

Westchester Public Library
Board of Trustees
Minutes
August 11, 2016

A special meeting of the Westchester Public Library Board of Trustees was held at the Thomas Public Library, 200 West Indiana, Chesterton, Indiana, on Thursday, August 11, 2016 at 6:00 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 Christensen, Technical Services Librarian Rose Halpin, Information Technology Assistant Jonathan Lovett, Graphics/Public Relations Assistant Jessica Deiotte, Attorney David Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This special meeting was called to order by Board President Kathryn Cochran at 6:00 pm.

Salary Study

Director Yelich provided copies of the 2017 Budget Draft showing proposed salaries as presented on June 9, 2016. As a comparison, an updated copy of this 2017 Budget Draft was provided showing proposed changes suggested by the Salary Study Committee.

A concern was expressed regarding the 15% to 30% increase in pay for salaried employees, and if in the public eye such pay increases are justified. It was explained by Director Yelich and members of the Salary Study Committee that the proposed salary rates for full-time employees were based on a range of pay provided by surrounding, comparable libraries. Also, the numbers for this comparison were based on a salary study done by an independent company for Porter County libraries. Also taken into consideration were educational levels, experience, career levels, scope of duties, and the total value of the compensation package. The proposed pay increases for the Library employees are on the lower range of a low-to-high scale.

Updated job descriptions for all management positions are now on file. Updated job salary ranges will be put in place for future hires.

This updated Budget includes additional pay increases for technical/specialized Clerks. A proposed tier system was suggested to separate different levels of the traditional Clerk position. Three different tiers may be established with a different pay rate attached to each

Clerk level. An idea for different tiers would be: Page – Clerk 3, Desk Clerk – Clerk 2, specialized Clerks or Assistants – Clerk 1. This issue will be further addressed at the next Board meeting.

The Budget adoption is set for approval for October 27, 2016 with final approval needed on December 15, 2016.

Drew Rhed made a motion to adjourn this special meeting/salary study at 7:10 pm.

The Board took a short recess and then reconvened for the regular Board meeting. This meeting was called to order by Board President Kathryn Cochran at 7:20 pm with the same attendees.

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the July 14, 2016 Board meeting as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

It was noted in the Statistical Reports that the monthly Public Service Units Report showed that the Library Service Center had an 4,566.67% increase in program attendance. This figure will be checked on.

Approval of Claims and Warrants

There was a question last month as to a possible duplicate entry listed in the June Claims and Warrants Report. This matter was investigated and the items in the report were found to be correct; it was not a duplicate entry.

A question was raised regarding a claim in this month's report listing a check in the amount of \$0.13 (Claim No. 655). Another question was raised as to why there are so many checks being written to Baker & Taylor. Director Yelich will have an answer to those questions next month.

Regarding the Claims and Warrants Report, a suggestion was made to eliminate the name of the employee subject to a garnishment order. Director Yelich felt it was necessary to include the name of the person on the report for future reference and to be fully accountable as to where all monies are going.

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

Librarian's Report

The Museum exterior work is progressing. Storm windows are in the process of being installed. The basement door will be done in the next few months. Due to a computer mishap, the Museum computers deleted profile information, and the Library's IT Department attempted to recover the data. An outside agency was contracted to help recover more of the missing data. This situation showed the need to backup all Library computers on an off-site

location. There were two staff injuries that occurred last month at the Museum. Both employees are fine, and no claims are being filed.

The Museum is still in need of a part-time Cleaner. The Cleaner at Hageman is now working 25 hours a week rather than 20 hours per week. Eva Hopkins at the Museum could use a 10-hour per week helper. This will be looked into after the salary study is finalized.

The Staff Appreciation Brunch was held at The Spa on July 27. There was a good turnout, and it proved to be a fun event. Michael Livovich was in attendance and expressed to the staff the Board's appreciation.

On July 15, John Vetroccky of the Indiana Public Retirement System spoke with full-time staff members about PERF benefits.

