

Board of Trustees

Minutes

March 10, 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, March 10, 2016, at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Bowersox, Information Technology Assistant Jonathan Lovett, Technical Services Librarian Rose Halpin, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

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

Approval of Minutes

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

Financial and Statistical Reports

In addition to the February Public Service Units (PSU) report, a corrected copy of the January PSU report was also handed out.

Approval of Claims and Warrants

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

Librarian's Report

The Duneland School Board reappointed Michele Corazzo to the Board of Trustees at their March 7, 2016, meeting. Michele Corazzo signed the paperwork that will be filed with the Clerk to validate this appointment.

The Annual Financial Report was filed with the State Board of Accounts on February 25. The combined Investment and Cash Statement was published in two newspapers.

Three of the Library's investment CDs recently matured and were subsequently reinvested. One of these CDs was from the Rainy Day Fund, and it earned \$3,830.06 in interest. The remaining two CDs were from the Library Improvement Reserve Fund (LIRF), and they earned a combined total of \$8,270.02 in interest.

Due to hazardous weather conditions, all Library facilities were closed on February 24 and 25. Due to strong winds on February 19, the outdoor Museum sign was knocked over and shattered. Anton Insurance was contacted, and they asked for an estimate to replace the sign.

On March 1, a patron's cane slipped from under her while on her way into the Thomas Library. This caused her to fall in between the front doors of Thomas Library. Staff responded quickly by calling paramedics, and she was taken by the paramedics to the hospital for evaluation. An incident report was given to Anton Insurance.

Clerk Audrey Ott is retiring from the Library, and her last day will be March 17. A reception is planned for Monday, March 14, during working hours to give the staff an opportunity to wish Audrey farewell. Julie McMeans will be upgraded to a 20-hour per week Clerk to fill the vacated position. Hageman Cleaner Arthur Stokum terminated his employment on February 25. A replacement Cleaner will be hired.

There is a cracked windowpane in the Trustee's Office most likely due to temperature changes. This window will be replaced.

The 3M gates at Thomas Library were malfunctioning and causing continual beeping sounds. The faulty part was replaced.

Director Yelich gave a rundown of building maintenance and upgrade projects to consider undertaking in the future. Hageman could use an additional outdoor storage shed. The parking lots at all Library facilities will need to be resealed and repainted. The upholstered chairs in the main reading areas of the Library are looking stained and worn. These chairs may either be reupholstered or new chairs would be purchased depending which is more cost efficient. The Library Service Center is the next building in line for a new roof. The time frame for undertaking these projects will be determined after the construction and installation of the new exterior/interior building signs.

There was an elevator inspection done on March 2. A current operating permit was needed as the last one received was in 2014. A current permit has been obtained and the Library is now in compliance.

A new Bicentennial Legacy Project was approved for the Library entitled "Historical Architecture Through Ink Drawings". This program will be listed on the Indiana Bicentennial website.

Hageman Branch Manager Suzanne Chomel is pursuing her MLS. She will be a Level 4 under the Indiana Library Certification Standards by the end of summer.

Free tax help is ongoing with an AARP trained tax preparer.

### Old Business

### **Horizon Paperwork**

Attorney Terry Hiestand made the suggested changes to the Horizon Trust & Investment Management Resolution for Organizational and Entity Accounts. Horizon Bank will need updated information as to the current Board officers. At this time, the date on this report was changed to March 10, 2016.

A motion was made by Nick Tilden to approve the Horizon Trust & Investment Management Resolution for Organizational and Entity Accounts as presented, with noted date change. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

### **Exterior Signage**

Michele Corazzo, Abbe Trent, and Director Yelich met with three sign companies to discuss options for materials to construct the new Library outdoor/indoor signs. Specs will be given to these companies so they can provide estimates and proposals. It was noted that these signs will need to conform to the standards and zoning ordinances of the Towns of Chesterton and Porter.

### **Nerf Night Policy**

The first “capture the flag” style game for teens will be held in May. A proposed policy was given out at this time for the Board’s review. Additional recommendations were to add the stipulations of no head shots, no throwing the darts, and the suggestion to wear eye protection.

### **Salary Study**

It was proposed by the current Minutes Recorder that the Board consider changing the salary of said position from a flat fee to a fee based on the length of the Board meetings, as outlined in a letter written to the Board.

Drew Rhed made a motion to raise the salary of the Minutes Recorder to \$75 for the first hour of meeting time and that an additional \$25 be given for each subsequent ½ hour of meeting time. Rondi Wightman seconded the motion. Three members voted in favor, three members opposed.

A motion was made by Michele Corazzo to raise the salary of the Minutes Recorder to \$75 for the first hour of meeting time and that an additional \$15 be given for each subsequent ½ hour of meeting time. Michael Livovich seconded the motion. All voted in favor and the motion passed.

Director Yelich provided extensive comparison guides from surrounding areas showing salaries and wages expenditures of public libraries from 2013 and how these salaries and wages compare to salaries received by Westchester Public Library (WPL) employees. These reports also compared libraries based on population, staff, revenue, benefits, operating expenditures, collection sizes, programs, and library visits per capita. The salaries shown for WPL employees do not reflect the value of the benefits package received by Managers and Librarians to include tuition reimbursement, health and life insurance, HSA contributions, and PERF contributions. These figures would need to be looked at to get a more accurate value of the total salary amount awarded to WPL employees.

A suggestion was made to see a breakdown position-to-position of number of years employees have been in their positions and how many employees are supervised by each Manager. Also needed are updated job descriptions for all employees to include what each particular position actually requires. Having a definite salary chart would be in order so future employees know exactly what the salary would be based on the job and years of experience. Consideration might also be given to providing some paid time off for part-time employees.

Another consideration is the possibility of allowing full-time employees to have choices as to where their HSA and retirement money is invested. These salary issues will be further investigated.

New Business

**Election of Officers**

Michele Corazzo made a motion to elect the following officers for the Board of Trustees: President- Kathryn Cochran; Vice President- Michael Livovich; Secretary- Rondi Wightman; Treasurer- Nick Tilden. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Other Business

**Internal Controls**

Attorney Hiestand provided an updated Policy on Materiality and Process for Reporting Material Items to the Board members. This Policy will be changed to add the names of the new officers and voted on at the next meeting.

Attorney Hiestand also reported that the Indiana State Board of Accounts has mandated that after June 30, 2016, each subdivision must adopt a minimum internal control standards. When the annual report is filed, it will include language certifying that the standards have been adopted and that people have been trained in the implementation of those standards. The State Board of Accounts developed the *Uniform Internal Control Standards for Indiana Political Subdivisions* manual. This manual was given to Director Yelich.

**Patron Complaint**

Director Yelich advised that a non-resident patron raised an objection as to why he wasn't allowed access to the Library's Overdrive system. The Clerk on duty gave this patron the proper response as to Library policy and the legal reasons why this is the policy.

**Hageman Hours**

Board member Nick Tilden suggested that the Library look into the possibility of extending the evening hours at Hageman. Hageman's current hours are Monday through Friday 9 am to 5 pm and Saturday from 1 pm to 5 pm.

The date of the next Board meeting is April 14, 2016, at 7:00 pm at Thomas Public Library.

Drew Rhed made a motion to adjourn this meeting at 8:47 pm.

The Board met in an Executive Session immediately following this meeting to discuss the possible acquisition of donated real estate.

Respectfully submitted,

Christine Hoover, Minutes Recorder for  
Michael Livovich, Secretary

