reviewed by the County Council. In the past, the Council's review was non-binding, but this new ruling removes the Council's non-binding review altogether.

The next Northwest Indiana Library Board Association (NILBA) meeting will be held on October 5, 2016. The Lake County Public Library will be hosting the dinner, and the topic will be Indiana State Standards.

Consideration is being given to accepting credit card payments for patrons' fines. Currently, only cash or check payments are accepted for fines. The Polaris system cannot support the use of a Square system for credit card payments. IT Manager Joe Harry advised that credit card information would not

be stored within the Library's system. He will research credit card payment options that can be integrated with the Library's current ILS system along with transaction fees. Director Yelich will contact other libraries and see how they handle credit card payments.

Historical Architecture through Ink Drawings by Robert R. Smith is on display next to the OPACs on the first floor of Thomas Library. This exhibit is recognized by the Indiana Bicentennial Commission as a Bicentennial Legacy Project, and recently there was an article in the *Chesterton Tribune* about this display.

It has been determined that our area would qualify to participate in the USDA's Summer Food Service Program (SFSP). The Library would serve as a site for a sponsor to prepare and deliver lunch to qualified children. During this lunch, the Library can provide programming such as a story time. More information will be received at the end of the month by an SFSP representative.

New high-legged stools are being purchased for the AV Department. These high-legged stools will be beneficial to the Clerks who have difficulty standing for long periods of time and will allow them to remain at the checkout stations without having to get up from the stool.

On March 17, some unknown person hit and damaged the white fence in the west staff parking lot of Thomas Library. Two panels of the fence were in pieces and strewn about the homeowner's yard. A police report was made and given to Anton Insurance. The amount of the claim was \$495, and it is below the insurance deductible so the claim will be paid without filing insurance. As of today, the fence has been fixed.

John Mullin will be repairing the existing outdoor Museum sign. New posts and repainting will be done for a cost of around \$400. This repair will suffice until the new sign is in place. A cracked window pane at the Township Trustee's Office was replaced. John Mullin also repaired the initial lettering on the new pane.

The State Park passes are continuously being checked out by patrons. Obtaining an extra pass for each Library branch is not allowed because the program only allows one pass per circulating branch of the Library.

The Library's Indiana Collection is being evaluated to determine what should be kept, where it should be kept, why it's being kept, and what should be circulating. Currently, items are located at Hageman, the Indiana Collection at Thomas, the Museum, and in the circulating collection. Keeping items in at least two locations is desirable.

Three staff members volunteered to help out at the Reality Store put on for Chesterton-area middle school students. This all-day event was held at Chesterton High School.

In an effort to determine if Hageman Library should be open during some evening hours, a patron count is being done to keep track of how many patrons are in the library at different times of the day. This count will continue through May. A suggestion was made to conduct a patron survey to see if there is interest in keeping Hageman open during the evening.

Julia Bowersox started the Teen Library Council in February 2015. At the last meeting, six teens were in attendance. The Board expressed interest in having a teen come to speak at the next Board meeting to give an update on what they've done and what they would like to do in the future.

Director Yelich and Celeste Bradford attended an information session put on by the Indiana Public Retirement System (INPRS) Public Employees Retirement Fund (PERF). The Library currently pays the

full amount of 11.2% for full-time employees into PERF. Library employees are currently under the Hybrid plan, and current employees would have to remain on the Hybrid plan. However, any new full-time employees could be offered an option of the Hybrid plan or the ASA Only plan. Director Yelich will invite a PERF Outreach employee to speak to the Board, NILBA members, and other government agencies interested in hearing more on this subject.

The preventive maintenance service contract with Precision Control for the Library's HVAC system is due to expire. The individual from Precision who worked on the Library's HVAC system has taken employment with another company. In an effort to keep this same individual working on the HVAC system, this company will be contacted to see if they can offer a competitive maintenance service contract.

COTG, a subsidiary of Xerox, assessed the toner usage for all the Library's printers to see if they could save money on printing costs. After reviewing the numbers provided by COTG, it was determined that COTG could save the Library money in the long run not only with supplying toner, but also in providing service and maintenance of the printers. A three-year contract with COTG was signed to lock in the quoted price.

Duneland Today magazine will be featuring an article about the Library's MakerSpace Lab and the 3D printers.

On March 30, IT Manager Joe Harry presented a password class to the staff. This class was also provided to patrons during the same week.

Old Business **Exterior Signage**

Three companies were asked to give estimates for constructing the exterior signs for all four Library buildings. Two of these companies declined to give an estimate because they did not want to work as a general contractor and oversee other contractors that would need to be hired to do masonry work.

