

Westchester Public Library
Board of Trustees
Minutes
April 13, 2017

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 13 , 2017 at 7:00 pm.

Members present: Michele Corazzo
Michael Livovich
Drew Rhed
Rondi Wightman

Members absent: Kathryn Cochran
Nick Tilden
Abbe Trent

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology (IT) Manager Joe Harry, Hageman Branch Manager Suzanne Chomel, Circulation Manager Karyn Witt, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order at 7:30 pm by Board President Michael Livovich.

Approval of Minutes

It was suggested that the two-sentence paragraph regarding issues relating to the Museum on page two be separated into two separate paragraphs. A motion was made by Drew Rhed to approve the minutes from the March 9, 2017 meeting with this suggested change. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical

There was a question as to why the percent of change was not shown for the Baugher Center in the monthly Public Service Units report. IT Manager Joe Harry advised this was because one of the numbers in each of the fields was "0" and when this is the case, it is not computed as a percent. This will be shown as a percent in future reports.

Approval of Claims and Warrants

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

Librarian's Report

The Porter County Council reappointed Michael Livovich to the Westchester Public Library Board of Trustees at their March 28 meeting. The paperwork has not been received, but the Council's vote is recorded, and this reappointment is noted in their minutes.

Staff changes include the hiring of Annalee Criswell and Jacob Carney as Pages. Former Pages Amanda Horton and Joanne Nault were hired as Clerks. Kym Piornack, a former Clerk, was hired as an Acquisitions Assistant. Maintenance Supervisor Anthony Baruffi recently announced that he will be leaving his position before the end of the month. A job vacancy notice will be posted immediately, and every attempt will be made to fill this full-time position as soon as possible.

Kimberly Brown-Harden from the Indiana State Library presented "Professionalism in the Workplace" to approximately 40 staff members.

On Friday, April 21, Steindler and the signage committee will conduct a final walk-through on the outdoor signs punch list resolutions. If all items appear to be completed and the work meets with the committee's approval, the Library will release the final 20% of payment to Steindler. The next step is to have Kovenz install the finishing stone caps.

It was determined that the most economical way to rebuild the raised garden beds at Hageman would be to replace the rotting wood with cedar timbers. Each bed would cost approximately \$500. This will be attempted to be done as quickly as possible so planting can begin in May.

The elevator in Thomas Library has been making noise, and oil seems to be leaking. A meeting will be held with a representative from Kone, the elevator service company, to determine what the exact problem is with the elevator. Replacing a faulty part would be the desired solution to the problem rather than replacing the entire elevator.

Old Business

There was no old business to discuss.

New Business Category 2 Bids for Cable Pulls

The Library is in the process of obtaining e-rate funding for a proposed cable re-pull project and purchasing necessary technical equipment. E-rate funding could be used to pay for half of the cost, but this funding can only be used for circulating branches/patron- focused buildings. This means that work done and equipment purchased could only be for Thomas and Hageman Libraries to qualify for this funding.

Bids were solicited for the contract, and only two companies, Frontier and Qubit, bid on the job. Frontier's bid was for \$41,742, and Qubit's bid was for \$67,776. With the e-rate funding, the Library's portion of this charge would be half of that cost. According to IT Manager Joe Harry, the ideal situation would involve replacing and organizing all cables so the buildings would be uniformly wired. This is a big undertaking and does not need to be done all at once.

In order to qualify for the e-rate funding this year, a decision needs to be made next week. It was determined that for this year, it would be more advantageous to just get the necessary hardware equipment. The network cable pulls can perhaps be put out for bid next year once the new hardware is installed.

Drew Rhed made a motion that IT Manager Joe Harry be authorized to prepare and submit an e-rate funding request for hardware items he deems necessary to be acquired this year. Michele Corazzo seconded this motion. All voted in favor, and the motion passed.

Other Business Vision 2037

Director Yelich met with officers of the Duneland YMCA regarding a community survey they recently conducted. The YMCA brought up the idea of a potential partnership between the YMCA and the Library wherein the two entities would share space and resources.

A meeting was held with Gerard Pannekoek of the Future of Chesterton Foundation. Mr. Pannekoek will be meeting with the Principal and some students of Chesterton High School to get their input into the proposed Library community survey project. More information will be obtained after this meeting.

The Volunteer Appreciation Luncheon will be April 19. The Friends of the Library Book Sale will be April 28-30.

The date of the next Board meeting will be Thursday, May 11, at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 8:25 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Drew Rhed, Secretary

The Board of Trustees then reconvened in executive session to discuss strategy with respect to acquisition or lease of real property by the governing body.