

Westchester Public Library  
Board of Trustees  
Minutes  
May 11, 2017

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, May 11, 2017 at 7:00 pm.

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

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Christensen, Information Technology (IT) Manager Joe Harry, Circulation Manager Karyn Witt, Technical Services Librarian Rose Halpin, Attorney Terry Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order at 7:00 pm by Board President Michael Livovich.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the March 9, 2017 meeting as presented. Michele Corazzo seconded the motion. All voted in favor of the motion, with the exception of Rondi Wightman since she did not attend this meeting, and the motion passed.

A motion was made by Michele Corazzo to approve the minutes from the April 13, 2017 meeting as presented. Rondi Wightman seconded the motion. All voted in favor of the motion, with the exceptions of Kathryn Cochran, Abbe Trent, and Nick Tilden, since they did not attend this meeting, and the motion passed.

Financial and Statistical Reports

The first tax draw is expected to be received in the near future.

The statistical reports for Public Service Units and circulation stats will now show “NAN” meaning “Not a Number” for percentages of change less than zero.

The “Outreach” category refers to off-site promotions that typically involve staff handing out Library information or speaking about Library activities to groups such as schools or businesses.

### Approval of Claims and Warrants

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

### Librarian's Report

An updated Board list was passed out. Michele Corazzo wanted to verify that her partial term as a Board member does actually count as only a partial term and not as a full term.

Board members were asked if the tablet or Chromebook they currently use for Board meetings is sufficiently meeting their needs. It was decided that no new items need to be purchased at this time.

Staff changes for the month include the hiring of Ron Horton as the Maintenance Manager. His first day will be May 15. Clerk Yvonne Cowan's last day was April 28. Anna Crowley was hired as a part-time Clerk.

It was brought up that there is a loose, rusted grate near the door at the Baugher Center. This could possibly be a tripping hazard and needs to be addressed. As a temporary measure, it was suggested to put a cone over it.

On May 8, both Kovenz and Steindler inspected the stone caps. Although they look beautiful, there is still a bit of clean-up work that needs to be done by Steindler to complete the job. The last step of the project will be to do some landscaping around the signs.

The spring Friends of the Library Book Sale raised over \$5,000. Proceeds donated by the Friends are deposited into the Gift Fund, and then these funds are used for various events that are not part of the Library's budget.

The Volunteer Appreciation Luncheon was moved to April since that is National Volunteer Month.

The Library's Technology Plan is set to expire in June. According to the Indiana State Library, since the Technology Plan is now part of the Long Range Plan, a separate Technology Plan does not need to be done.

The *Being Mortal Program* recently offered at the Library was a big success. This Program involved a screening and a panel discussion. A vast majority of the attendees responded that they would attend another such discussion regarding end-of-life issues.

### Old Business

There was no old business to discuss.

### New Business

Nonresident Fee Review and Renewal

It is recommended that this policy stay as it is with no changes. The policy currently states that the nonresident fee is set at \$175 per year for anyone not eligible for a PLAC card.

A motion was made by Rondi Wightman to renew and approve the Resolution to Renew Nonresident Fees as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed. Board members signed this Resolution attesting their vote.

#### Reference Services Policy

This policy has been updated to eliminate the \$2 interlibrary loan fee. The Library is now using the statewide SRCS plan, and there is no need to charge the \$2 fee. This policy can be reviewed by Board members and voted on at the next meeting.

#### Circulation Policy

A few minor changes have been made to this policy, and these changes can be reviewed by Board members and voted on at the next meeting.

#### Other Business      Vision 2037

Gerard Pannekoek of the Future of Chesterton Foundation recently advised that Chesterton High School students and staff would not be able to conduct the community survey as previously discussed. On May 18, Director Yelich will be meeting with the Director of the Duneland YMCA and discuss some possible partnership ideas and the recent community survey the YMCA conducted.

At this point, the Vision Committee would like to meet on June 5 to discuss new strategy ideas and possibly look at library designs.

The date of the next Board meeting will be Thursday, June 8 at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:47 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for

Drew Rhed, Secretary

The Board of Trustees 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 evaluation of individual employees.