

Westchester Public Library
Board of Trustees
Minutes
January 12, 2017

A regular meeting of the Westchester Public Library Board of Trustees was held at the Hageman Library, 100 Francis Street, Porter, Indiana, on Thursday, January 12, 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 Manager Joe Harry, Circulation Manager Karyn Witt, Hageman Branch Manager Suzanne Chomel, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order at 7:08 pm by Board President Kathryn Cochran.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the December 15, 2016 meeting as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

The amount of \$122,793 was transferred from the Operating Fund into the Library Improvement Reserve Fund (LIRF).

Claims and Warrants

There are two sets of Claims and Warrants this month. One is in the amount of \$81,603.20 and covers the time period of December 16, 2016 through December 31, 2016 to close out the calendar year. The other set covers the time period of January 1, 2017 until January 12, 2017 and is in the amount of \$285,914.36.

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

Cancellation of Old Warrants

A list of outstanding checks over two years old will be provided before next month's meeting. The Board will need to approve the cancellation of these outstanding checks at the February meeting.

Librarian's Report

Letters have been sent to the appropriate appointing authorities requesting the reappointment of Board members Kathryn Cochran and Michael Livovich. Their terms are set to expire on March 31, 2017.

The 1782 notice has been received, and the Library has responded to it. The budget amount of \$3,306,002 has been approved. A maximum levy of \$2,953,070 has also been approved.

Steindler Signs has nearly completed the installation of the stone caps for the Library's exterior signs. Kovenz will be installing the decorative stone caps; and once that is done, the project should be completed.

RDA is a newer cataloging standard that was introduced a few years ago. Library technical services staff will be receiving training on this method of cataloging.

Information Technology Manager Joe Harry has now backed up the Library's accounting files in "the cloud".

An older version of Photoshop is now installed on the filtered computers. A newer version is installed on the MakerSpace Lab computer. A Photoshop class is in the planning stages.

Staff changes for the month include the retirement of Technical Services Clerks Darla Block and Peggy Gillis and the resignations of Clerk Karen Adcock and Pages Christine Hoover and Quinn Albert. A salaried employee temporarily working as an hourly employee has returned to her salaried hours and status. A workers' compensation claim has been filed by an employee who was injured on the job. New positions added this year have been advertised, and applications are being received.

Old Business

Internal Controls

According to timeline of the Indiana Code, Uniform Internal Control Standards for Indiana Political Subdivisions needed to be adopted sometime after June 30, 2016. One requirement is that the annual financial report due March 1 should verify that standards have been adopted and that personnel have been trained. The Uniform Internal Control Standards have been adopted by the Library, and items will be added to this document as it evolves and grows.

Meeting Room Policy

Several recommendations were given by the Library's insurance carrier regarding the Meeting Room Policy and the handling of keys to Library buildings that are currently given out to outside organizations using Library space. Discussion centered on having Library staff being on site to open and lock the doors for meeting groups and payment for the staff's time. This would alleviate handing out building keys to outside organizations. It was suggested to schedule meetings only during regular Library hours, unless a

waiver was granted by the Library for a group to meet outside regular hours at which time a fee may be assessed to the group. Changes will be made to this policy for the Board's review next month.

Emergency Policy

Several changes were made to this policy to include the chain of command, CPR and AED staff training, and periodic additional safety training for staff and volunteers.

A motion was made by Rondi Wightman to approve the Emergency Policy as amended. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Library Vehicle Policy

The Library's vehicle insurance covers employees' driving Library vehicles while on official business. The Library is covered if an employee gets into an accident while on official Library business and using their own vehicle. However, employees should carry and pay for their own auto insurance. Changes were made to the existing policy reflecting this language and provided for the Board's approval.

A motion was made by Drew Rhed to approve the Library Vehicle Policy as amended. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Salary Study

The current salary schedule and proposed salary schedule were provided. Part-time staff salary changes were discussed. A suggestion was made regarding the possibility of separating the Clerk and Page positions into different pay levels (tiers) based on longevity and job performance and allowing some paid personal time off for Clerks and Pages. Currently, there is a Clerk and Page position open, and new hires will be paid at the current salary schedule. A committee of Rondi Wightman, Drew Rhed, and Michael Livovich will work with Director Yelich to reevaluate the current salary schedule and recommend adjustments to the proposed salary schedule.

New Business

Review and Readopt Board Bylaws

The Bylaws of the Board of Trustees are scheduled to be reviewed and readopted at this time. No changes were made to these Bylaws.

A motion was made by Nick Tilden to readopt the Bylaws of the Board of Trustees. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Review and Readopt Library Computer and Internet Acceptable Use Policy

No changes were made to this policy.

A motion was made by Michael Livovich to readopt the Library Computer and Internet Acceptable Use Policy. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Interlibrary Loans

The Library is no longer allowed to charge a \$2 fee to nonresidents requesting materials through Interlibrary Loan. Policies need to be updated to reflect this change. The Library is using the CIRCS system as well as the Interlibrary Loan system (IN-SHARE). Beginning July 1, the State will be charging for the IN-SHARE system. The Library would have no charge up to 250 requests; afterwards, \$5 per

request would be charged. According to the State's calculations, the Library would be 340 above the threshold and would be responsible to pay for the overage. A future decision will need to be made as to whether or not to stay in the IN-SHARE system.

Brown Mansion Lease

The Lease Agreement between the Duneland School Corporation (DSC) and the Library is up for renewal. DSC has not readopted the lease yet and is scheduled to do so next month. This lease is now for a five-year term, but either party can terminate the lease at the end of a lease year by giving notice by March 1. Other terms were outlined and provided to Board members for their review. Attorney Hiestand recommended this lease be executed as presented and await DSC to do the same.

A motion was made by Drew Rhed to adopt the Lease Agreement for the Brown Mansion as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Other Business Community Survey

The YMCA was contacted regarding the community survey they recently conducted and the input they received by holding community meetings. The YMCA will share information and methods they used for their survey. Director Yelich will be in contact with YMCA Director Dave Kasarda to discuss this survey. It was suggested to see if other area libraries have conducted similar surveys to see what methods they used. It was also suggested to check with Chesterton High School and the individual who helped organize high school students to conduct surveys. Michele Corazzo will check with this individual at the high school for more information.

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

Drew Rhed made a motion to adjourn this meeting at 9:15 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Rondi Wightman, Secretary

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The Board of Trustees reconvened as the Board of Finance. Present at this meeting were Board members Michele Corazzo, Kathryn Cochran, Michael Livovich, Drew Rhed, Nick Tilden, and Rondi Wightman. Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology Manager Joe Harry, Circulation Manager Karyn Witt, Hageman Branch Manager Suzanne Chomel, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order at 9:25 pm by Board President Kathryn Cochran.

Election of Officers

Drew Rhed nominated Kathryn Cochran as President and Rondi Wightman as Secretary of the Board of Finance. The nominations were then closed.

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

Investment Report

Director Yelich provided an Investment Summary Report for the period January 1, 2016 to December 31, 2016. This report listed the Operating Fund interest, fees paid out, and balances in the Library Improvement Reserve Fund and Rainy Day Fund.

Investment Policy Review

Instructions given to Horizon Bank do not need to be reflected in the Investment Policy. If instructions or clarifications need to be given, written authorization can be given by Director Yelich without changes being made to the Investment Policy.

A motion was made by Michele Corazzo to readopt the Investment Policy without amendment as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Drew Rhed made a motion to adjourn the Board of Finance meeting at 9:30 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Rondi Wightman, Secretary

The Board then reconvened in executive session to evaluate the Director's job performance.

