

Westchester Public Library
Board of Trustees
Minutes
November 10, 2016

A regular meeting of the Westchester Public Library Board of Trustees was held at the Library Service Center (LSC), 100 West Indiana, Chesterton, Indiana, on Thursday, November 10, 2016 at 7:00 pm.

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

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

In the absence of Board President Kathryn Cochran, this meeting was called to order by Board Vice President Michael Livovich at 7:03 pm.

Approval of Minutes

A motion was made by Drew Rhed to approve the minutes from the October 13, 2016 regular Board meeting as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

A motion was made by Abbe Trent to approve the minutes from the October 27, 2016 special Board meeting as presented. Drew Rhed seconded the motion. All voted in favor, with Rondi Wightman abstaining, and the motion passed.

Financial and Statistical Reports

Director Yelich advised that the format for the statistical reports has been modified to present more accurate figures. A tax settlement is expected to be received in December. There was a question as to what item 1.26 "Other Employee Benefits" entails. This is a reimbursement for an employee currently taking classes to receive her MLS degree.

Approval of Claims and Warrants

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

Librarian's Report

A Photoshop license has been obtained for a computer in the Serials Department for patron usage, but there have been issues regarding getting it to work properly. A few more Photoshop licenses will be purchased for other machines in that Department. The cost is \$10 per month per machine.

Phil Baugher sent a thank-you card for the retirement gift presented to him from the Board.

Upcoming Board meetings and locations are as follows: December 15 at the Westchester Township Museum, and January 12 at Hageman Library.

The next Northwest Indiana Library Board Association (NILBA) meeting will be held on November 30 at the Lake County Public Library, Merrillville, Indiana, at 6:00 pm. Board members are encouraged to attend.

The terms of Board members Kathryn Cochran and Michael Livovich will expire on March 31, 2017. Michael Livovich expressed interest in renewing his term, and a letter will be sent to the County Council asking for his reappointment. Kathryn Cochran will be contacted to see if she cares to renew her term, and if so, a letter will be sent to the School Board asking for her reappointment.

A letter was received from the Equal Employment Opportunity Commission (EEOC) advising that an employment discrimination complaint has been filed against the Library by a former employee. This letter serves as notification only, and no action is required at this time. All the information has been forwarded to Attorney Terry Hiestand.

Maintenance employees have been working on clearing weeds and doing other fall cleanup on Library grounds.

The Friends of the Library Fall Book Sale raised \$4,534.46, including \$151 in membership fees. The Technology Sale brought in over \$100. On October 29, the Friends donated \$7,000 to the Library Gift Fund. In addition to the Book Sale, the Friends also sell magazines throughout the year, and they sell some of the more valuable or rare books through online sales. Other leftover books are purchased based on weight by a recycling company; however, this company does not recycle magazines.

Beginning on November 3, the Library has been under review by the State Board of Accounts. This is a four-year review covering the time period of January 2012 to December 2015. This review is routine and somewhat expected due to the Library having a new Director. This review should be completed by next week.

Staff evaluations are underway by Department Managers and are due by December 1. Director Yelich will evaluate managers.

Automation/Serials Manager Rhonda Mullin and IT Assistant Dan Hatch recently attended the Internet Librarians' Conference in Monterey, California. Ten Library Managers attended the

Indiana Library Federation (ILF) conference in Indianapolis this past week. Everyone agreed that their training was worthwhile. Director Yelich spoke with the management staff about not pushing themselves too hard and to be sure they do not exceed working 40 hours per week. The State minimum standards are easily met by providing numerous programming events throughout each day. Staff will look for ways to streamline programs so that similar programs are not being planned and implemented by two different staff members. Also, efforts will be made to be sure competing programs are not being offered at the same timeslots for the same target audience.

Due to lack of patron interest, the Sunday Tech Help Desk will be discontinued. The Tech Help Desk is open weeknights and on Saturdays for those patrons working weekdays.

The second annual Comic Con was held on Saturday, October 29 at the LSC. This event was expanded from last year's program to include more presenters and a costume contest.

Children's Librarian Heather Chaddock is developing a program wherein volunteers will be instructed as to how to prepare and give story times. These volunteers will then present one story time per month at a daycare facility within the Township. It was suggested to look into providing babysitting training at the Library.

There appears to be a sinkhole in the Hageman parking lot. Three contractors were contacted to give estimates to repair this problem, but no estimates have been received so far. The affected parking spaces are blocked off, and depending on the severity of the problem and the rate of deterioration, the entire parking lot may need to be blocked off.

Johnson Controls has gotten all the heating systems up and running for winter. There appears to be a bad idler pulley at the LSC, and it will cost approximately \$75 to replace this item. Also, an air conditioning unit in the Serials Department needs a power/circuit board replaced at a cost of approximately \$700.

