

Westchester Public Library
Board of Trustees
Minutes
September 14, 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, September 14, 2017 at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Technical Services Librarian Rose Halpin, Information Technology (IT) Assistant Dan Hatch, Circulation Manager Karyn Witt, Graphics/PR Manager Jessica Deiotte, Attorney Terry Hiestand, 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 from the August 10, 2017 meeting as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

There were no comments or questions regarding these reports.

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

Staff changes for the past month include the hiring of Tony Baruffi as a part-time Page and DaShaunna Holloway for the substitute Clerk position. Landscaper Nathan Crowder terminated his employment, and the position of Landscaper/Maintenance will be filled as a substitute position. Museum Clerk Eva Hopkins has retired and this position will be filled. There is one vacant part-time 20-hour per week Cataloging (Tech Clerk) position open that will be filled.

There was an outage of the VOIP phones this past week. There were numerous outages, and Education Network of America (ENA) was aware of the problem. Polaris was also down, and there was a glitch with the Library's accounting software. All seem to be operating now.

There were numerous opportunities for community outreach this past month. Museum personnel had a table at the Porter County Fair and provided children's activities. The Museum is also working on a partnership with the Chicago Field Museum. The Library had a table at the Annual Health & Wellness Fair hosted by the Duneland Seniors, and the Library participated in Burns Harbor's Read and Feed event. In conjunction with the European Market, there will be a table/tent set up this Saturday in front of Thomas Library for Library Card Signup Month. Later in September, the Library will have a presence at Frontline's Hooked on Art held in the downtown area. Coming up in October, a portion of Library-sponsored Comic Con will take place at the European Market.

A grant was secured through the National Network of Libraries of Medicine Greater Midwest Region. This grant provided funds to have Alzheimer's Speaks founder Lori La Bey conduct a program as a part of the Library's Community Conversations series. The first topic in the series was on hospice care and entitled *Being Mortal*. The next topic in the series will be regarding palliative care. These events have been well attended and received positive feedback from those in attendance.

The Library was notified that it received a 50/50 match for needed technology equipment through category 2 funding. This was through Universal Service Administrative Company (USAC).

The shed at Hageman needs to be replaced with a larger structure. This larger shed will be used for storage and will provide a workshop area for building projects.

The toilet in the men's upstairs restroom at Thomas Library pulled away from the wall, and it has been replaced. A leaking sink in the Thomas Library staff kitchen has also been replaced. The Library van is getting repair work done at M & S Collision from the hit and run accident it was involved in earlier this summer.

Director Yelich hosted an area library directors meeting. Rhonda Mullin and Jonathan Lovett will be attending the Internet Librarian Conference in California next month. Five managers will be attending the Indiana Library Federation (ILF) annual conference in Indianapolis in November. On September 27, Kimberly Brown-Harden from the Indiana State Library will hold a staff training session on communication, and Jim Anton will present a staff training session on safety/preventing accidents.

Old Business

There was no Old Business to discuss.

New Business

2018 Budget – Public Hearing

The 2018 Budget Public Hearing has been moved up from October to tonight's meeting at the request of Kurt Ott, local representative of the Department of Local Government Finance (DLGF). This change was advertised in the Notice to Taxpayers and was available online at www.budgetnotices.in.gov and on the Library's website.

For the Public Hearing, the budget estimate is in the amount of \$3,438,242; the maximum estimated funds to be raised is \$3,071,193. The excessive levy appeals is \$0, and the current tax levy is \$2,952,251.

At this time, Board President Michael Livovich opened the Public Hearing for the 2018 Budget. A question was asked if employee health insurance costs remained the same. In answer to this question, the amount allotted for employee health insurance in the amount of \$300,000 did stay the same from 2017 to 2018 as did all FICA and PERF insurance costs.

There was discussion as to how much Budget information is made available to the public and when this information should be made available to the public. Information required to be publicly posted through Gateway, Indiana Transparency Portal, has been done, and the Library is in compliance with what the law states.

A comment was made by a meeting attendee that in the past, there were Board working documents available online, but that does not seem to be the case anymore. There appears to be a broken link on the Library's website relating to the Library's budget from past years which no one had brought to the attention of the Library administration.

Board President Michael Livovich closed the Public Hearing for the 2018 Budget at this time.

Credit/Debit Card Processing Policy

Museum Curator Serena Sutliff and IT Manager Joe Harry have been researching the option of allowing patrons to charge fees accrued on their account. In the past, patrons could only use cash or checks to pay these fees. "Square" appears to be the best option. Patrons would swipe their own card and there would be a \$1 minimum charge. The patrons' credit card information would not be stored in the Library's system, and no cash advances will be given nor will credit onto a Library account be given. A question was asked if an ID should be provided for any patron using a credit card. This does not seem to be necessary. It was determined that approximately \$50,000 is collected each year in fines.

A Credit/Debit Card Processing Policy Draft was provided to Board members for review.

Other Business

Vision 2037

A potential survey for Library managers was composed and provided to the Board for review and discussion tonight.

Museum Landscape Rocks

Large boulders are on the lawn of the Museum surrounding the new sign. These rocks hold no use at the Museum and another location or use for these rocks is being solicited. The rocks could be declared obsolete and given to the Friends of the Library to sell. It was suggested to put them in the landscaped area south of the Baugher Center parking lot. A landscaping

committee of Michele Corazzo, Rondi Wightman, and Kathryn Cochran will explore options for landscaping around the new signs and finding a purpose for the large boulders.

The date of the next meeting is Thursday, October 12, 2017 at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:55 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.