

**Westchester Public Library
Board of Trustees
Minutes
December 14, 2017**

A regular meeting of the Westchester Public Library Board of Trustees was held at the Westchester Township History Museum, 700 West Porter Avenue, Chesterton, Indiana, on Thursday, December 14, 2017 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 Director Leea Yelich, Attorney Terry Hiestand, Library employees Julia Christensen, Joe Harry, Serena Ard, 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 Kathryn Cochran to approve the minutes as presented from the November 9, 2017 Board of Trustees meeting. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

There are new graphs provided in this month's statistical reports showing three years' worth of statistics. Board members appreciated the new format and quality of information provided.

Major and Minor Transfers

There were no major transfers for the year.

A motion was made by Abbe Trent for a resolution to approve the end-of-the-year minor transfers as presented to close out the Library accounts. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Transfer to Library Improvement Reserve Fund (LIRF)

Director Yelich is requesting that the amount of \$95,976 be transferred from the Operating Fund to the LIRF account. This transfer preserves the funds so they can be subject to appropriation at a later time.

A motion was made by Drew Rhed to transfer \$95,976 from the Operating Fund to the Library Improvement Reserve Fund. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

There will be a few larger bills to pay this month to include the Polaris platform fee which will be over \$30,000. Other larger payments will be to upgrade the AWE early literacy learning stations, and the purchase a new multifunctional device for the Graphics/Public Relations

Department. These payments will come out of the 2017 funds and will show up in the end of the year reports.

A motion was made by Nick Tilden to approve the Claims and Warrants to include the payments that will be taken from the 2017 funds but not yet shown in this month's Claims and Warrants. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The Library plans to hold the annual staff Christmas party on Monday, December 18. Director Yelich requested that the Library be closed from 12:00 – 2:00 pm for this staff celebration.

A motion was made by Kathryn Cochran to allow the Library to be closed on December 18 from 12:00 -2:00 pm in order to have a staff Christmas party. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Staff changes for the month include the resignation of Page Tony Baruffi. Cody Vaughan was hired to fill this Page position. Director Yelich has been working with a management consultant to assist in preparing a job description for an Assistant Director. A few applications have been received for the Technical Services position, and the interviewing process will begin soon. Acquisitions Manager Julie Bohannon has been filling in during this transitional time.

The fall tax settlement in the amount of \$1,411,602.24 was received on December 5.

The Friends of the Library held a special holiday book sale on December 2. They raised nearly \$1,000 from this holiday sale.

The Garden Club once again provided outdoor holiday decorations at Thomas Library.

The shed is set to be delivered to Hageman this week. Also at Hageman will be the installation of a new back door. This door installation should be completed by the end of the year and the work is to be done when Hageman is closed. It was decided to hire someone to move the large landscape rocks currently on the Museum lawn. This will be done on Friday.

In November, several staff members attended the annual Indiana Library Federation Conference in Indianapolis. Acquisitions Manager Julie Bohannon gave a presentation at this conference. Jessica Deiotte attended a Library Marketing and Communications Conference, and Celeste Bradford participated in an accounting webinar through the accounting software.

Annual reports to the State Library and the State Board of Accounts will be prepared during January and February. Also to be done is an update to the annual fixed assets inventory. The Board was asked to review the Bylaws of the Board of Trustees, Computer and Acceptable Use Policy, and Investment Policy, as these will all be up for readopting at the January 11 meeting.

As part of the Frankenstein Community Read program, the Library was awarded \$1,000 from the Indiana Humanities Community Read to promote the reading of the book *Frankenstein*. This is part of the One Book/One State program, and its intention is to commemorate the 200th anniversary of the writing of this book.

Old Business Plan of Service

This Plan of Service has been updated. However, there were three missing numbers in the report handed out tonight. On page 4, under "Library Improvement Reserve Fund", the balance on June 30 of 2017 was \$422,278.53. The Library Improvement Reserve Fund balance including investments on June 30 of 2017 was \$5,672,278.53.

Also on page 4, under "Rainy Day Fund", the Rainy Day Fund balance was \$390,838.05 on June 30, 2017. The Rainy Day Fund balance including investments on June 30 of 2017 was \$2,390,838.05.

A motion was made by Abbe Trent to approve the Plan of Service 2018 with the additions noted. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

New Business 2018 Schedule of Meetings

A 2018 Schedule of Meetings was provided. Kurt Ott of the Department of Local Government Finance (DLGF) requested that the budget hearing and adoption dates be moved to September. Therefore, the 2018 schedule shows that the Budget Hearing meeting will be held on September 13 and that the Budget Adoption (Special Board Meeting) will be held on September 27. The December Board meeting was scheduled for the third Thursday of the month to allow for more end- of- the- year bills to be approved. However, the board decided to keep the meeting on the second Thursday of the month, December 13.

A motion was made by Drew Rhed to approve the 2018 Schedule of Meetings, with the change made to move the December 20 meeting to December 13. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

2018 Beginning Budget – Appropriations, Materials, and Salaries

The changes made to the Salaries report is that Marta Schumacher's title will now be Reference Librarian. Julia McMeans will be reclassified from a Clerk to a Clerk -Programmer. This will involve an increase in pay. Two employees will be resigning shortly, and their names were highlighted to show that these positions will soon be vacant. There appears to be a need for a 10-hour per week programming substitute, and this addition has been added to the 2018 Beginning Budget - Salaries.

A motion was made by Abbe Trent to approve the 2018 Beginning Budget - Salaries as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

A motion was made by Drew Rhed to approve the 2018 Beginning Budget – Operating Fund and Materials. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

The 2018 Salary Schedule remains unchanged from 2017.

A motion was made by Kathryn Cochran to approve the 2018 Salary Schedule as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

2018 Contract for Legal Services

The contract is the same as in 2017 with the dates updated.

A motion was made by Drew Rhed to approve the 2018 Contract for Legal Services as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Library Board Appointments

The terms for Drew Rhed and Rondi Wightman are set to expire on March 31, 2018. They are both eligible for reappointment if they so desire. Both parties expressed interest in reappointment, and

Director Yelich will forward a letter to the appropriate sponsoring authority requesting these reappointments.

Circulation Policies

An updated Circulation Policies was sent for review. Some changes were made from the 2017 copy to include the removal of material types that are no longer circulated at the Library.

A motion was made by Michele Corazzo to approve the Circulation Policies with the noted changes. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Other Business Library Records Policy/Memo

A current copy and a new draft copy of the Library Records Policy was provided to Board members. Discussion on the policy ensued with the suggestion to quote actual statute references and have these set up as a link on the Library website. The Library strives to be transparent on items approved as opposed to items just up for discussion without final action. Therefore, if minutes are requested to be made available before they are approved, they would be stamped "Draft" until approval. It was suggested to post the Board minutes going back to January 1, 2016 until present on the Library's website.

Efforts will be made to post the current agenda with the media no later than six hours before the beginning of the Board meeting. The agenda can then be posted on the Library website for the public's review. This language will be added to the Library Records Policy along with language stating that Board minutes beginning January 1, 2016 will be posted on the Library website.

Vision 2037

Most Library managers have turned in their responses to the managers' planning assessment sheet. These will be reviewed by Board members.

The next meeting of the Board of Trustees will be held at 7:00 pm on January 11, 2018 at Hageman Library.

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 job performance evaluation of individual employees.

