

Westchester Public Library
Board of Trustees
Minutes
September 8, 2016

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, September 8, 2016 at 7:00 pm.

Members present: Abbe Trent
 Kathryn Cochran
 Michele Corazzo
 Michael Livovich
 Drew Rhed
 Rondi Wightman
Member absent: Nick Tilden

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology Manager Joe Harry, Attorney Terry Hiestand, Kevin Nevers of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Kathryn Cochran at 7:00 pm.

Approval of Minutes

A motion was made by Drew Rhed to approve the minutes from the August 11, 2016 meeting as presented. Michael Livovich seconded the motion. All voted in favor, with Rondi Wightman abstaining, and the motion passed.

Financial and Statistical Reports

This month, the Monthly Circulation Report is being presented in a different format. These stats are being compiled in a way to reflect more accurate counts.

Approval of Claims and Warrants

Three of the Library's investment CDs matured this month. Warrant number 15296 made payable to Pat Jackson in the amount of \$14.57 may not be approved due to her mileage expenses being within Westchester Township. This will be verified and reported on at the next meeting.

A motion was made by Abbe Trent to approve the Claims and Warrants, contingent upon verification of validity of Warrant number 15296. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Director Yelich addressed questions raised at last month's meeting:

- The 4500% spike in the Library Service Center's attendance for the month of July was due to the number from last year not reflective of the actual attendance count. This inaccuracy caused the attendance number given for July 2016 to appear to be much higher than the previous year.
- Last month there was a check for \$0.13 made payable to AT & T. This was for a slight fax machine charge.
- There are numerous checks each month made payable to Baker and Taylor because they are for different accounts, and each account receives a separate statement from Baker and Taylor.

The locations for upcoming Board meetings will be as follows: October meetings will be at Thomas Library, the November meeting will be at the Library Service Center, the December meeting will be held at the Museum, and the January meeting will be at Hageman. Phil Baugher will be visiting the Board at 6:45 pm on October 13 before the regular Board meeting. The Building Renaming Ceremony details will be discussed, and the Board will present him with a personal gift.

Ellis Electric has been working on several projects at each of the Library buildings. They removed pole lights in front of the Library Service Center (LSC) and capped another pole light at the LSC so a new light fixture can be installed once the new sign is in place. Ellis also removed and capped the light fixture illuminating the old Museum sign so an updated fixture can be installed once the new sign is in place. Also fixed at Thomas was a security light in front of a stairwell and the canopy light above the front doors. Upcoming work for Ellis will be to replace the courtyard lights at the lower level of the LSC.

On August 12, as part of the Day of Caring, some weeding was done in front of the Museum. This is an ongoing project that could use more volunteer help.

Several community outreach opportunities transpired this past month. On August 13, the Library had a booth at the Party in the Park; and on August 31, there was a table at the Annual Health and Wellness Fair. On September 2, the Library showed the movie *Wizard of Oz* at Hawthorne Park. Approximately 250 came to this movie showing, and it may be an annual event. Suggestions for upcoming outreach opportunities were to attend the Mistletoe Market in December, parades, school registration days, and perhaps holding a winter open house at the Library. September is Library Card Sign-Up Month, and a table will be set up outside on Saturdays to do off-site registrations.

The Hoopla borrowing limit has been increased to a monthly cap of \$2,000. This means the Library's daily limit will be expanded so more patrons will have access to Hoopla.

Pokemon Go continues to be a popular draw into the Library. Several activities were held at the Library including "lures" at the Library locations, 3D printed Poke-prizes, and a Pokemon Club in the Children's Department. As a result of this increased activity, two phone charging stations have been set up for patrons at Thomas Library.

Clerk Ronnie Early was selected to attend "The Difference is You" conference. She enjoyed the experience and meeting other attendees.

Talks have been held with Nicole Nalepa from Horizon Bank regarding how to reinvest the CDs that are maturing in September. In the future, the CDs should mature in a more staggered fashion.