Steindler Signs and Graphix located in Wanatah, Indiana, provided an estimate in the amount of \$45,966.95. This amount includes masonry work and a foundation, and they would file for and acquire all necessary permits. The timeline given to complete the project was six weeks after all permits are finalized. The final drawings of these signs will need to be presented to both Towns of Porter and Chesterton to be sure they are up to code and town requirements.

Steindler requested that 50% of the cost be paid upfront with the rest paid upon completion of the project. Attorney Hiestand suggested payment only be given for materials actually constructed and that the job be completed in a timely manner. He will check with the State to see what is allowable by State standards as to giving contractors money up front. There was a question about the statement listed in the Terms and Conditions that "all designs, concepts, logo creations and recreations are the intellectual property of Steindler". Director Yelich will clarify this statement with Steindler. Other factors to consider are payments terms, and clarification language stating that the Board is able to choose materials.

Abbe Trent and Michele Corazzo felt confident after speaking with Steindler Signs that they were a professional organization and would do a good job.

A motion was made by Drew Rhed to approve the proposal submitted by Steindler Signs & Graphix in the amount of \$45,966.95 to construct four Library exterior signs subject to clarification from Steindler as to payment terms, a timeline for completion of the project, and the stipulation that Board members are able to choose materials. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Nerf Night Policy

A copy of a proposed Permission Slip for Nerf Night at Westchester Public Library was provided to Board members. Teens and their parent/guardian must sign this form in order to participate in a Nerf Night event.

A motion was made by Michele Corazzo to approve the rules for the Permission Slip for Nerf Night at Westchester Public Library as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Materiality Policy

The Library is required to have a Materiality Policy in place to go along with an Internal Controls Policy. In essence, the Materiality Policy deals with erroneous or irregular material variances, losses, shortages, or thefts of Library funds or property. The proposed policy states that the State Board of Accounts will be notified in case of material variances, losses, shortages, or thefts of cash in excess of \$500, and any non-cash items in excess of \$2,000. Employees will be required to sign off on this Policy.

A motion was made by Michael Livovich to approve the Policy on Materiality and Process for Reporting Material Items as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed. All Board members were required to sign this Policy.

Salary Study

Director Yelich provided a benefits table outlining the benefits that are given to Library employees and comparative information from neighboring libraries. Also provided were current salaries and job descriptions for Library employees and salaries for employees in neighboring libraries. Library benefits appear to be in line with neighboring libraries though the Library's salary ranges for full time positions appear to be lower in comparison with these neighboring libraries. Retaining current managers is a priority of the Library, and Director Yelich does not want to see the managers taking positions with other libraries strictly because of salary issues. The Board would like to see a comparison chart showing education levels and experience of surrounding library managers to compare with current Library managers.

Director Yelich had numerous thoughts on changing job classifications for part time employees. A possibility would be to reclassify the Clerk position and to make some different clerical job categories.

For example, part time employees who do more detailed jobs, such as children's programming, would be at a different pay rate. This change would allow clerical employees to have a job advancement progression from page to clerk to a specialized clerk in areas such as children's, museum, and technical services. Another suggestion would be to allow part time employees some paid time off. As of now, there is no holiday pay, sick pay, vacation pay, or insurance benefits for part time employees.

The Board would like to discuss raises for MLS employees and managers as a first priority. They asked to be provided with several pay scale options to consider in order to be able to have some real figures in place by the June 9 budget draft meeting. The Board would like to meet in a study session to discuss these salary issues and are considering the dates of May 5 or May 19.

Other Business

Internal Controls

Director Yelich attended an Internal Controls training session on April 12 given by Rhonda Conrad from Governmental Accounting Consulting. There will be a follow-up training session on May 11, though it may be possible to have Ms. Conrad talk to the Board as well as some of the Library managers. This meeting clarified many issues regarding what is expected, why it is expected, and how to do risk assessment. The Internal Controls Policy needs to be approved by the Board after June 30, and training needs to be done for the employees by the end of the year. It appears this Internal Controls Policy could be beneficial because it will put procedures in place to help organize operations and provide a structure for a checks-and-balance system to catch unintentional errors.

The date of the next meeting is Thursday, May 12, 2016, at 7:00 pm at Thomas Public Library.

The Board suggested holding an executive session after the next meeting on May 12 to discuss the possible acquisition of donated real estate.

Drew Rhed made a motion to adjourn this meeting at 10:25 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Rondi Wightman, Secretary