

Westchester Public Library  
Board of Trustees  
Minutes  
February 9, 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, February 9 , 2017 at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology Manager Joe Harry, Gerard Pannekoek, Laura Pannekoek, Jeff Schultz of the *Chesterton Tribune*, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

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

Gerard Pannekoek of the Future of Chesterton Foundation spoke about the possibility of his organization directing a community survey for the Library. This survey would involve the work of Chesterton High School (CHS) students under the guidance of CHS teachers, principal, and Mr. Pannekoek and Eric Kroeger of the Future of Chesterton Foundation. Students chosen to participate in these projects are CHS honor students, and the projects involve two or three groups in competition with each other. Students involved in these projects receive scholarships and internships to local businesses or government entities. If the Library decides to enlist the services of the Future of Chesterton Foundation, the Library would be expected to donate money to fund these scholarships and internships.

The Library would need to provide a problem statement regarding what issue is to be addressed, and students will design a way to get answers to the problem. Normally, a project of this scope takes 8 to 10 weeks to complete. Mr. Pannekoek advised that his group would need to have a proposal and project objectives by the end of April for a project to initiate in the upcoming fall semester.

A committee of Kathryn Cochran, Michele Corazzo, Michael Livovich, and Leea Yelich will meet to discuss what issues they would like such a survey to address, as well as long-term planning objectives regarding the future of the Library and its structures.

Approval of Minutes

A motion was made by Michael Livovich to approve the minutes from the January Board of Trustees and Board of Finance meetings. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

#### Financial and Statistical Reports

The visitor count from the Baugher Center appeared to be high for the month of January. The insurance payment is higher than normal because an HSA deposit was made in January.

#### Approval of Claims and Warrants

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

#### Cancellation of Old Warrants

An Outstanding Checks list was provided showing checks issued over two years ago that have never been cashed. These checks need to be cancelled.

A motion was made by Abbe Trent to approve the cancellation of the outstanding checks as provided. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### Librarian's Report

A final response has not yet been received regarding the reappointment of Board members Kathryn Cochran and Michael Livovich whose terms end on March 31, 2017.

Staff changes for the month include Jessica Deiotte as the full-time Graphics and Public Relations Manager. Sarah Brady was hired as a part-time Clerk. Pat Jackson terminated her employment as a part-time Clerk.

The Signage Committee did a walk-through of all the building sign sites and created a punch list to be addressed by Steindler.

The Indiana State Park Pass program will continue this year. One State Park Pass was received free of charge, and another one will be purchased for \$80 by the Library for circulation at Hageman Library. These passes were circulated 64 times last year.

The Winter Reading Program will run from February 1 through February 28. Patrons may sign up and enter by logging on the Library's homepage.

A chair reupholstering project is underway. The cushions of 165 chairs will have new material, and the maintenance department is in the process of cleaning up the frames.

#### Old Business

##### Meeting Room Policy

As discussed at previous meetings, it was recommended by the Library's insurance carrier to discontinue the practice of giving keys to outside groups for the purpose of locking/unlocking Library buildings for their meetings. Also, meeting room groups will need to adhere to Library regular business hours and not conduct business outside of Library hours. These changes and

others were made to the Meeting Room Services/Meeting Room Policy and provided to Board members for their approval.

A motion was made by Michele Corazzo to approve the Meeting Room Services/Meeting Room Policy as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

#### Salary Schedule

The salary committee made recommendations for an updated salary schedule for part-time employees. An Organizational Chart was provided to show how all Library employees fit into the salary schedule. This Chart will be redesigned to better qualify the Administrative Assistant/Bookkeeper position.

A motion was made by Drew Rhed to approve the Salary Schedule as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### Internal Controls

Changes were made since the last approval of the Internal Controls Policy. These changes were highlighted and presented to the Board. Other suggestions were made by Board members to include a grammar and sentence structure change on page 28; changing the word “teammates” on pages 11 and 13 to “colleagues”; changing the word “manage” to “direct” on page 11. It was also suggested to define what/who defines management and an oversight body. The Organizational Chart, Job Descriptions, Salary Schedule, Annual Staff Evaluation Forms, Annual Supervisor Evaluation Form, and Annual Library Director Evaluation Form will be inserted into this Policy.

A motion was made by Abbe Trent to approve the Internal Controls Policy dated February 9, 2017 with the updated changes as provided, the language changes as suggested, and insertion of noted pages. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

#### Brown Mansion Lease

The Brown Mansion Lease approved by the Board at last month’s meeting was also approved and signed at the Duneland School Board meeting.

#### New Business

There was no new business to discuss.

#### Other Business      Community Survey

Director Yelich met with area Library Directors and spoke with them about their experiences conducting community surveys. Comments centered on accentuating a vision plan for the future rather than critiquing the current situation.

The date of the next Library Board meeting will be Thursday, March 9, at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 8:30 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for  
Rondi Wightman, Secretary

The Board then reconvened in executive session to discuss job performance evaluations of individual employees.