

Westchester Public Library  
Board of Trustees  
Minutes  
January 11, 2018

A regular meeting of the Westchester Public Library Board of Trustees was held at the Hageman Public Library, 100 Francis Street, Porter, Indiana on Thursday, January 11, 2018 at 7:00 pm.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, Nick Tilden, Abbe Trent, and Rondi Wightman

Also present at this meeting were Director Leea Yelich, Interim Library Director Phil Baugher, Attorney Terry Hiestand, Library employees Suzanne Chomel and Joe Harry, Minutes Recorder Christine Hoover, and two members of the public.

This meeting was called to order by Board President Michael Livovich at 7:05 pm.

Approval of Minutes

Minutes from the December 14, 2017 meeting and January 4, 2018 meeting were made available for Board approval. It was suggested to make a change to the wording on page 4, under Other Business -Vision 2037 of the December 14 meeting. The sentence reading "These **are being** reviewed by Board members" should be changed to "These **will be** reviewed by Board members."

A motion was made by Michele Corazzo to approve both sets of minutes as presented, with the noted change, from the December 14, 2017 and the January 4, 2018 Board of Trustees meetings. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

There were no comments regarding the Financial and Statistical Reports.

Amended Minor Transfers

An amended minor transfers report was provided showing two additional transfers that were made since the December 14, 2017 meeting to close out the calendar year.

Claims and Warrants

Two Claims and Warrants Reports were provided: one covering the time period of December 15, 2017 to December 31, 2017; and the other covering the time period January 1, 2018 to January 11, 2018. Several large payments were made during this period to include the purchase of updated AWE computers for the Children's Department. Also, a large payment was made into the Health Savings Account (HSA). This large HSA payment is always made at the beginning of the year.

A motion was made by Nick Tilden to approve the Claims and Warrants from the time period of December 15, 2017 to December 31, 2017, and from January 1, 2018 to January 11, 2018. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

### Cancellation of Old Warrants

A list of six outstanding checks dated over two years was provided. It is the Library's policy to cancel checks if they have not been cashed in two years.

A motion was made by Drew Rhed to cancel the outstanding warrants over two years old. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

### Librarian's Report

Staff members Julia Christensen, Paulette Long, and Meghan Rogers have resigned. Dashaunna Holloway, Nathan Kroft, and Tyler Thomas are now Clerks, and Jason Finner is now a Substitute Clerk. Phil Baugher rejoined the Library staff on January 8 to prepare to begin serving as the Interim Library Director on January 16 after the effective date of Leea Yelich's resignation on January 15.

The 1782 Notice has been received. The budget of \$3,438,242 was approved with a levy of \$3,070,723. The tax rate will be 0.1922. The Library has responded to this Notice.

The Public Access Counselor's Office rendered an opinion that the Westchester Public Library has not violated the Open Door Law. This opinion was given in response to a formal complaint alleging the Library violated same law.

One CD matured at the end of December, and it was reinvested by Horizon Bank.

Muzzy, a foreign language learning platform for children, has been purchased. Children's Librarian Heather Chaddock will be doing a staff training on Muzzy this month, and the Children's Winter Reading Program will be based around Muzzy.

A new multi-function device has been ordered for the Graphics/Public Relations Department to replace the black-and-white Riso and color printer.

The furnace in the exhibit area of the Museum was not working properly, and space heaters were temporarily being used. Duneland School Corporation replaced the thermostat on the main floor of the Museum and will also be replacing the switch on that furnace. The heat is working again.

The landscape rocks have been moved from in front of the Museum. The rocks are now in the landscaped areas of the auxiliary parking lot at Thomas Library and at the parking lot across from the Baugher Center.

Today at Thomas Library a patron was found to be using marijuana in the men's restroom. The police were called.

On behalf of the Board of Trustees, Board President Michael Livovich thanked Leea Yelich for her years of service at the Library.

Old Business              Legal Services Contract

Attorney Terry Hiestand provided copies of the Legal Services Contract with a proposed change. The change is found on page 1, item 4, and involves the right of the attorney to charge an extra hourly rate for Human Resource issues or in multi-year municipal bond financing.

A motion was made by Drew Rhed to approve the revised Legal Services Contract as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Library Board Appointments

The terms of Board members Drew Rhed and Rondi Wightman will expire this year. Both have expressed interest in reappointment. Letters have been prepared to send to the County Commissioner for the reappointment of Rondi Wightman and to the Westchester Township Trustee for the reappointment of Drew Rhed, if the Board approves these two reappointments. A motion was made by Kathryn Cochran to approve sending the reappointment letters for Drew Rhed and Rondi Wightman. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

New Business              Review and Readopt Board Bylaws

There were no changes to the Board Bylaws from 2017. A future consideration suggested by Attorney Hiestand would be to review article 9, section 10, as it pertains to how the public may address the Board.

A motion was made by Abbe Trent to readopt the Bylaws of the Board of Trustees. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Review and Readopt Library Computer and Internet Acceptable Use Policy

There were no changes made to this existing policy. Attorney Hiestand suggested that in the future, other Library policies regarding patrons and staff viewing explicit images be combined into the Library Computer and Internet Acceptable Use Policy. Updates and changes can be done at any time.

