

Westchester Public Library
Board of Trustees
Minutes
July 12, 2018

A regular meeting of the Westchester Public Library Board of Trustees was held in the Bertha Wood Room of Thomas Public Library, 200 West Indiana Avenue, Chesterton, Indiana on Thursday, July 12, 2018 at 7:00 pm.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, Nick Tilden, and Rondi Wightman.

Board member absent: Abbe Trent

Also present at this meeting were Library Director Lisa Stamm, Minutes Recorder Christine Hoover, and two members of the public.

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 from the June 14, 2018 meeting as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Michele Corazzo to accept the Financial and Statistical Reports as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Drew Rhed to accept the Register of Claims and Warrants from the dates of June 15, 2018 through July 12, 2018. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The summer reading program "Libraries Rock!" has been successful with 674 children and 250 adults and teens participating. In addition, 116 new patron cards have been issued during the summer months so far. Incentives and prizes that are not typical library-fare are being offered as a way to increase interest in Library programs. Recent programs offered by the Library were a summer beach glass jewelry class, Glacial Goodies, Movers & Shakers, and The Messier, the Better. All these programs were well attended.

Director Stamm gave several examples of patrons who have complimented specific employees and the services they received in different Library departments. Also complimented were the new hand dryers in the restrooms.

The Serials Department has converted the worn, cardboard magazine holders to sturdier and more aesthetically-pleasing plastic holders. These new holders were obtained free from another library's surplus.

A second large stuffed animal dog was donated to Thomas Library as a "companion" for Buddy, the stuffed animal dog that serves as the mascot of the Children's Department. This new stuffed animal has been named "Pal".

During June, 34,992 people visited the Library, 86 programs were offered and with 1,376 people in attendance. Fifty (50) outside groups utilized the Library meeting rooms.

The outdoor sign at the Baugher Center appears to have streaking and erosion to the finish in sections; and the sign at Hageman has an ill-poured foundation. Steindler Signs has been contacted about these problems.

The air conditioning system in the Baugher Center had a broken motor and bracket. Ellis Electric was contacted, and they made the repairs at a cost of approximately \$1,150. The air conditioning system is now working. A question was asked if the Library is a "cooling center". Director Stamm believes all public libraries are considered cooling centers, but she will check on this.

The air conditioning in Thomas is the original system that was put in place in 1974. There have been leaks, and some pipes will be replaced with PVC. At some point, the system may need a major upgrade.

Two investment CDS matured in June, and both were reinvested.

The State Board of Accounts (SBA) now requires monthly uploads into Gateway to include bank reconciliations, approved Board meeting minutes, and funds ledgers detailing receipts and disbursements by fund. Other documents required by the SBA were listed in the notification letter made available to the Board. This new requirement begins with July documents, and units are encouraged to upload all documentation from the months of January 2018 to present. According to SBA, these uploads will help them do more planning for audits before going onsite to units. The Library will comply with these requirements.

Quotes have been solicited for upgrading the Hageman programming room with a ceiling-mounted projector, AV receiver, HDMI and power outlets, along with a screen and wall-mounted speakers. This upgrade will then afford Hageman with the same setup as the Bertha Wood Room, the IT classroom, and the Baugher Center.

The Children's Department will be participating in the 1,000 Books Before Kindergarten Program. This is a national initiative to promote reading and encourage parent and child bonding through reading. A custom-to-WPL version is being planned with a kickoff for September.

Staff changes for the month: joined – Adriane Jagger; separated – Joan Costello, Joseph Harry, Jonathan Lovett; other – Susan Swarner shifted from part-time to full-time Museum Educator.

Old Business Buildings/Land Asset Inventory

James Anton of Anton Insurance was contacted to discuss replacement values as they relate to Library insurance coverage for buildings and land. He recalled that there was an assessment done of the Library's physical properties within the past 2-3 years. He will check on this and follow up with his findings.

Credit/Debit Cards

There continue to be issues with the credit/debit card system, and the process is proving to be more complex than originally thought. Horizon is being responsive and working hard to fix the problems, but there remains the possibility that this system will cause additional work for the Library business office and impede internal workflow. If the issues cannot be resolved, this system may be scrapped and different ways to process credit/debit cards will be explored.

Museum Staffing

The position of Museum Educator was modified to a full-time status. The Museum now has two full-time staff (Curator and Educator) and two part-time staff (Registrar and Museum Helper). A retirement party was held on June 29 for outgoing Registrar Joan Costello. She was honored for her 18 years of service at the Library.

Baughner Center Water Valve Leak

On June 21, two leaking flush valves at the Baughner Center were repaired by TrapMasters. The system is now working well.

New Business 2019 Budget Draft

This Draft was originally put together by Interim Director Phil Baughner. It was been proofed and edited by both Baughner and Director Stamm.

Director Stamm went over each line and explained the increases and decreases between the figures for 2018 and 2019. Some items of note were:

In the Budget Draft Operating Fund, Item 3.14 "Other Professional Services" had a large increase from \$45,000 to \$118,442. This is to account for potential extra snowplowing charges. This will also cover Chester to fix the infrastructure. If the integrated library system currently in place is changed over to a Polaris-hosted server, the funding will come from this account.

Item 3.61 “Buildings and Structures” showed an increase from \$100,000 in 2018 to \$125,000. This increase could cover internal projects such as purchasing tables and chairs for the Children’s Department.

Item 3.94 “Transfer to Library Improvement Reserve Fund” went from \$177,569.20 in 2018 to \$0 in 2019. Director Stamm will verify that the Library, should it decide at a later date to make a transfer into LIRF, would be allowed to do so.

In the Capital Outlays section, Item 4.15 “Improvements Other Than Buildings” went from \$0 in 2018 to \$50,000 in 2019. This is to allow for replacement of drainage, concrete work, and landscaping.

Item 4.20 “Furniture and Equipment” is reduced from \$100,000 in 2018 to \$95,000 in 2019. A question was asked as to why tables and chairs for the Children’s Department is not in this category. It was explained that this type of purchase could go into either category.

In the Salaries section of the Budget, there are currently two vacancies: one for Assistant Director and one for Branch Manager. One of these positions may not be filled. There is also an IT Manager vacancy that will not be filled during this budget year.

In the Materials section of the Budget, Item 454 “Thomas Adult Audio Books” increased from \$20,000 to \$30,000 to reflect the high demand for these types of materials. Item 3.16 “Downloadable Collections” increased from \$65,000 to \$72,000. Hoopla funding may eventually be increased so maximum limits are expanded.

The fund total for 2019 is \$3,555,142. This amount meets the average growth quotient that was permitted.

Upon approval of the Board, this Budget Draft will be brought to the Department of Local Government Finance (DLGF) for their approval, and then the DLGF will approve the figures and publish the Budget Draft into Gateway. The final Budget will become official upon Board approval at the September or October Board meeting.

A motion was made by Michele Corazzo to adopt as a draft the 2019 Budget Draft as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Other Business

LIRF Funds

The State is looking into ratios and percentages in the reserve savings for all units. Director Stamm will keep the Board updated as more information is given and made clear.

Officer Change

Board President Michael Livovich would like to step down in August from his current temporary position as Board President. This would move Rondi Wightman into the President position and

would leave the Vice President position vacant. Filling this Vice President position can be discussed at next month's meeting.

The next Board meeting will be held in the Bertha Wood Room of Thomas Library on Thursday, August 9, 2018 at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 7:48 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary