

Board of Trustees

Minutes

January 14, 2016

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, January 14, 2016, at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Bowersox, Information Technology (IT) Manager Joseph Harry, Attorney Terry Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Abbe Trent at 7:00 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the December 10, 2015, meeting as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

The Public Services Units (PSU) for the month of December 2015 show that there were no services provided in December 2014 for either Hageman or Thomas Libraries, thus giving an incorrect comparison from 2014 to 2015. A Statistics Committee will be formed to include Director Yelich, IT Joe Harry, and Technical Services Librarian Rose Halpin to investigate the reporting procedures for these statistics and see how they are being accumulated and who is responsible for reporting the information.

Approval of Claims and Warrants

Two reports are being submitted this month: one report covers the dates of December 11 to December 31, 2015, and closes out the calendar year; and the other report covers expenses up to January 14, 2016. There are three outstanding checks over three years old in the amounts of \$25, \$10.99, and \$15.95. These checks have never been cashed, and it is recommended that these checks be cancelled.

A motion was made by Michael Livovich to approve the cancellation of the three outstanding checks over three years old, as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

A motion was made by Nick Tilden to approve the two Claims and Warrants Reports as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

### Librarian's Report

The 2016 Budget Order was received on January 13, 2016. The budget for 2016 was approved for \$3,184,993 which is the amount submitted by the Library.

The investment reports for October through December were just received today from Horizon Bank due to the bank mistakenly selecting the quarterly statement option rather than the monthly statement option. These reports can be viewed online by Board members once their access has been authorized.

Employee health insurance will now be carried with Anthem through Anton Insurance, and coverage began on January 1, 2016. The new policy has a Health Savings Account (HSA) and is similar to the previous health insurance plan. Deposits were made into each of the 17 full-time staff members' HSA accounts for a total amount of \$66,500.

Ryan Fireprotection, Inc., gave an estimate of \$825 to install a new flow switch at the Library Service Center. This work has been approved, and Ryan will proceed with the job.

Precision did some work on the heater located in the ceiling between the two sets of front doors at Thomas Library. This fixed heater should eliminate the problem of ice forming in that area. Precision will also move the thermostats in the Technical Services Department. This should better regulate the temperature in that location and avoid the use of space heaters in areas where there was not enough heat.

The fireplace at Hageman is repaired and in working order. Ellis Electric installed an electrical outlet on the outdoor flagpole in front of Hageman.

Director Yelich would like to reinvestigate the new Statewide Remote Circulation System (SRCS) as a way to handle interlibrary loans. Joining the SRCS would mean that Library patrons would have access to a wider variety of materials; however, a portion of the Library's collection would have to be made available for interlibrary loan circulation. The types of books available for outside loan can be limited to books over one year old. SRCS is still in the planning stage, and a letter of interest will be sent to get more information before any commitment is made.

An internal controls system needs to be in place by June 2016. This policy will serve as a way to check and balance Library finances and any irregular material variances. Attorney Hiestand provided a sample Policy on Materiality and Process for Reporting Material Items for the Board's review. This can be discussed at the next meeting.

The 2015 Annual Report for the Indiana State Library is due by February 1. The Library Annual Report for the State Board of Accounts is due at the end of February. The 100-R report was submitted earlier this month.

An employee in the Graphics and Public Relations Department requested a substantial raise in pay. The Board at this time declined this request. Director Yelich is planning to conduct a salary study to make sure salaries of current employees are competitive with salaries paid by similar libraries.

This year's Summer Reading Program will be held for six weeks. The theme will be "Ready, Set, Create" and it will involve using the MakerSpace Lab.

Postcard-sized handouts are being printed up with information about the Library and how to sign up for a library card. These cards will be given to Realtors to hand out to their clients when they move into the area. The Baby Talk program will possibly be revived. Details on how this program will be carried out are still under discussion.

Free tax help will be available at the Library Service Center. The Serials Department will handle the scheduling of these one-on-one sessions with tax- help volunteers.

A free assessment of the Library's printer usage was done by COTG, a company affiliated with Xerox. Their report may show that they can save money by ordering toner and other supplies through their company. They also would be able to repair or replace printers if they break down. Once this report is received, a determination will be made if it is worthwhile to sign a contract with COTG.

Three staff computer classes are scheduled and they are the same ones being offered to the public. These classes are: Intro to Computers, Internet Basics, and a class about passwords. A staff Super Bowl pizza party is planned for February 8 from 12-2pm. The Library will remain open during this time.