A motion was made by Nick Tilden to readopt the Library Computer and Internet Acceptable Use Policy as is. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Director Search

According to the Library Director Succession Policy, a Search Committee needs to be formed to begin the process of hiring a new Library Director. Mr. Baugher suggested that members of the public be involved in the search process, and he recommended that Rick Hokanson, Claire Williams, and Celeste Bradford be part of this committee, along with Board members Abbe Trent, Kathryn Cochran, Michael Livovich, and Interim Director Phil Baugher. Celeste Bradford and Phil Baugher would be non-voting members of this committee. Some of the duties of the Search Committee would be to update the job description, develop a profile for the candidate, decide if an outside firms needs to be involved, determine a salary range, develop a schedule for the process, and conduct interviews.

Phil Baugher provided a "Director search packet" to all Board members. He proposed that the Director's salary range should be \$65,000-\$75,000 and that the candidate be a person holding a Library Certification One which requires six years of library administrative experience. Mr. Baugher would like to begin advertising this position immediately.

The Search Committee can decide the best way to keep the rest of the Board up to date with the progress of the search for a new Director.

A motion was made by Abbe Trent to approve the Search Committee comprised of Rick Hokanson, Claire Williams, Celeste Bradford, Abbe Trent, Kathryn Cochran, Michael Livovich, and Phil Baugher. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to approve a notice of the position available for a Director of the Westchester Public Library and to publish such notice. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

#### Future Board Meeting Locations

It was suggested by a Board member to hold future Board meetings in the Bertha Wood Room at Thomas Library. This request was made due to the Bertha Wood Room having more space for the public and better ventilation than the current meeting room in the Director's office. This may displace other groups who have already reserved this room, there may be more noise interference, and it would involve having to physically move meeting items from the Director's office to the Bertha Wood Room. Reserving the Bertha Wood Room for further Board meetings will be looked into to see what groups may need to be displaced in order to conduct monthly Board meetings there.

It was requested to move the February 8 Board meeting until February 15 due to a scheduling conflict of the Interim Director.

A motion was made by Abbe Trent to amend the 2018 Board of Directors Meeting Schedule to change the February 8 meeting to February 15 and that the location be changed to Hageman Library. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

#### Other Business      Decision on Personnel Grievance Matter

After consideration of all materials provided and statements made to this Board in a grievance proceeding conducted pursuant to Westchester Public Library policies and procedures, Kathryn Cochran made a motion that the Board find that the Director of the Library acted within her discretion to place a disciplinary letter in the employee's file, and that the employee's grievance is denied. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

#### Library Records Policy/Memo

Changes suggested at last month's meeting were made to this policy and were noted on the policy provided at tonight's meeting. The statute regarding Indiana Code as it pertains to public access of records was included in the policy. A hyperlink of the entire statute will be posted on the website by the Library IT staff. Minutes of Library Board meetings after January 1, 2016 will be posted on the Library's website. Each month, minutes of Board meetings will be posted on the website after their approval by the Board.

A motion was made by Nick Tilden to adopt the revised Library Records Policy with the technical change of inserting a hypertext link of the Indiana Code regarding public access to information on the Library's website and removing same footnote from the printed policy. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

#### Vision 237

Due to the business of searching for a new Director, there is nothing new to report on Vision 2037 at this time. Meetings for Vision 2037 will be put on hold until further notice.

It was the Interim Director's opinion that the Library not move forward with hiring an Assistant Director or Branch Librarian until the hiring of a Director. Once hired and in place, the new Director can be involved in these hiring decisions. However, there is still a need to hire a Technical Services Librarian.

The next meeting of the Board of Trustees will be held at 7:00 pm on February 15, 2018 at Hageman Library.

Drew Rhed made a motion to adjourn this meeting at 8:16 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for  
Drew Rhed, Secretary

Westchester Public Library  
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The Board of Trustees then reconvened as the Board of Finance.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, Nick Tilden, Abbe Trent, and Rondi Wightman

Also present at this meeting were Director Leea Yelich, Interim Library Director Phil Baugher, Attorney Terry Hiestand, Library employees Suzanne Chomel and Joe Harry, Minutes Recorder Christine Hoover, and two members of the public.

This meeting of the Westchester Public Library Board of Trustees as a Board of Finance was called to order by Board President Michael Livovich at 8:17 pm.

Election of Officers

Kathryn Cochran nominated Michael Livovich as President and Drew Rhed as Secretary of the Board of Finance. Michele Corazzo seconded these nominations. Since there were no other nominations, the nominations were closed.

Kathryn Cochran made a motion that the slate be elected by acclamation. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Investment Report

An Investment Summary Report was provided for the period January 1, 2017 to December 31, 2017. This report listed the Operating Fund interest, Operating Fund fees paid out, Library Improvement Reserve Fund investment interest, and Rainy Day Fund investment interest.

Review and Readopt Investment Policy

A motion was made by Abbe Trent to readopt the Investment Policy as is. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Drew Rhed made a motion to adjourn the Board of Finance meeting at 8:22 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for  
Drew Rhed, Secretary

