

Westchester Public Library
Board of Trustees
Minutes
June 14, 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, June 14, 2018 at 7:00 pm.

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

Also present at this meeting were Library Director Lisa Stamm, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and one member of the public.

This meeting was called to order by Board President Michael Livovich at 7:15 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the May 10, 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 Rondi Wightman to accept the Financial and Statistical Reports as presented. Drew Rhed 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 May 11, 2018 through June 14, 2018. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The Summer Reading Program (Libraries Rock) kickoff events were held on May 25 at both Thomas and Hageman Libraries, and 491 children and adults were in attendance. In the days following this kickoff, 77 people got new library cards.

There are summer reading activities for children, teens, and adults, and there has been much positive feedback from patrons about this year's offerings. The "Kindness Rocks" garden has received social media buzz on the Northwest Indiana Kindness Rocks Facebook pages.

On June 2, "Science of Frankenstein" was presented at the Baugher Center. This event was sponsored by a grant from Indiana Humanities in conjunction with the National Endowment for the Humanities. At this event, scientific milestones were demonstrated such as the Tesla Coil and Jacob's Ladder.

A working Victrola that played original shellac records was part of the Westchester Township History Museum exhibit opening entitled *Westchester Township in the Jazz Age: 1920-1029*. This event attracted 36 people.

The 15-year old water heater at Hageman began leaking on May 14. It was found to have an irreparable hole. Two quotes were obtained for a new 40-gallon unit, and TrapMasters Plumbing was selected to replace this unit for \$750. This price includes a six-year manufacturer warranty and a one-year warranty on parts and labor.

Two flush valves in the Baugher Center were leaking in the upstairs and downstairs men's rooms and could not be fully closed. The water company noticed there was a higher water consumption, and the Library coordinated with them to locate the faulty valves. In the coming weeks, the water company will turn off the water in the Baugher Center so TrapMasters can make the repair. The estimate for this job is \$800 and should take a full day of work.

Ellis Electric completed the replacement of outdoor pole lights at the Baugher Center. This project involved digging new trenches, putting in new electrical feeds, and installing three new pole lights in the parking lot along Indiana Avenue outside the Baugher Center. These new poles now match the rest of the city's lights and they utilize energy-efficient LED bulbs. Also, the lines powering them are now housed in the Baugher Center rather than where they were formerly housed which was in the basement of the bank building next door.

Ellis Electric also added a light switch at the door of the Baugher Center to allow staff to turn on the middle bank of lights. This is for staff safety so they do not have to cross the darkened room to turn on lights when checking/closing the Baugher Center at night.

On May 24, Director Stamm attended a newly-developed budget workshop in Pendleton, Indiana. Representatives from the Department of Local Government Finance and the Indiana State Library answered questions and offered advice throughout the discussion.

The amount of \$10,000 has been transferred from the CD Music Fund into the Adult Audiobooks Fund. This is a same-category transfer and was done in response to increased demand for audiobooks and a decreased demand for CDs.

There is a need for more reliable daily staff coverage at the Museum, and Director Stamm would prefer to create one full-time role at the Museum rather than the current allotment of having two part-time roles. This would also bolster Museum service and programming efforts.

The Library is in full compliance for being a designated Safe Place for at-risk youth. The Safe Place instruction sheets for staff are accurate, and each department has the instructions posted in a location easily accessible to staff. All departments watched the Safe Place informational video as a refresher.

The only staff change for the month is the separation of Robert Budzius.

Old Business

Credit/Debit Cards

On May 16, Horizon Bank discovered that the credit card machines they ordered did not have the required Ethernet ports, and therefore they could not be installed. Correct machines were reordered by Horizon and installed, and staff training was held on May 30. Although the machines are working, a few unresolved issues still remain before the system is fully operational. One of these issues is with Elavon's reporting methods and the assignment of fines to the Library that should not occur. The other issue is with Polaris due to the Library being several versions behind Polaris's most current version. Rectifying these issues is in-process; and until the system is working completely, the credit/debit card method of payment is not being offered to patrons.

Hand Dryers

Ellis Electric removed the deficient restroom hand dryers and installed new, efficient, and heat-adjustable hand dryers.

Tile Replacement

Dennis & Sons removed and replaced the stained tiles in two public and one staff restroom. Two small locations in both the women's and men's restrooms had one or two tiles that needed to be sanded down on the underside and re-set to be flatter. This adjustment was made, and the project was fully completed by June 11.

Buildings/Land Asset Inventory

Anton Insurance will be contacted this month to discuss actual replacement values as it relates to Library insurance coverage amounts. Also to be discussed is whether or not they outsource or could recommend an assessor specifically to evaluate buildings and land.

New Business

Security Systems

A motion was made by Kathryn Cochran as follows: I move that the Director be authorized to contract with, and to continue to work with, Chester Information Technologies, to analyze the Library's information technology functions, and to implement any changes that the Director determines to be necessary to continue and enhance the Library's internal control standards and procedures. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Review 2019 Budget Draft

Director Stamm advised that the copy of the 2019 Budget Draft given out at tonight's meeting is just a working draft for the Board to review. Some figures are not received yet, so the numbers given tonight are not meant to be in final form. Board President Michael Livovich would like to see a line-by-line review of the budget before its final form.

Other Business

Nick Tilden advised he is aware of a party that would like to donate a Hillstrom Organ made in Chesterton to the Museum. Director Stamm will contact Museum Curator Serena Ard to see if this would be a welcome addition to the Museum.

Director Stamm added that she was just recently made aware that starting in July, library directors are to provide the State Board of Accounts and Department of Local Government Finance with monthly uploads of financial reports and board meeting minutes.

The next meeting of the Board of Trustees will be held on Thursday, July 12, 2018 at 7:00 pm in the Bertha Wood Room of Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:36 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary