

Westchester Public Library
Board of Trustees
Minutes
March 8, 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, March 8, 2018 at 7:00 pm.

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

Board member absent: Rondi Wightman

Also present at this meeting were Interim Library Director Phil Baugher, Attorney Terry Hiestand, Library employee Joe Harry, and Minutes Recorder Christine Hoover.

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

Approval of Minutes

There were a few minor typographical errors noted in the minutes from the February 15, 2018 meeting. A motion was made by Abbe Trent to approve the minutes from the February 15, 2018 meeting with the corrections as noted. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Kathryn Cochran to accept the Financial and Statistical Reports as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

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

Librarian's Report

Board members were provided with the Librarian's Report prior to tonight's meeting; therefore, Interim Library Director (ILD) Baugher dispensed with the reading of this report.

ILD Baugher proposed that a part-time Bookkeeping Assistant position be created. The person holding this position would assist Administrative Assistant Celeste Bradford. The position would be for ten hours per week, and the pay rate would be the same as that of a Programming Clerk. He also recommended that former Library Administrative Assistant Peggy Gillis be hired for this position.

A motion was made by Drew Rhed to approve the employment of a ten-hour per week Bookkeeping Assistant with the same pay rate as a Programming Clerk. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

A question was raised about the Fixed Assets Inventory. ILD Baugher advised that he will inform the Board when estimates have been received for a complete fixed assets inventory. Buckland and Associates advised that in addition to a fixed assets inventory, they would also provide a more accurate replacement cost estimate for insurance purposes. Two other companies have been contacted to give estimates.

Regarding the Town's fiber optic project, IT Manager Joe Harry advised that the Library may be able to replace its current Comcast cable line for overflow with this new service when it is up and running, possibly in May.

Old Business Library Board Appointments

Rondi Wightman has been reappointed to the Westchester Public Library Board of Trustees by the County Commissioners. There was some confusion on the part of the County Commissioners in that they thought they needed to make a new appointment to the Board, and as such they placed an ad in the Chesterton Tribune for a Trustee.

Drew Rhed's reappointment is not official yet, and he will be meeting with Westchester Township Trustee Suzanne Philbrick before she makes the reappointment.

New Business Director Appointment

Lisa Stamm was offered the position of Director of the Westchester Public Library. She was initially offered a salary of \$72,500. This price was negotiated to a yearly salary of \$75,000. She accepted this salary, and will start in her new capacity the first week of April 2018.

A motion was made by Kathryn Cochran to appoint Lisa Stamm as Director of the Westchester Public Library at a salary of \$75,000 per year and that she is to begin in this capacity the first week of April. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

It was suggested that the Board members contact Ms. Stamm and offer her their congratulations. ILD Baugher plans to conduct the next Board meeting and will be available to assist the new Director as needed in the beginning stages of her new role as Director.

Election of Officers

Rondi Wightman currently serves as Vice President, and the normal rotation would be for her to move into the President slot. Kathryn Cochran read a statement from Rondi Wightman expressing that due to family obligations, she asked that she not be appointed as President of the Board of Trustees at this time. After some discussion, Michael Livovich agreed to serve as President once again until Wightman felt able to move into the position. Nick Tilden would move into the Secretary position, and Drew Rhed would be the Treasurer.

Kathryn Cochran nominated the slate of officers for the Westchester Board of Trustees as follows: Michael Livovich, President; Rondi Wightman, Vice President; Nick Tilden, Secretary; and Drew Rhed, Treasurer. Abbe Trent made a motion to close the nominations. Drew Rhed seconded this motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to elect the nominated slate by acclamation. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

(It is noted that Michael Livovich presumably will hold the President position for a period of four to six months until Vice President Rondi Wightman is available to take over at that position.)

The date of the next Board of Trustees meeting will be Thursday, April 12, 2018 at 7:00 pm in the Bertha Wood Room of 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