It was suggested to provide Photoshop on the Library's public computers. The new version of Photoshop cannot be purchased but only leased for around \$100 per year per computer. This may be done on some, but not all, of the public computers. If it appears to be used extensively by patrons, it can be added to more computers.

Jason Lowther has been hired as the new Museum Cleaner.

A few part time staff, while attempting to sign up for health insurance through the Marketplace, have indicated that their employer (Library) provides health insurance. This has caused confusion with letters being sent to the Library inquiring as to why these employees are not getting insurance through the Library. Letters has been sent back stating the reasons these employees do not qualify for insurance through the Library. The confusion may be the wording on the form which asks, "Does your employer offer insurance?" to which the answer is "yes". However, the form does not ask if the employee is eligible for that insurance.

Insurance renewal through Liberty Mutual covering Workers Compensation, Auto, Umbrella, Directors and Officers Liability, and Boiler and Machinery has increased by nearly \$5,000 to a cost of \$36,600 per year. This increase is largely due to several Workers Compensation claims in recent years. The insurance is purchased through Anton Insurance, and they have attempted to solicit bids from six other insurance companies, but these other companies declined to give quotes. It was suggested to get a copy of these declinations to see why the companies declined to even give a bid. It was also suggested to contact other surrounding libraries and see what company they use for their insurance. Another possibility would be to look into breaking off Workers Compensation from the rest of the insurance package in order to attract other insurance companies to bid. A meeting will be scheduled in the near future with Anton Insurance to become more informed on the Library's insurance and options. Director Yelich, Attorney Hiestand, Rondi Wightman, and possibly Nick Tilden and Drew Rhed are interested in attending this type of meeting.

The next Northwest Indiana Library Board Association (NILBA) meeting will be held on November 30, time and location information forthcoming. Board members are asked, if possible, to attend. The Board members are invited to attend the Volunteer Appreciation Luncheon on September 22 at the Library Service Center.

Old Business Exterior Signage

During excavation for the exterior sign at the Museum, a Duneland School System phone line was accidentally severed. No one was injured during this mishap. NIPSCO shut off power to the Museum, so the staff were sent home with pay for the day. Frontier came out to reroute/reconfigure the phones by late afternoon, and power was eventually restored to the Museum. Fortunately, no fiber optic cable was damaged. Incident reports have been written and pictures have been taken.

Discussion has been held with Steindler regarding having a brushed aluminum finish on the signs as was originally planned because Steindler is now saying they would like the finish to be painted. The Library continues to want the brushed aluminum finish as on the original quote.

Salary Study

A proposed organization chart was presented to show the chain of command of Library personnel and supervisory duties of each manager. The job descriptions for part time

employees are not available yet. This chart shows three different levels of Clerk positions broken down into three different pay ranges with a maximum salary cap for each. A question was asked that if a part-time employee gets to the capped amount, will it be more feasible to hire someone new at half of the pay rate. Another question was raised as to how long the average Clerk 2 has been on the job. This may determine if it is a reasonable possibility that a Clerk will actually reach the proposed capped amount.

It was suggested to consider paid time off for part-time employees or to offer some type of incentive or reward for long-term part-time employees for doing a good job since part-time staff are evaluated each year and rated on their performance. A possibility would be to present a small monetary gift to retirees or long-term part-timers, perhaps from the Friends of the Library, at the Staff Appreciation Lunch.

Also provided was a proposed salary adjustment schedule for full-time employees showing a minimum starting salary and a maximum salary.

Other Business

There will be a technology sale in October, and a list of items/computers that have no further value to the Library was provided to Board members.

A motion was made by Drew Rhed to declare obsolete and of no further use to the Library the items on the provided technology sale list and that these items be donated to the Friends of the Library for public sale. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

The date of the next Board meeting will be on October 13 at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 8:48 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Rondi Wightman, Secretary

The Board then reconvened in Executive Session to discuss strategy with respect to acquisition or lease of real property by the governing body.