

Westchester Public Library
Board of Trustees
Minutes
May 12, 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, May 12, 2016, at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Bowersox, Technical Services Librarian Rose Halpin, Information Technology Manager Joe Harry, Attorney Terry Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

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

Thomas Branch Librarian Julia Bowersox gave an overview of the Teen Library Council (TLC). The group has been meeting since February 2015 with the goal of getting area teens more involved in the Library and in the community. Teens may be able get community service credit hours by assisting at Library programs such as children’s events. The TLC has made the suggestion of adding new furniture and shelving to the teen meeting room.

Approval of Minutes

A motion was made by Nick Tilden to approve the minutes from the April 14, 2016, regular meeting as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

A motion was made by Abbe Trent to approve the minutes from the May 5, 2016, special meeting as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

The Friends of the Library presented a check for \$7,000. This money came from the proceeds of the Friends of the Library Spring Book Sale and was deposited into the Gift Fund. A question was raised regarding the Pratt Trust Fund and whether or not the money in that fund could be invested. Director Yelich will check on this.

Approval of Claims and Warrants

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

Librarian's Report

More information on the Salary Study topic will be available at next month's regular Board meeting in conjunction with the 2017 Budget Draft.

There was a patron complaint regarding a book in the Children's collection. This complaint was handled by following proper procedure, and the patron seemed satisfied with the answers that were given.

Ellis Electric has been asked to give an estimate to fix the outdoor lights in the lower level of the Library Service Center courtyard.

A decision will be made as to whether or not to keep the service contract for the Library's HVAC system in effect with Precision. The individual from Precision who worked on the Library's HVAC is now at Johnson Controls, and it would be advantageous to have this individual continue working with the Library's system. Johnson Controls will also be giving a bid for the contract.

Steindler Signs and Graphix is the company chosen to construct the Library's outdoor signs. They suggested payment terms to be a 50% deposit followed by 30% when the signs are complete and approved in the shop, and the final 20% payment when the project is complete and inspected. These terms seemed reasonable. The original language in the contract stated Steindler would be using Porter bricks. This language was eliminated. The price went down slightly due to the Museum sign not needing to be double-sided to the price of \$44,248.10. This number includes tax, but since the Library is a tax-exempt institution, this should save another \$2,000.

Clerk Jake Johnston terminated his employment with the Library, and Jason Finner has been hired as his replacement. Cleaner Gayle Tuthill's last day of employment was May 9, and a replacement will be hired for her position.

Hoopla was initially contracted for a monthly maximum charge of \$1,000. Once that amount had been reached, patrons did not have access to this service. Because of this, the cap has been increased to \$1,500 per month, and this should accommodate all patron usage.

Hageman's hours will be changed to stay open on Friday evening, and their hours on Friday will now be 9:00 am to 7:00 pm. This change should not have any effect on the budget or staffing.

It has been decided to keep patrons' birthdays on their Polaris accounts. This birth date information will be useful in proving the identity of patrons who do not have a photograph in the system.

A representative from the Summer Food Service Program has provided more information on this program. Essentially, the Library would just serve as a site, and the sponsor would provide the food and get reimbursed for their expenses. At this time, just a snack will be provided by the sponsor once a week at Thomas and Hageman in conjunction with story time programming for children. A time and date will also be scheduled for teens to take part in this program.

On April 22, Director Yelich attended a tax abatement workshop hosted by Porter County Auditor Vicki Urbanik. On May 11, Director Yelich attended the second session of Internal Controls Training put on by Ronda Conrad. At this time, Ms. Conrad is not able to travel to Northwest Indiana to make a presentation; however, she would be willing to put on a presentation through the State Board of Accounts webinar or through a NILBA conference.

Most of the Library's managers attended the Indiana Library Federation (ILF) District 1 conference held in Michigan City on May 10.

The Friends of the Library Spring Book Sales raised \$4,382 in sales, \$642 in memberships, and \$2,420 from rare book online sales and magazines. The Friends provided a check for \$7,000, and this was deposited into the Gift Fund.

The issue of accepting credit cards for patrons' fines will be discussed at the monthly Directors' meeting. More information is needed before any type of credit card payment system is implemented.

The Library had a booth at an outdoor outreach hosted by NorthShore. This was a way to promote the Library's Summer Reading Program and other Library programs.

The Nonprofit Network Night-Volunteer Fair will be held June 16 from 5:00 pm to 7:30 pm. It will be held once again at the Spa, and light refreshments will be served. Nonprofits can have their representatives available to talk to the public and provide handouts, and the public is invited to learn about local nonprofits and volunteer opportunities.

Old Business

Salary Study - PERF

Director Yelich provided information regarding the PERF Hybrid Plan and the Annuity Savings Account (ASA). Currently, all Library employees receiving full time benefits are on the PERF Hybrid Plan, and it may be costly to switch them to the ASA-only Plan. New employees could enroll in the ASA-only Plan or have the option of enrolling in the Hybrid Plan. The Library currently pays 14.2% per employee into this Hybrid Plan, and 3% of this amount goes into the employee's ASA account. Director Yelich will check to see if someone from PERF could attend a Board meeting or be available on another night to better explain the different PERF plans.

New Business

Nonresident Fee Review and Renewal

The current nonresident fee is set at \$175, and this amount needs to be reviewed and renewed each year.

A motion was made by Drew Rhed to keep the current nonresident fee at \$175 and approve the Resolution to Renew Nonresident Fees – 2016 as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed. All Board members signed this Resolution attesting to their approval.

The next Board meeting will be held on June 9, 2016, at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 8:00 pm.

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

The Board of Trustees then reconvened in executive session to discuss strategy with regard to the acquisition of real property.