

Westchester Public Library
Board of Trustees
Minutes
June 9, 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, June 9, 2016, at 7:00 pm.

Members present: Abbe Trent
 Kathryn Cochran
 Michele Corazzo
 Michael Livovich
 Drew Rhed
 Nick Tilden
 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*, John Vetroczyk with the Indiana Public Retirement System, and Minutes Recorder Christine Hoover.

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

John Vetroczyk, Retirement Services Consultant with the Indiana Public Retirement System (INPRS), explained in detail the benefits allowed employees covered with the INPRS. The full time staff of the Library are currently enrolled in the PERF hybrid system. The PERF system is a traditional pension plan system. The employer pays 11.2% into the PERF system for pension benefits, and employees are vested after 10 years of service. Every member is required to make a 3% contribution to the Annuity Savings Account (ASA). This account is similar to a 401A plan. The amount is 100% vested and belongs to the employee whenever he/she leaves employment. Employers may make this 3% contribution for their employees as the Library has elected to do.

Effective July 1, 2016, an ASA Only Plan will be an option offered to employees in the INPRS. There would be a 3% mandatory contribution paid by employer or employee. However, the employer does not have to offer the ASA Only plan, as this plan does not have traditional pension benefits. The employer still has to pay a contribution to benefit the PERF pension fund.

Mr. Vetroczyk provided handouts outlining eligibility requirements, defined benefit formulas, retirement benefit options, and PERF benefit estimators.

Attorney Hiestand reviewed correspondence the Library received from the Town of Chesterton Redevelopment Commission regarding Tax Incremental Financing (TIF) districts. Attorney Hiestand explained that the taxing unit creating a TIF district usually absorbs the tax revenue generated by new assessed value in the TIF district which taxes would have otherwise benefited all of the taxing units

collecting property taxes from the TIF district. Chesterton determined that all of the new tax dollars being generated were necessary for expenses of the TIF district such as infrastructure improvements and debt service and therefore none of the new tax dollars would be allocated to any other taxing units including the Library.

Approval of Minutes/Claims and Warrants

A motion was made by Drew Rhed to approve the minutes from the meeting held on May 12, 2016, and the Claims and Warrants report as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

As to today's date, the Operating Fund is currently in the red. However, a direct deposit notice was received stating that a \$1,555,256.85 tax draw will be deposited on June 10, 2016.

A more efficient way of compiling statistical reports is still being worked on.

Librarian's Report

Work has begun on the Exterior Museum Restoration Project. Majestic Builders began work this week to include carpentry work and painting on the outside of the building. This restorative work should not impede any programs going on at the Museum. The Duneland School Corporation is coordinating this project.

Steindler Signs and Graphix will begin working on the Library outdoor signs as soon as they receive the 50% upfront payment. A check was made out to them for \$20,956.36 to cover this cost. After removing the taxes and the double-sided Museum sign quote, the total price dropped to \$41,912.72.

Johnson Controls, Inc., has been chosen to service the Library's HVAC system.

Ellis Electric will be replacing the lighting in the Thomas stairwells and running cable in the exhibit area of the Museum so security cameras and a router can be installed. They will also provide an estimate to replace the lighting in the courtyard of the Library Service Center.

Will Akers has been hired as a part-time cleaner at Thomas. Jennifer Mann has been hired as a substitute clerk. A Museum cleaner still needs to be hired.

Starting Friday, June 10, Hageman will expand its hours and be open from 9:00 am to 7:00 pm on Fridays only. All of the raised planting beds at Hageman are in use.

The Non-Profit Network Night/Volunteer Fair will take place on Thursday, June 16, at The Spa. This event is open to the public and has been advertised in the newspaper, Facebook, and through direct mailings.

The Bandstand Summer Concert and Family Film Series begins this coming Friday at Hawthorne Park. The movie *Minions* will be shown, and the Valparaiso University/Community Band will be performing. Burns Harbor will be the site of the August 6 concert and film event. There will be food trucks and popcorn and pop available.

The Summer Reading Program is underway for Children, Young Adults, and Adults. Nerf Night was held on May 21 for children in 6th-12th grade. Thirteen children attended and were excited about the event and seem to be looking forward to the next Nerf Night.

An incident occurred involving a patron verbally abusing and threatening staff members. The police were called, but the patron left before they arrived. This patron is permanently banned from the Library and was sent a "No Trespass" letter.

Patrons are no longer allowed to bring in their own copy paper into the Serials Department for use in printing from the computers. This has been done to avoid confusion as to payment for making copies, as patrons are charged 10 cents per copy not per sheet of paper.

On June 2, Director Yelich attended a Gateway Budget Training seminar put on by Department of Local Government Finance (DLGF) Field Representative Kurt Ott. On May 26, Technical Services Librarian Rose Halpin and Reference Manager Marta Schumacher attended a Statewide Remote Circulation System (SRCS) Training session. There is no definite date when the SRCS program will be active.

A link to the State Board of Accounts Internal Controls training webinar was provided to Board members.

There was an article in the *Duneland Today* magazine about the Library's MakerSpace Lab and 3D printers. This magazine is published by the Duneland Chamber of Commerce.

The annual Staff Appreciation Luncheon is planned for July 20 from 12:00 to 2:00 pm. Customarily, the library is closed during these hours to allow all staff members to attend.

Old Business Salary Study

Director Yelich has been meeting with all the Library managers to review employee job descriptions and working on standard operating procedures.

New Business 2017 Budget Draft

The 2017 growth quotient is not yet available, so the budget amount used in this draft is the same as last year's amount. Changes made from last year include increasing the salaries for all Managers and increasing the Technical Service Clerks' wages over the Circulation Clerks' wages. New job descriptions will clarify those who do more specialized work such as programming or technical work, and a different pay scale for Clerks may be necessary. Also being considered is to start newly-hired Clerks at a lower wage than those currently on the job.

The final budget is due on October 27.

Other Business Acquisition of Property

Over the course of several months, the Board has held lengthy discussions regarding accepting as a donation the property located on the southwest corner of the intersection of State Roads 49 and 20.

A motion was made by Michael Livovich to decline this donation. Abbe Trent seconded the motion. Michael Livovich, Abbe Trent, and Kathryn Cochran voted in favor of this motion. Nick Tilden, Michele Corazzo, and Rondi Wightman voted against this motion. Drew Rhed abstained from voting. Since this vote ended in a tie, the motion did not pass and the issue is tabled at this time.

A letter will be written thanking the donors for their consideration and advising them that the Board was not able to make a decision at this time regarding accepting this donation of property.

The next Board meeting will be held on July 14, 2016.

Drew Rhed made a motion to adjourn this meeting at 9:00 pm.

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