

Westchester Public Library
Board of Trustees
Minutes
June 8, 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, June 8 , 2017 at 7:00 pm.

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

Member absent: 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, Technical Services Librarian Rose Halpin, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order at 7:00 pm by Board President Michael Livovich.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the May 11, 2017 meeting as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

There was no discussion of these reports.

Approval of Claims and Warrants

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

Librarian's Report

Nathan Crowder was hired as a landscaper in place of the budgeted and vacant "painter" position.

The deteriorated grate at the Baugher Center has been replaced.

The 2017 Staff Appreciation Luncheon is scheduled for Thursday, July 20. Director Yelich asked for the Board's approval to close the Library from 12:00 – 2:00 pm on that day so all staff members could attend this luncheon. The Board consented to this request.

Staff members Rhonda Mullin, Karyn Witt, and Marta Schumacher recently attended the District 1 Conference in South Bend, Indiana. Jessica Deiotte is planning to attend a library marketing conference in Austin, Texas, in the fall. Joe Harry and Jonathan Lovett will be attending the Internet Librarian Conference in Monterey, California, in the fall.

This year's summer programs, Camp WPL and Book Your Summer, are underway with programming and prizes lined up. Due to the percentage of children in the Duneland School System on free or reduced lunches, the Library is again participating in the summer feeding program. Children can receive snacks Monday through Friday from June 5 to July 15 at both Thomas and Hageman Libraries.

The Bandstand Summer Concert and Family Film Series begins this Friday at Hawthorne Park in Porter. This week, the Library showed the film "Fantastic Beasts and Where to Find Them" at the Burns Harbor Food Truck Square event.

The third annual Volunteer Fair for nonprofit organizations will be held June 28 at The Spa. This event is put on to help local nonprofit organizations recruit prospective volunteers.

The Museum is holding sidewalk sales on the first Saturday of the summer months to help clear out some old inventory and make room for new items.

In State legislative news, funding for the Institute of Museum and Library Services has been extended through September 30.

A new pre-budget report regarding debt issues was required to be submitted into the Gateway system. This report was submitted on time and will help estimate the Circuit Breaker impact.

Library managers are currently testing out a free trial of BookBrowse. Muzzy, a children's foreign language learning tool, will be launched in January 2018, and it will possibly be used as a tool for a children's winter reading program. Qello, a streaming music performance platform, will also be added to the Library's digital collection.

The exterior signs are complete at all four Library locations. There are a few chips on the one-inch limestone cap at Hageman, but Library maintenance personnel believe these chips can be easily repaired internally.

Old Business

Reference Policies

Changes were made to the existing Reference Policies on page two dealing with the Library's interlibrary loans. These proposed changes were presented to Board members at last month's meeting.

A motion was made by Kathryn Cochran to approve the changes made to the Reference Policies as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Circulation Policy

Changes were made to the existing Circulation Policy on page 6 regarding interlibrary loans. These proposed changes were presented to Board members at last month's meeting. Also proposed to be changed is the removal of language on page one regarding signature cards. This change is proposed since signature cards are no longer required by the Library.

A motion was made by Abbe Trent to approve the changes made to the Circulation Policy as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

New Business 2018 Budget Draft

A 2018 Budget Draft was provided to Board members for Materials, Operating Fund, and Salaries. Since there is no estimate on the circuit breaker or multiplier, these figures are preliminary. Director Yelich suggested a 7% salary increase for Maintenance Supervisor Ronald Horton for 2018. Discussion of this topic will continue in Executive Session.

The Operating Fund shows an increase in Printing, Other than Office Supplies and Consulting Services in the event these extra services are needed. There appears to be an error regarding items 2.11 and 2.13. This will be examined further. Item 3.94 involves a transfer to the Library Improvement Reserve Fund (LIRF) and shows an increase from last year; however, this number is dependent upon the multiplier and circuit breaker amounts which are unknown at this time. A question was asked regarding the condition of the Library's van and if there would be upcoming repairs or possibly the need to replace this vehicle in the near future. This will be examined further.

For this first draft, the Materials Budget amount remained the same as in 2017.

Other Business Vision 2037

With the news that Chesterton High School will not be conducting a community survey for the Library, a new plan of action needs to be put in place to address planning issues for the future of the Library.

Director Yelich has reached out to the American Library Association and the State Library to inquire about suggestions as to how to proceed and if they had a list of any consultants who could help in this matter. They had a recommendation of some books to review.

The Vision Committee has since met and had some ideas. One idea was to gather articles about how other libraries have proceeded with planning issues and that each Board member be given one of these articles and summarize it for the rest of the Board. This may be assigned at a future meeting. The Committee asked Board members to come up with a list of approximately 10 issues/concerns/goals/ideals they feel are priorities as far as planning for the Library in the

next 20 years. These would be appreciated before the next Board meeting. A question was raised as to how to find information showing population projections.

The date of the next meeting is July 13, 2017 at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:50 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.