

Westchester Public Library  
Board of Trustees  
Minutes  
August 10, 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, August 10, 2017 at 7:00 pm.

Members present:   Kathryn Cochran  
                          Michele Corazzo  
                          Michael Livovich  
                          Drew Rhed  
                          Nick Tilden  
                          Rondi Wightman

Member absent:     Abbe Trent

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

This meeting was called to order by Board President Michael Livovich at 7:00 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the July 13, 2017 meeting as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

Director Yelich advised that Library spending is on track at this point in time. Four CDs matured at the end of July and were reinvested. The format of the Statistical Report has changed somewhat in that more detailed statistics are now being provided in the monthly report, especially in the technical fields.

Approval of Claims and Warrants

There was a large check written this past month to B & G Seal Coating for their services in repairing, sealing, and restriping all the parking lots of the Library buildings.

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

Librarian's Report

Staff changes for the month include the resignation of Page Jake Carney. This position has been filled with the hire of Tibult Verheaghe. Clerk Amanda Horton has resigned and has been replaced by former substitute Clerk Cassandra Carullo. A substitute Clerk position is currently

open. There is a Manager on maternity leave, and other staff members are running her department while she is off.

The annual Staff Appreciation Luncheon was held on July 20 at the Baugher Center. It was a well-run and well-attended event.

On July 27, Kimberly Brown-Harden from the Indiana State Library conducted a staff training session on Safety and Security. Over 40 staff members attended this optional training. She will be holding four training sessions during the year. Mike Anton will join her at the next staff training session slated for September and speak about safety on the job.

The HVAC technician used by the Library from Johnson Controls has changed his employment back to Precision. The Library still has two years left on a contract with Johnson Controls; however, Johnson Controls advised they would release the Library from this contract without any fee. The Library will now use Precision for any HVAC issues in order to engage the services of the technician familiar with the Library's equipment.

Kone oiled the elevator as a temporary fix for the ongoing elevator problems. As of now, Kone has not given a response outlining what needs to be done to the elevator to resolve the issues.

Ellis Electric has been contacted regarding getting an estimate to replace light bulbs that will become obsolete.

There is a leak in the new basement door at the Museum, and Museum Curator Serena Sutliff has contacted Greg Lindy regarding this matter.

Director Yelich's computer deleted files by creating a new profile over the existing one. The computer was out of use for about a week. Most of the files were recovered, and a solution is being worked on to prevent this type of malfunction from occurring again.

There was a malfunction with the movie equipment used during the Summer Concert and Family Film Series. This glitch interrupted the showing of some of the outdoor films. Cleaning and servicing the projector needs to be done so this does not happen again in the upcoming 2018 summer series.

The Summer Reading Program entitled Camp WPL had 230 total finishers of the program. Many activities and prizes were offered for youth and adults.

The Library is exploring the possibility of accepting credit cards as payment for patrons' fees. More information will be forthcoming as to putting a policy in place for credit card payments.

#### Old Business                      2018 Budget

No changes have been made from the draft provided to the Board at the last meeting. There is a built-in cushion in the Library Improvement Reserve Fund (LIRF) to adjust for the currently

unknown circuit breaker. The budget amounts are not final until December so numbers could change.

A motion was made by Kathryn Cochran to adopt the 2018 Budget for Publication. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

The Notice to Taxpayers for Public Hearing will be submitted. The 2018 Budget will be posted on the Gateway system and not for print in newspapers. There is also a link on the Library website for public access to this budget.

New Business                      Commitment to Join the ISL Consortium for Internet Access

Each year, an annual resolution to participate in the Indiana State Library Consortium for Public Library Internet Access needs to be passed. Being part of this Consortium allows the Library to qualify for e-rate funding. This year's renewal covers the time period of July 1, 2018 through June 30, 2019.

A motion was made by Drew Rhed to pass the annual resolution to participate in the Indiana State Library Consortium for Public Library Internet Access. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Other Business                      Revised 2017 Schedule of Meetings

Kurt Ott of the Department of Local Government Finance (DLGF) advised that the Library change some of the budget meeting dates to allow more time for doing budget calculations. Therefore, it is recommended that the Budget hearing meeting be held on September 14, and the Budget be voted on for adoption on October 12 at the regularly-scheduled Board meeting. This would eliminate the need to have a special Budget adoption meeting on October 26.

A motion was made by Rondi Wightman to hold the Budget hearing meeting on September 14, the Budget adoption meeting on October 12, and eliminate the special Budget adoption meeting scheduled for October 26. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Vision 2037

Board members' comments were posted on Google Drive regarding their responses to the future goals and needs of the Library. These comments were summarized and handed out at this meeting with the categories of planning, needs, green, and goals. Other ideas were discussed and added to this summary. Board members were asked to prioritize their top 10-15 issues, and at some point these priorities should be presented to a professional consultant. Also, professionals should be hired to do actual survey work and architectural consulting. Visiting recently-built local libraries such as in LaPorte or Crown Point would be a way to get a first-hand look at what others have done and see what seems to work and what doesn't work.

Going forward in this discernment phase, the next step is accumulating more documents and resources to fine tune the Library's needs and goals. Also, an effort will be made to speak with managers from local libraries that recently had building or remodeling projects about their experiences.

The date of the next Board meeting is September 14, 2017 at 7:00 pm at Thomas Library. The Budget hearing will take place at this meeting.

Drew Rhed made a motion to adjourn this meeting at 8:00 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 and to discuss job performance evaluations of individual employees.