The Statewide Remote Circulation System (SRCS) will be up and running on August 15. So far, 67 libraries are in the system. The Library's current Interlibrary Loan system will still be utilized for non-resident patrons and for resident patrons whose requests cannot be filled through SRCS. The Library will be lending out materials that are over one year old and from the general collection through SRCS. These requests will be handled through the Reference Department.

The Library has gotten involved in the Pokemon Go game. Each Friday in August, Thomas, Hageman, and the Museum are "lure" sites to attract people to the buildings. Special Pokeprizes are being given away each week. These prizes are a product of the Makerspace Lab.

On July 14, the Library set up an information table at the Symphony of Chesterton's Vendor Fair. The Library also had a booth at the Porter County Fair. It was estimated that over 900 people were reached during these two events. Off-site library card registration is being considered.

The last Bandstand Concert and Family Film Series was held on August 5 at Hawthorne Park. On August 6, the Library partnered with the Burns Harbor Redevelopment Commission and had an outdoor showing of *Star Wars: The Force Awakens* in Burns Harbor. *The Wizard of Oz* will be shown at Hawthorne Park on September 2. There may be a film shown at The Spa in the near future.

The Department of Local Government Finance (DLGF) Budget Workshop was held on August 4 and attended by Julia Christensen and Director Yelich. Field Representative Kurt Ott advised that the 2017 growth quotient is 3.8%, and the Circuit Breaker has been estimated to be \$109,674.77. The certified 2017 Net Assessed Values have been received from the Porter County Auditor's Office.

One investment CD in the amount of \$100,000 matured at the end of July. This is the CD that was split into two with the other \$150,000 due to mature in September. These two CDs will be combined to get back to the original amount of \$250,000.

Phil Baugher was contacted regarding possible dates for the Building Renaming Ceremony for the Library Service Center (Baugher Center). October 23 from 2-4 pm was the suggested date and time, as long as the new sign is in place by then.

The Building Department permits have been approved for Thomas, the Museum, and the Library Service Center (LSC), and permits have been received for Thomas and LSC. The bond has expired for Steindler, and this needs to be reissued before the permit for the Museum can be received. The stone caps have been ordered. Bids have been solicited for the awning painting at the LSC, and Ellis will give a quote for the light pole removal.

A special retirement gift from the Board will be presented to Phil Baugher at a date before the Building Renaming Ceremony. It was suggested to make this presentation on the same night as the October Board meeting.

The Children's Summer Reading Program was a success with a 27.5% increase in sign-ups. The finisher rate also increased 45.5%. There were 774 total participants, and 310 finishers. Also this summer, 1,247 free snacks were provided to children age 18 and under at both Library locations. Duneland Food Corporation was the sponsor for the program, and the Library provided the space. The Library is eligible to provide this service for five years.

The Volunteer Appreciation Luncheon is set for September 22.

There will be a "Day of Caring" on August 12 with a few staff members and volunteers. They will convene at the Museum at 8:00 am to weed the grounds.

Old Business 2017 Budget

The 2017 Budget needs to be approved for publication tonight. It does not need to be published, but it does need to be posted on the Gateway system. Changes can be made before final approval. The Budget amount is \$3,306,002, and the 2017 Budget Draft from the June Board meeting has been revised to reflect this new number.

A motion was made by Drew Rhed to approve the proposed 2017 Budget for Publication as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Museum Lease and Repair Contribution

There is no information to report at this time as there has been no input from the Duneland School Board on this matter.

New Business Commitment to Join ISL Consortium

Each year, an annual resolution to participate in the Indiana State Library Consortium for Public Library Internet Access needs to be passed. The Library is part of this consortium, and passing this resolution qualifies the Library for eRate funding.

A motion was made by Nick Tilden to pass the annual resolution to participate in the Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2017 through June 30, 2018. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

It was suggested to hold either the October or November Board meeting at Hageman.

The date of the next Board meeting is September 8, 2016, at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 8:10 pm. Michael Livovich seconded this motion.

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