

Westchester Public Library
Board of Trustees
Minutes
July 13, 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, July 13, 2017 at 7:00 pm.

Members present: Kathryn Cochran
 Michele Corazzo
 Drew Rhed
 Nick Tilden
 Abbe Trent

Members absent: Michael Livovich
 Rondi Wightman

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology (IT) Manager Joe Harry, Circulation Manager Karyn Witt, Museum Curator Serena Sutliff, Jeff Schultz of the *Chesterton Tribune*, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

Maintenance Supervisor Ronald Horton introduced himself to the Board before the meeting was called to order.

Due to the absence of the Board President and Vice President at tonight’s meeting, this meeting was called to order at 7:25 pm by Board Secretary Drew Rhed.

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the June 8, 2017 meeting as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A question was asked about an appropriation made under the heading “other professional services” in the amount of \$3,276.42. Director Yelich advised that this was the health savings account deposit. There was a check written on July 13 in the amount of \$1,110.88 for Jessica Deiotte. This was reimbursement for travel expenses to attend a Library Marketing and Communications Conference.

Approval of Claims and Warrants

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

Librarian’s Report

Staff changes for the past month include the resignation of Clerks Anna Crowley, Vanessa Bruce, and Roger McMeans, and the resignation of Page Annalee Criswell. Newly hired to replace these four openings were Justin Robinson, Stephanie James, Casandra Carullo, and Olivia Marento.

Kimberly Brown-Harden from the Indiana State Library recently conducted a staff meeting on the topic of customer service. Julia Christensen, Marta Schumacher, Karyn Witt, Heather Chaddock, and Suzi Chomel attended the American Library Association conference in Chicago.

The spring tax draw was received in the amount of \$1,655,087.73. The second tax draw should come in mid-December.

As reported in the local newspaper, the Library's van was struck by another vehicle in a hit-and-run accident. The van sustained minor damage, and three estimates will be obtained for the insurance claim. Since the van is still in good condition with low mileage, it was decided to install new brakes on this vehicle. This will be done soon.

There was a recent article in the newspaper regarding Horizon Bank. It appears the national company is converting the Horizon Banks located in Indiana to a state-chartered status rather than the current national status. There should be no disruption in service regarding the Library's investments through Horizon Bank.

The elevator located in Thomas Library has been making noises. This is most likely due to a leak in the cylinder. There seems to be an issue with this cylinder every three months or so, and it most likely needs to be packed with hydraulics. This should be covered under a service agreement, but there seems to be delays in getting the elevator repair company to come out and make the necessary repairs.

Last month's Volunteer Fair went smoothly. This was the third year the Library has hosted this event, and it is anticipated to hold this event every year. The Spa provided the space as well as snacks and drinks.

Quello database has been added. This site streams concert footage that may not be accessible elsewhere. BookBrowse has also been added for our collection development, and it will be an asset when ordering books for the Library.

Repairs were made by Library maintenance personnel to the limestone cap on the exterior sign at Hageman. This seems to have remedied the problem making the chip in the limestone barely noticeable. Landscaping will be done around the signs to finish off the project. Also, there are several large stones around the Museum sign that need to be removed.

Polaris was offline three times last month. The problem seems to be fixed though there were a few glitches that remained. Better backup solutions are being worked on to ensure managers' computers are sufficiently backed up to prevent loss of data.

Old Business 2018 Budget Draft

There were some changes made to the 2018 Budget Draft presented last month. A revised 2018 Budget Draft was made available to Board members reflecting minor changes in the Supplies category, as discussed at last month's meeting. The Average Growth Quotient for 2018 will be 4%. It was 3.8% in 2017. The exact impact of the circuit breaker is not known yet.

The amount allocated for materials has not changed. A 2% raise was awarded to all personnel. Director Yelich and Julia Christensen will be meeting with Kurt Ott of the Department of Local Government Finance (DLGF) to go over the numbers on this budget.

New Business Public Library Access Card (PLAC)

The PLAC quarterly statement sheet needs to be signed once each quarter verifying whether or not any PLAC cards were issued. None were issued during this quarter. A form attesting to this was signed by Library Board Officer Drew Rhed.

Other Business Vision 2037

Board members submitted ideas regarding the Vision 2037 project on the google.doc system and will further review these ideas and discuss them at next month's meeting. Books dealing with strategic planning and meeting community needs were available at tonight's meeting for Board members. Other websites were suggested that have articles about planning for the future of the library. A "folder" has been created for Board members to add articles they feel would be beneficial to the Vision 2037 project.

The date of the next Board meeting is August 10, 2017 at 7:00 pm at Thomas 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 strategy with respect to acquisition or lease of real property by the governing body and to discuss job performance evaluations of individual employees.