

Westchester Public Library
Board of Trustees
Minutes
July 14, 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, July 14, 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, Information Technology Manager Joe Harry, Graphics/Public Relations Assistant Jessica Deiotte, Graphics/Public Relations Assistant Jeannine Larimer, 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 7:03 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the June 9, 2016, Board meeting. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

The June tax draw was received, and the Operating Fund is now in the black. Kathryn Cochran inquired about the LIRF and Rainy Day Funds and how they correspond with the financial reports. To get a better understanding of the accounting procedures used, she will meet with Director Yelich and Bookkeeper Celeste Bradford to go over the reporting system procedures for these accounts.

Claims and Warrants

A question was raised regarding Claim Numbers 544 and 545, both made payable to Horizon Bank in the same amount of \$36.89 and both dated 7/14/2016. Director Yelich will check to see if these are duplicates or should in fact be separate checks.

A motion was made by Nick Tilden to approve the Claims and Warrants, pending a review of Claim Numbers 544 and 545 to see if in fact they are duplicate entries. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Board President Kathryn Cochran was requested to sign the Public Library Access Card (PLAC) Quarterly Report Signature Card for both Hageman and Thomas Libraries.

Johnson Controls has already been called out to work on the air conditioning units at both Hageman and Thomas Libraries. They were able to get both units operating fairly quickly.

In the past few weeks, there were phone outages at all four Library buildings. After trouble-shooting, ordering replacement parts, and replacing converters and switches, everything is now in working order.

Exterior repairs on the Brown Mansion housing the Westchester Township History Museum are well underway. Due to the nature of the work, certain areas of the Museum will be inaccessible to the public, but the regular exhibit area will remain open to the public during regular hours.

The Nonprofit Network Night/Volunteer Fair was held on June 16. There was a good turnout of nonprofit organizations. Brainstorming for next year's event is underway with the goal of increasing the number of volunteers attending this event. A possibility is to change the name of the event to just "Volunteer Fair".

The Statewide Remote Circulation System (SRCS) will begin on August 15. To date, 67 libraries are participating in SRCS, including Westchester Public Library.

Director Yelich and Celeste Bradford recently attended a budget webinar. It was reiterated that the County Council no longer has a nonbinding review of the Library's budget.

On July 20, Director Yelich and Thomas Branch Librarian Julia Bowersox will be attending a Department of Local Government Finance (DLGF) workshop with DLGF representative Kurt Ott. Notification was received that the growth quotient for the 2017 budget is 3.8%.

The Staff Appreciation Brunch will be held July 27 from 9:00 am to 11:00 am at The Spa. The Library will be closed during these hours. Michael Livovich will try to attend this brunch and say a few words to the staff. Abbe Trent and Nick Tilden may be available if necessary.

COTG, a copier service company, will not be used to provide maintenance and service for the Library printers. Attempts are being made to try to find another company to provide these services.

Plans are underway to hold a renaming ceremony dedicating the Library Service Center to its proposed new name, The Baugher Center. The dates of September 4 and 18 are being considered, but it may be more favorable to consider dates in the later part of September or possibly October. If a Chamber of Commerce ribbon cutting ceremony is desired, these can only be held during the weekdays.

A thank-you letter was sent to the family who expressed interest in donating property to the Library. This letter explained that the Board was unable to reach a consensus at this time regarding the land acquisition.

The NILBA meeting has been rescheduled to November 30.

Old Business Exterior Signage

The Signage Committee met with Tom Steindler of Steindler Signs and Graphix on June 29 to finalize the design. It was decided that a brick base needs to be part of the sign at the Library Service Center rather than a pillar-type base. Rose Brick provided brick samples to match the four Library buildings. Cap stones will be ordered from a separate company at an additional cost as these cap stones were not included in the original quote from Steindler.

The awning at the Library Service Center will be repainted, and paint samples and an estimate are in the works. The Building Department has requested surveys for the three Library buildings in Chesterton.

Salary Study

Job descriptions for full-time positions are now completed, and all this information has been emailed to Board members. A sub-committee of Michele Corazzo, Kathryn Cochran, and Rondi Wightman will meet separately to review the salary study and job descriptions and make recommendations to the rest of the Board. The Board agreed to meet at 6:00 pm on August 11 for a study session to hear the sub-committee's findings.

New Business Museum Lease and Repair Contribution

The lease between the Duneland School Corporation and the Library for the Brown Mansion housing the Westchester Township History Museum was originally a ten-year lease entered into on April 14, 2005. The originally agreed upon rent was for \$12,000 per year but was later raised to \$15,000 per year. This lease has been expired for over a year, and rental for the Museum has been operating on a month-to-month lease. The language in the original lease provided that either party could give notice of termination of the lease for the following year by giving notice by September 30.

Attorney Hiestand will contact the Duneland School Board and relay the Board's recommendations as follows: The Library would prefer a long-term lease for at least a 10-year term at the rental expense of \$15,000 per year, with an option to renew. Either party is able to give notice of termination of the lease with a year's notice. It is also recommended that the Library contribute \$15,000 towards the expense of the current outside repairs of the building.

Internal Controls

A Resolution to Establish Internal Controls was drawn up by Attorney Hiestand for the Westchester Public Library. This resolution states that the Library recognizes the responsibility to maintain minimum internal control standards as defined by the State Board of Accounts and resolves to ensure that personnel receive training. However, internal controls need to be in place before any training is given. Ideas establishing random audit checks were discussed as well as other issues that could be part of internal controls.

A motion was made by Drew Rhed to adopt the Resolution to Establish Internal Controls as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed. This Resolution was signed and dated by all Board members and numbered 2016-01.

The next Board meeting will be at 6:00 pm on August 11, 2016, for a study session and the regular meeting will begin at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 8:15 pm.

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