As of the end of October, 1,803 patrons have subscribed to the Library's e-newsletter. Also, during October, 117 new library cards were issued.

The Library Journal Index of Public Library Service recently published their rankings for public libraries. In that study, the Library ranked 101 out of a peer group of 1,401 similar libraries. This is an annual ranking based on a variety of standards such as circulation, program attendance, to name a few.

Old Business Exterior Signage

The Signage Committee had a meeting with Steindler on October 10 regarding some problems noted with the work that was done. Steindler fixed the issue of holes not being aligned and made them symmetrical. Signs were put in the ground, and brick will be put around the signs. It was mentioned at tonight's meeting that the sign at the Museum appears to be off center

and not parallel with the sidewalk and street. This needs to be addressed before the brick is laid.

Salary Study

The Amendments to the Fair Labor Standards Act require that all full-time salaried staff making a salary of less than \$47,476 per year receive overtime pay for any hours worked beyond 40 hours per week. In order to avoid overtime pay, Library managers making less than this amount can be listed as "hourly". Full-time employees are advised not to put in more than 40 hours per week. This issue will be researched further to verify if in fact salaried employees can be kept as "salaried" and kept at their current pay as long as they do not exceed 40 hours per week. Part-time employees are sent email alerts regarding shift changes or open shifts. This may be counted as time worked for them as they are required to check these messages while they are not on the clock.

Upcoming new positions in 2017 will be for a 10-hour per week Museum helper for the Genealogy Department, Children's Department Programmers, and a manager of the Graphics/Public Relations Department. These positions will be advertised and open for anyone to apply.

Plan of Service 2017

The Plan of Service 2017 needs to be updated to reflect recent changes. Wherever the name "Library Service Center" appears, it will be changed to "Baugher Center". On page 71, Kathryn Cochran and Michael Livovich's Board terms will be changed to terminate on March 31, 2017, and language will be added to state that they are eligible for reappointment. These changes can be voted on at the next meeting. The Technology Plan expires at the end of June. This Plan is being combined with the Long-Range Plan and both can be approved at the end of June.

Investments

There were some questions regarding the reinvestment of CDs currently being managed by Horizon Bank. There was a question as to why CDs that matured in August were not reinvested more promptly. Horizon was initially given the instruction not to have more than eight CDs mature in any given month; however, Horizon is requesting more guidance from the Library as to how to proceed with investments in the future. It was suggested to restate the instructions that not more than \$2 million in CDs mature in any one particular month, as agreed upon at the July, 2015 Board meeting. Director Yelich will determine if any other specific instructions were given to Horizon Bank.

New Business Internal Controls Training Video

Board members watched an Internal Controls Training Video provided by the State Board of Accounts and then signed the Internal Controls Certification Training Form stating that they watched this video. The Library has already implemented several Internal Controls Standards and more will be added. The Library Board or a portion of the Board can be considered an oversite body, similar to a committee, responsible for monitoring internal controls activity since the Board is considered a legislative body. The Board decided not to name an oversite body for

internal controls but that the entire Board will be the responsible for monitoring internal controls.

Internal Control Procedures/Policy

A copy of this Policy was given to all Board members for review. At this time, the Policy is more of a framework to build upon. This Policy specific to the Library can be adopted at a future Board meeting.

Community Survey

Although on this night's agenda, this issue was tabled at this time.

Other Business

Liberty Mutual Insurance conducted a risk management review of the Library to evaluate where potential problems may be regarding money and public use of Library facilities. Some of their suggestions are as follows:

Meeting Room Policy

A suggestion was to have staff lock and unlock doors when outside groups are using the facilities outside of normal Library business hours. This staff person would also secure the building after the meeting ended and would be paid by the group using the building. Currently, a representative of the meeting group is given a key to lock up after the meeting if the meeting runs past Library operational hours. This policy can be reviewed and changes can be made at a future meeting.

Emergency Policy

AED training may be added to the current Emergency Policy. Staff will have CPR and AED training in 2017. Anton Insurance will also be providing additional safety training to staff.

Library Vehicle Policy

Employees using their own vehicles for official Library business should be added to the Library Vehicle Policy, and it should be verified that these employees have adequate insurance. This would include staff who deliver materials to homebound patrons. This can be voted on at the next Board meeting.

The next Board meeting will be held on Thursday, December 15, 7:00 pm at the Westchester Township History Museum.

Drew Rhed made a motion to adjourn this meeting at 10:30 pm.

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

The Board then reconvened in executive session to discuss strategy with respect to acquisition or lease of real property by the governing body.