

Westchester Public Library
Board of Trustees
Minutes
August 9, 2018

A regular meeting of the Westchester Public Library Board of Trustees was held in the Bertha Wood Room of Thomas Public Library, 200 West Indiana Avenue, Chesterton, Indiana on Thursday, August 9, 2018 at 7:00 pm.

Board members present: Kathryn Cochran, Michael Livovich, Drew Rhed, Abbe Trent, and Rondi Wightman.

Board members absent: Michele Corazzo, Nick Tilden

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 Michael Livovich at 7:00 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the July 12, 2018 meeting as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Abbe Trent to accept the Financial and Statistical Reports as presented. Drew Rhed 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 dates of July 13, 2018 to August 9, 2018 as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Comic Con, the last Library-sponsored event for the summer, was held on July 28 at the Baugher Center. This family event had 208 attendees, many of whom dressed for the Comic Con costume contest. The Library staff planned many activities for this event, and attendees appeared to have a good time.

Desks in the Thomas and Hageman Children's Department have Monarch caterpillars growing inside butterfly enclosures. Once the butterflies emerge, they will be released outdoors.

The computer lab continues to serve patrons who need help on computer skills.

The Staff Appreciation Lunch was held on July 18 with a Comic Con theme. There was a superhero décor, music, flowers, and tables were covered in butcher paper with markers and crayons available for creativity. All staff members were given a Library travel mug as a gesture of appreciation for their work and dedication to the Library and community.

During July, 34,920 patrons visited the Library, 92 programs were presented with 1,577 attendees, and 235 people utilized Library meeting rooms. Staff answered 736 reference questions and 190 tech help questions.

Floyd "Monty" Montgomery, a longtime and beloved Library patron, passed away in 2016. He named the Library in his trust for a donation without stipulations. On August 2, Montgomery's attorney delivered a check from this trust to be deposited into the Library Gift Fund but asked that the amount not be publicly disclosed, as per Montgomery's wishes. The Library is very grateful for this generous donation.

There were no staff changes to report this month.

Old Business Building/Land Asset Inventory

James Anton of Anton Insurance confirmed that there was an assessment done of Library buildings and land by Liberty Mutual in 2016. The numbers given at that time are still suitable for use and accounted for in the current insurance policy. Thomas, Hageman, and Baugher Center locations combined were valued at a replacement total of \$8,898,000, and current insurance coverage stands at \$9,062,000. Attorney Hiestand is satisfied that the coverage is appropriate in case of a catastrophic event. However, the square footage of the Baugher Center appears to be listed as less than it is in that the lower level is not accounted for, and this may affect the total replacement value figure. This will be checked on, and Anton will be advised of this discrepancy to see if any adjustments to the policy are needed.

It is noted that Liberty Mutual did not charge the Library for the buildings and land assessment due to its longstanding relationship with the Library.

Credit/Debit Cards

On July 16, Horizon representatives met with the Library business office staff to assist with the problems and confusion over the receipt and fee statements and the reconciliation processes of managing the credit/debit card system. Because of all the difficulties, Horizon made a goodwill gesture by refunding the cost of the machines to the Library. The system is operational, but there are still problems of trying to develop a reasonable workflow with the system.

Library Signs

There will be a meeting later this month with Steindler Signs to resolve the issues with streaking and erosion of the finish and the foundation problems with the outdoor Library signs.

Cooling Center

Regarding a question raised at last month's meeting, the Library is in fact considered a cooling center and has been listed as such in newspapers and other resources in prior years. This means that the Library is a location that normally provides air-conditioned facilities that are open to the public. Other cooling centers typically include fire stations, VFWs, YMCAs, and senior centers.

New Business Adopt 2019 Budget for Publication

Several changes were made to the 2019 Budget that was presented at last month's meeting. It was determined that if an amount is not budgeted in item 3.94 – Transfer to Library Improvement Reserve Fund (LIRF), it cannot be added at a later time. Therefore, \$100,442 was added to the 2019 Transfer to LIRF budgeted line. This change and others were presented to the Board.

A motion was made by Kathryn Cochran to approve the 2019 Budget for publication as drafted. Abbe Trent seconded the motion. All voted in favor, and the motion passed. This Budget will be going onto the State's website and available for public viewing.

Indiana State Library Consortium for Public Library Internet Access

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 Federal eRate funding.

A motion was made by Rondi Wightman to approve the execution of the new e-Rate Agreement for 2019. Drew Rhed seconded the motion. All voted in favor, and the motion passed. All attending Board members signed two original copies of this agreement entitled Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2019 through June 30, 2020.

Nomination and Election of Board President and Vice President

Michael Livovich offered his resignation as President of the Board of Trustees.

A motion was made by Kathryn Cochran to accept Michael Livovich's request to resign his position as President of the Board of Trustees, and in accordance with Board bylaws, appoint current Vice President Rondi Wightman as President of the Board of Trustees. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

There is now a vacancy in the Vice President position. Kathryn Cochran nominated Michael Livovich as Vice President. Michael Livovich accepted this nomination. A motion was made by Kathryn Cochran to close the nominations for Vice President and elect Michael Livovich as Vice President by acclamation. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Other Business Northwest Indiana Library Board Association (NILBA) Meeting

RSVPs for the August 29 NILBA meeting are due by August 17. An outline of this meeting was verbally given at this time. All Board members are invited to attend.

Michael Livovich asked if any Board members would be interested in attending the Indiana Library Federation conference on November 13-14. Discussion was held regarding topics to be discussed at this meeting.

The next Board meeting will be held in the Bertha Wood Room of Thomas Library on Thursday, September 13, 2018 at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 7:35 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary