

Westchester Public Library
Board of Trustees
Minutes
November 9, 2017

A regular meeting of the Westchester Public Library Board of Trustees was held at the Baugher Center, 100 West Indiana, Chesterton, Indiana, on Thursday, November 9, 2017 at 7:00 pm.

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

Board member absent: Nick Tilden

Also present at this meeting were Director Leea Yelich, Attorney Terry Hiestand, Library employees Julia Christensen and 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

A motion was made by Kathryn Cochran to approve the minutes as presented from the last three (3) Board of Trustees meetings dated October 12, 19, and 24. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

Director Yelich advised that in the near future, five years of circulation statistics will be compiled for the Board's review.

Approval of Claims and Warrants

Many purchases have been made during the past month to close out spending for this calendar year. A motion as made by Abbe Trent to approve the Claims and Warrants reports as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

There was only one staff change to report for the past month, and that change was the hiring of Tori Binelli as a Museum Researcher. Director Yelich respectfully requested the Board consider hiring an Assistant Director to assist with administrative and human resource functions of the Library. Discussion of this matter will be taken up under New Business at tonight's meeting.

The third annual Comic Con was held on October 28, and it was held in conjunction with the town's European Market. It was a successful event and will be held again next year.

The Friends of the Library donated a check for \$7,000 to the Library's Gift Fund. These proceeds were generated from the fall book sale held October 12-15. The Friends are planning a special one-day-only holiday book sale on Saturday, December 2.

Director Yelich contacted Chesterton High School to see if their Building and Trade Department might be interested in a student-led project of building a shed at Hageman Library. They advised they could not begin such a project until possibly next spring. Building a shed at Hageman needs to be done sooner, so the building of this shed will be contacted to another source. The high school may possibly be able to assist in replacing the shed behind Thomas Library and also the shed in the parking lot across the street from the Baugher Center.

Hageman Library was closed around 2:30 pm on October 16 due to a regional power outage.

Rhonda Mullin and Jonathan Lovett recently attended the Internet Librarian Conference in California. They found this conference worthwhile and came back with many new ideas. Director Yelich attended an American Library Association program called "How to Implement a Digitization Program". On November 2, Celeste Bradford, Julia Christensen, and Director Yelich attended the Annual Report and Bookkeeping Workshop webinar.

Museum staff are working with the Chicago Field Museum on a partnership opportunity that potentially would bring more exposure to the Chesterton area.

Old Business Landscaping Rocks

The Library parking area across the street from the Baugher Center has been "flagged" to show where the landscape rocks might be placed. Other areas around this parking lot are also being considered for placement of these rocks. The Landscape Committee will meet again to further discuss the best location to place these rocks once they are removed from the Museum lawn.

New Business Discussion of Assistant Director Position

A motion was made by Rondi Wightman to consider Director Yelich's request to hire an Assistant Director for the Library. Director Yelich advised there are numerous human resource issues and administrative functions that need further attention than one person can handle. This would also help with internal controls to back-up Celeste Bradford in her administrative duties and to ensure that the Library is staffed with either the Director or Assistant Director at all times. A MLS degree would be one requirement for this full-time position. The salary should be able to fit within the budget, and the approximate time frame for creating and hiring for this position would be possibly three to six months. Director Yelich suggested that the first step in this process should be writing up a job description, and she requested that this task be done with the help of a management consultant.

A motion was made by Rondi Wightman to authorize Director Yelich to confer with a management consultant to draft a job description for an Assistant Director position and further discern the Library's need for an Assistant Director of the Library. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Internal Controls Training Video

All meeting attendees then viewed a 27-minute Internal Controls Webinar devised by the State Board of Accounts. All Board members signed the Internal Control Training Certification for Elected Officials, Appointees, and Employees verifying that they viewed this webinar.

Other Business Public Documents

A revised Library Records statement was provided to Board members. This revised statement defines what records should be made public and which Board documents should be posted on the Library's website to include minutes of the Board meetings upon their approval by the Library Board. The statute

states that a request for information be provided within seven days if using email, and within 24 hours if the request is made in person. This time frame was suggested to be included in this revision. It was suggested to add a hyper-link for this statute on the Library's website. This revision can be further discussed at next month's meeting.

Vision 2037

A managers' planning assessment sheet was handed out for the Board's review. This assessment allows for managers to give their views using a range of agreement to several statements regarding the Library and its future. It was suggested to add some space for comments after each statement. This form with the noted revision will be sent to each Library manager this month for their completion.

Library Plan of Service 2018

Last month, a ten-page Library Plan of Service was submitted to the Board for review. The final draft of this Plan will be ready for approval at the December meeting.

The date of the next Board meeting will be Thursday, December 14, 7:00 pm, at the Westchester Township History Museum.

Drew Rhed made a motion to adjourn this meeting at 8:12 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Drew Rhed, Secretary