The Board of Trustees meeting schedule for 2016 was sent to the *Chesterton Tribune* and the *Northwest Indiana Times*.

A letter was sent to Dr. David Pruis, Superintendent of Duneland Schools, recommending Michele Corazzo for reappointment to the Board of Trustees. Her current term expires on March 31, 2016. Information was provided to the Board regarding the limitation of terms of service as set out in Indiana Code 36-12-2-8.

#### Old Business

#### **Library Signage**

Michele Corazzo, Abbe Trent, and Director Yelich have been meeting and have come up with samples of outdoor signs. Two sign companies in town and two companies out of town have been contacted, and requests were made for their catalogs.

#### **FMLA/Maternity Policy**

Attorney Hiestand made the changes requested by the Board at the last meeting and provided the updated Library Personnel Policies and Procedures with regard to the FMLA/Maternity Policy and provided copies of this policy to the Board.

A motion was made by Nick Tilden to approve the changes made to the Library Personnel Policies and Procedures with regard to the FMLA/Maternity Policy. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### **Legal Services Contract**

This matter will be addressed at the executive session immediately following tonight's Board meeting.

#### **Horizon Paperwork Update**

Nick Tilden reported that some changes were made to the paperwork provided by Horizon Bank. There is not a finalized copy yet, and this will be addressed at the next meeting.

#### New Business

#### **State Park Passes**

The Indiana State Library is providing one free State Park pass to each library in the state as part of their "State Park Centennial Annual Pass Library Check-Out Program". It was decided to purchase another State Park pass so both Hageman and Thomas would have a pass to circulate. Patrons have already expressed interest in checking out this pass. Director Yelich's recommended circulation policy for the State Park pass is as follows: circulate these passes for one week, patron holds and renewals are not allowed, \$1 per day late fee, and a \$50 lost card fee (which is the cost to replace the pass).

Kathryn Cochran made a motion to approve the policy for the State Park passes as recommended by Director Yelich and provided in the agenda notes. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### **Resolution to Readopt the Bylaws of the Library Board of Trustees**

The Board Bylaws are scheduled to be reviewed and readopted at this time. No changes were necessary to these Bylaws.

A motion was made by Nick Tilden to readopt the Board Bylaws as they stand. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed. Board members signed this Resolution to Readopt the Bylaws of the Library Board of Trustees, January 2016, attesting their approval.

#### **Resolution to Readopt the Library Computer and Internet Acceptable Use Policy**

A motion was made by Michael Livovich to readopt the Library Computer and Internet Acceptable Use Policy as it stands. Kathryn Cochran seconded the motion. All voted in favor and the motion passed. Board members signed this Resolution attesting their approval.

#### Other Business

#### **Potential Property Donation**

Attorney Hiestand provided a more detailed map of the property in question along with the names of adjoining property owners. He advised that there may be possible access points to the property in question from neighboring landowners' property though he has not contacted any of them.

Rondi Wightman and Nick Tilden have been doing some research into this property and are looking for answers as to the potential for access to the property. They are of the opinion that this property would be a benefit to the Library even if just as a location to put up a sign.

The date of the next meeting is Thursday, February 11, 2016, at 7:00 pm.

A motion was made by Nick Tilden to adjourn this meeting at 8:40 pm.

Respectfully submitted,  
Christine Hoover, Minutes Recorder for  
Michael Livovich, Secretary

Westchester Public Library  
Board of Finance  
Minutes  
January 14, 2016

The Board of Trustees reconvened as the Board of Finance. Present at this meeting were Board members Kathryn Cochran, Michael Livovich, Nick Tilden, Abbe Trent, and Rondi Wightman. Also present at this meeting were Director Leea Yelich, Thomas Branch Manager Julia Bowersox, Information Technology Manager Joseph Harry, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order at 8:40 pm by Board President Abbe Trent.

Election of Officers

Abbe Trent was nominated as President, and Michael Livovich was nominated as the Secretary of the Board of Finance.

A motion was made by Kathryn Cochran to elect Abbe Trent as President and Michael Livovich as Secretary of the Board of Finance. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Investment Report

The 2015 investment totals were handed out to Board members. These reports showed interest earned and fees paid on the Library's investments for the year 2015.

Investment Policy Review

A motion was made by Michael Livovich to readopt the Investment Policy currently in place. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Nick Tilden made a motion to adjourn the Board of Finance meeting at 8:45 pm.

Respectfully submitted,  
Christine Hoover, Minutes Recorder for  
Michael Livovich, Secretary