

Westchester Public Library  
Board of Trustees  
Minutes  
December 15, 2016

A regular meeting of the Westchester Public Library Board of Trustees was held at the Westchester Township History Museum, 700 West Porter Avenue, Chesterton, Indiana, on Thursday, December 15, 2016 at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology Manager Joe Harry, Circulation Manager Karyn Witt, Museum Curator Serena Sutliff, Attorney Terry Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order at 7:01 pm by Board President Kathryn Cochran.

A motion was made by Michele Corazzo to proceed with a consent agenda for the approval of Minutes, Financial and Statistical Reports, and Claims and Warrants. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

A motion was made by Nick Tilden to approve the consent agenda items as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Major and Minor Transfers

There are no major transfers this year. There were four minor transfers that do not need to be voted upon.

Transfer to Library Improvement Reserve Fund (LIRF)

A transfer of \$122,793 will be made from the Operating Fund to the LIRF as planned. The fall 2016 tax settlement in the amount of \$1,307,305.79 was received this week.

Claims and Warrants

A check was issued to Steindler Signs and Graphics in the amount of \$12,627.35. This amount represents 30% of the total cost of installing exterior signs at all Library buildings. However, this 30% was to be paid “upon completion and in shop review” of work done. Since the work has not been completed, a letter has been sent to Steindler asking them to ensure that

masonry work will be done. The check for Steindler will be withheld until a satisfactory response is received from Steindler.

There was a question regarding a check made payable to Innovative Interface Inc. in the amount of \$30,142.80. This is a yearly fee for the Polaris software maintenance for the ILS System which handles the Library catalog.

### Librarian's Report

Director Yelich advised that there is documentation that Horizon Bank was instructed not to have eight or more (\$2,000,000+) CDs **maturing** in one month. There was no documentation instructing Horizon Bank not to **reinvest** more than eight CDs in one month.

A motion was made by Michele Corazzo to instruct Horizon Bank to NOT reinvest more than eight CDs in one month (over \$2 million) unless there is written authorization. Drew Rhed seconded the motion. Four Board members voted in favor, Abbe Trent abstained, and the motion passed. These instructions serve as a follow-up to the Library's Investment Policy.

At last month's Board meeting, there was a question as to how the Fair Labor Standards Act (FLSA) would impact salaried employees. It was determined that salaried employees should remain salaried, and overtime will not be granted unless there is an emergency situation that requires overtime.

The State Board of Accounts reviewed the Library for the period of January 2011-December 2015. It was noted to void checks that have been outstanding for two years, and to report the petty cash fund. Also, a change was made in reporting trust and withholding in the Gateway system. Overall, it was a positive review.

The staff Christmas party was held on December 8 from 12:00 to 2:00 pm. The Library was closed during those hours so all staff could attend.

The State Board of Accounts advised that the "fiscal officer" is considered to be the Board treasurer, and as such, the treasurer will now be asked to sign off on the 100R and Annual Financial Report.

Health insurance has been renewed for full time employees. Anthem offered a fairly comparable plan to what was held previously.

### Old Business                      Exterior signage

The signs are not completed yet due to several issues including masonry work.

A motion was made by Drew Rhed to encumber the 20% balance of funds to pay for this project from the year 2016 budget appropriation. Abbe Trent seconded. All voted in favor, and the motion passed.

Several changes were made to the Plan of Service 2017 and provided to the Board for review. One new item mentioned under “Special Projects” is to attain a matched e-rate contribution for pulling cable at all Library buildings. This project may cost the Library around \$30,000 in 2017. A motion was made by Abbe Trent to adopt the Westchester Public Library Plan of Service 2017 with the noted changes. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

#### Internal Controls

All Library staff are required to view the Internal Controls training video, and several showings are being offered at various times. There have been no new additions to the Internal Controls report at this time.

#### Meeting Room Policy

Several changes have been made to this Policy to include changing the name of the Library Service Center to the Baugher Center. Also, the Library will now require that a staff member open and close up the buildings rather than giving out keys to outside groups using Library facilities. These and all the other noted changes made to this policy can be voted on at next month’s meeting.

#### Emergency Policy

CPR and AED training will be part of this policy. The chain of command responsible for closing the Library due to unhealthy conditions is as follows: Director, Administrative Assistant, Thomas Branch Librarian. The changes made to this policy can be voted on at next month’s meeting.

#### Library Vehicle Policy

Language has been inserted to cover employees using their personal vehicles on Library business. This includes language stating that employees keep their driver’s license information current as well as their auto insurance on their vehicle and that any accidents be reported immediately to the police and then to the employee’s supervisor and the insurance company. There were questions regarding who needs to be part of this policy and to verify that the Library has coverage for employees using vehicles on Library business. The changes made to this policy can be voted on at next month’s meeting.

#### New Business            2017 Schedule of Meetings

The 2017 Board meeting schedule was provided for approval. It was noted that the December 2017 meeting will be held on the second Thursday of the month, December 14, rather than the customary third Thursday of the month.

A motion was made by Michele Corazzo to approve the 2017 Schedule of Meetings with the noted change for the December meeting. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

This schedule will be sent to media outlets who requested notification of these sessions.

### 2017 Beginning Budget: Appropriations, Materials, and Salaries

The Beginning Budget Appropriations, Salaries and Materials Allocations needs to be approved for 2017. Several new programming positions are included in the budget as well as provisions for a new Museum Clerk.

A motion was made by Abbe Trent to approve the 2017 Beginning Budget as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

### Legal Services Contract

The Legal Services Contract for Attorney Terry Hiestand needs to be approved. It is the same contract as last year and provides for a salary in the amount of \$15,000 per year. However, this payment is being changed from quarterly to monthly.

A motion was made by Nick Tilden to approve the Legal Services Contract for Attorney Terry Hiestand as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

### Library Board Appointments

The Board appointments of Kathryn Cochran and Michael Livovich are scheduled to expire next year.

A motion was made by Drew Rhed to request the reappointment of Michael Livovich from the County Council. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

A motion was made by Drew Rhed to request the reappointment of Kathryn Cochran from the Duneland School Board. Rondi Wightman seconded the motion. All voted in favor, with Kathryn Cochran abstaining, and the motion passed.

Director Yelich will send out letters to the County Council and Duneland School Board asking for these reappointments.

### Other Business      Community Survey

The Board is looking for a planning tool for the future to ascertain what the community's wants and needs are from the Library. At this stage, some type of community survey is being considered but possibly to be done by a professional organization. Director Yelich will contact the Duneland YMCA about the community survey they recently conducted.

### Complaint Letter

A letter was received from local resident and Library volunteer Nancy Hokanson expressing her displeasure with the new Library signs. The letter made reference to the writer's opinion that the signs don't conform to the character of the buildings. It was suggested Ms. Hokanson be contacted either personally or by letter explaining the process undertaken of choosing the design and location of the signs and that the signs are not completed.

The next Board meeting will be held on Thursday, January 12, 2017 at 7:00 pm at the Hageman Library.

Drew Rhed made a motion to adjourn this meeting at 8:20 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 and to discuss job performance evaluations of individual employees.