

Board of Trustees
Minutes
October 13, 2016

A regular meeting of the Westchester Public Library (WPL) Board of Trustees was held at the Westchester Public Library, 200 Indiana Ave., Chesterton, Indiana, on Thursday, October 13, 2016, at 7:00 pm.

Members present: Abbe Trent
Kathryn Cochran
Michele Corazzo
Michael Livovich
Drew Rhed
Rondi Wightman

Member absent: Nick Tilden

Also present at this meeting were Director Leea Yelich, Thomas Library Branch Manager Julia Christensen, Circulation Manager Karyn Witt, Tech Svcs Branch Manager Rose Halpin, Attorney Terry Hiestand and substitute Minutes Recorder Celeste Bradford.

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

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the September 8, 2016, meeting as presented. Michael Livovich seconded the motion. All voted in favor, and the motion carried.

Financial and Statistical Reports

Reports were provided to all Board members for their review.

Approval of Claims and Warrants

Director Yelich confirmed there is nothing unusual to report here.

A motion was made by Abbe Trent to approve the Register of Claims and Warrants, Michelle Corazzo seconded the motion. All voted in favor, and the motion carried.

Librarian's Report

Director Yelich advised there was a claim in question from the previous Board meeting regarding a check for mileage that was not approved due to the employee not traveling out of the township. The claim was cancelled.

Karyn Witt, employee Treasurer, stamped the checks in Nick Tilden's absence as is normal when the Board Treasurer is absent.

Statistical Reports are being revised. Joe Harry is absent, however, will update us when he returns.

Insurance was a topic at a recent Director's meeting hosted here at our library on September 9, 2016. Most libraries group their policies with various companies. I called Anton's and verified that we have different carriers for different types of insurance. Several insurance companies will not cover libraries due to size. Terry Hiestand added that some insurance have quotas they must fill for different types of risk and they will send you on to the next company if their quota has already been filled.

I spoke with Nicole from Horizon Bank regarding the dates for the CD's maturing so close together and asked her to be sure not to have that happen again. She will stagger the dates for the reinvestments to be further apart.

We received a letter from State Librarian Jacob Speer regarding Indiana library loans IN-SHARE program stating that there will be a limit on the amount of free requests starting in July 2017. As of now, we use SRCS for resident patrons and INSHARE for any other items requested at the Reference Department. The patrons will not notice any difference between the two different loans.

We offered two different dates for Polaris training for clerks and Technical Services employees so hopefully the employees could attend one or the other.

September was Library Card Sign-Up Month. We had a display with Snoopy's dog house "Cooler than Cool" suggesting people sign up for a library card. There were chances for adults, teens and juvenile patrons to win books in a raffle. Suzi Chomel set up a table on the corner of Third Street during the European Market and signed people up remotely which going forward we be able to do at places such as the County Fair or nursing homes. We had a record number of new sign ups. As to the number of active cards, we went from 50 thousand down to 29 thousand after Karyn Witt weeded through the accounts. Approximately 10 thousand out of the 29 have outstanding fines. That would leave approximately 18 or 19 thousand active cards in good standing.

The Outreach Program is in progress with our new cards. Recently, we set up at Frontline Foundation which was very successful in putting WPL out in the community. We also put the cards in new teacher bags and new store bags in town.

The Library Volunteer Luncheon was held on September 22. Thanks you to those of you who could come and I'm sorry for those of you who could not. Please make sure you pick up your gift if you were not able to attend. Mr. Rosetti who did the gifts is also in the process of making table coverings with our logo on them for when we do Outreach Programs to make us easier to identify. Rondi Wightman suggested having a vertical sign instead of a table cloth so it would not be covered and should be easier for people to read.

Ellis Electric has fixed the stairwell lights at the Library Service Center. They also replaced the lights at the lower level in the courtyard by the Trustee's office. They will be installing a ceiling mounted projector on the mail level of the Library Service Center on the side where the meeting room tables are usually set up. We will determine at a later date if the wall will need to be painted like the one on the other half of the room or if a screen will be used by the groups that make use of this projector.

We did have a staff member who came down with Meningitis. We put up signs and notified staff and patrons that they had been exposed, however, it was not contagious. The employee recovered and was able to return to work. The Maintenance Department did an excellent job of keeping all surface areas clean. We followed what the Duneland schools have done in the past for this type of emergency since we don't have a policy in place for such an event.

We had some computer issues. October 3rd, the server went down. It was quickly up and running so there was not concern there. October 4th, I turned on my computer and the screen was black and popped up with a brand new Window's screen. We had everything backed up, so there was no loss of data.

I approved William Akers to have two extra hours on the weekends due to staff and patrons complaining the restrooms run out of supplies between Friday and Monday.

Heather and Rhonda are spearheading the chair upholstering. It has been determined that the wood is in good shape, but the fabric will have to be replaced. It looks like we will come in just under 20 thousand for 100 chairs. That will include some that will have to have the fabric on the arms as well as the backs and seats. Michele Corazzo added that she thinks the chairs should be nice because they can give off a good/bad impression of the library. Director Yelich injected that the new chairs will make it more inviting to stay at the library to read due to the comfort of the chairs. When Rhonda started looking at this about a year ago, there were actually fabrics that had been tested with "swipes" to see how many times people could sit on them.

There should be an invitation to the NILBA meeting scheduled for November 30th at the Lake County Library. Please RSVP to me so that we will be able to send one check for all attendees from our library. The library will pay for your meal and mileage.

There is a fifteen minute video that counts as your training for Internal Controls that we will all have to watch at the November board meeting. There will also be policies that will have to be looked at in December. We can start small and increase at a later date to be in compliance.

Old Business:

On September 26th Michele, Abbe, Terry and I went to meet with the owner of Steindler. They had solutions ready for repositioning the signs. On October 11th Frontier fixed the severed phone cable at the Museum. Steindler was also out on October 11th to begin repositioning the signs. Terry described the procedure to correct the repositioning. The owner was out of the country when the problems occurred, however, he was quick to own his company's mistake and make things right. It turned out to be a very pleasant experience.

For the Salary Study for part time employees we are still looking at the 3-tier position considering how long they've been here, and the job description. Most will fall under the public clerks title. There will be a few with the title of Page. We do have the flexibility with the budget for these part time positions. Plan of Service is the narrative for the budget. We will discuss this later on when I have more information compiled. I can highlight some of the areas that have changed from last year on the plan of service. We can look at it in November since this is the first time you've seen it.

New Business

2017 Budget – Public Hearing

I used the same system that Phil used as to when the Assessed Valuation is higher the bottom line will be lower. It's better to have a higher Assessed Valuation. We will go over the Plan of Service immediately following this meeting. There have been few changes made. There will be a transfer to LIRF at the end of 2017. Operating hours for Hageman changed from 9:00 am to 5:00 pm to 9:00 am to 7:00 pm on Fridays. I will be going over the terms of reappointment for the Board members to determine who is eligible for reappointment

Other Business

The Financial Report is showing the Investments as losing money into LIRF and not being reinvested. The money will be reinvested back into the Investments as soon as Nicole finds some CD's for us to reinvest into. There is a step-by-step process of the money coming in and going out of the Investment Fund and into and out of LIRF. All the investment interest will stay in the fund it originally came out of, which in this case is the LIRF fund.

There will be a special meeting of the Board of Trustees on October 27, 2016, at 7:00 pm

Respectfully submitted,
Celeste Bradford, Substitute Minutes Recorder for Christine Hoover
For Rondi Wightman, Secretary