

Westchester Public Library
Board of Trustees
Minutes
February 15, 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, February 15, 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 Interim Library Director Phil Baugher, Attorney Terry Hiestand, Patricia Jackson, Library employees Suzanne Chomel, Joe Harry, and Celeste Bradford, Minutes Recorder Christine Hoover, and two members of the public.

This meeting was called to order by Board President Michael Livovich at 7:04 pm.

Adoption of the Revised Agenda

A revised agenda was provided to the Board at the onset of tonight's meeting to include information on additional staff changes and Other Business – Check Policy.

A motion was made by Kathryn Cochran to adopt the Revised Agenda as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Patron Comment

Former Library Clerk Patricia Jackson requested to have a few minutes to address the Board. She gave her opinion as to what she felt are necessary qualities for a Library Director and how the staff ought to be treated by management. Her written statement was left with the Board for further review.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the January 11, 2018 Board of Trustees meeting as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

A motion was made by Michele Corazzo to approve the minutes from the January 11, 2018 Board of Finance meeting as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

The 2018 Budget Order has been received with no changes from the 1782 notice received in January. The property tax cap credits for 2018 are reported as being \$131,948. These dollars will be held back from the levy collections.

There were 28 pages of data in this month's statistical reports. Interim Library Director (ILD) Baugher suggested simplifying the Statistical Reports to make them more understandable and useful since 28 pages of information can be overwhelming and difficult to track.

Three investments came due and were reinvested. A summary of the three new reinvestments were made available to the Board at tonight's meeting.

As part of the credit/debit card proposal, it was recommended by Horizon Bank that the Library change the "sweeping" from the Public Fund Checking Account into a sweeping Public Fund Money Market Account to give approximately an extra 1% interest on the money. This is being done by other area libraries and municipalities, and the State Board of Accounts approve of this measure. The money in this account is FDIC insured.

A motion was made by Nick Tilden to authorize the Interim Library Director to change the sweeping from the Public Fund Checking Account into a sweeping Public Fund Money Market Account to earn additional interest. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Claims and Warrants

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

Librarian's Report

There were a few weather related Library closings during the past month. With the heavy snow removal, two of the Library's snow blowers broke down, and a new one had to be purchased. One of the broken blowers was already repaired, and there will be an attempt to repair the other broken blower. Another blower may need to be purchased for next winter.

A processing policy is in place to accept credit/debit cards for patron fees and items being purchased at the Museum. Moving forward with this, the Library would purchase equipment, and the Library will pay an installation fee as well as service charges to the bank. Transaction fees will not be charged to patrons. American Express will not be accepted due to higher service fees, and patrons are restricted to a minimum charge of \$1. Training will be needed to acquaint the staff with using the credit/debit card machines.

Landscaper Tim Miller would like more involvement in all types of Library landscaping projects. The Landscaping Committee will be sure to include him in all meetings and discussions of future projects. A tree on the southeast corner of Thomas Library sheds considerable amount of seed pods on the sidewalk and street making these areas messy and hazardous for walking. Removal of this tree is strongly suggested, and replacement of this tree may be part of an overall landscaping project in the future.

Tonight's meeting agenda and past minutes of meetings have been posed on the Library's website.

There was a Polaris upgrade which resulted in the loss of some regular and custom reports. IT Manager Joe Harry is working with Polaris to address the problem.

At a recent Supervisors' meeting, it was suggested that there be more Polaris training for staff, especially for Circulation Clerks. With staff turn-over rate as it is, it has been difficult to keep

Clerks properly trained. IT Manager Joe Harry was asked to work with the other ITs and managers who know circulation and OPAC to put together a basic in-house training session using resources available through Polaris. These sessions can be recorded for new employees and also used as a refresher for current employees. A new training server will be purchased for \$5,400 which would allow “live” training.

The Indiana State Library (ISL) has been contacted to provide some on-site training sessions. They are restricted to providing up to four on-site sessions per year; however, if the sessions are opened up to other libraries, more sessions can be conducted. The Indiana Civil Rights Commission conducts a Discrimination/Sexual Harassment workshop. They may be asked to provide a session on this topic for Library staff.

Staff committees have been appointed for 2018. A list of these committees and staff coordinators was provided.

As reported in the annual Plan of Service, the light fixtures in front of the Baugher Center need to be replaced with pole lights that match the Thomas lights and those of the downtown area. Ellis Electric quoted the price of \$12,590 to replace the Baugher Center lights. Ellis also gave the quote of \$4,830 to replace the exterior building lights of Thomas with LED lighting. In addition Ellis suggested that the existing ballasts and bulbs in all of the pole light at Thomas be replaced with LEDs, and quoted a price of \$2,550 for this project. ILD Baugher plans to approve the project for the lights at the Baugher Center and Thomas exterior building lights. Since there may be some NIPSCO rebates for installing LED lighting, it may be feasible to go ahead with the project of changing the bulbs in all of the pole lights as well. This will be discussed with Ellis.

The elevator is still experiencing problems, and service company Kone recommends that the hydraulics be replaced. Kone has been difficult to work with, and it is recommended to switch service companies.

The rear door at Hageman will be replaced, and the entry keypads at Thomas and Hageman have been replaced.

Several building maintenance issues need to be addressed. The vinyl tile in the public restroom areas are stained. If this tile cannot be properly cleaned, it may need to be replaced with ceramic tile.

The T-12 fluorescent tubes need to be eliminated. Nearly all of the fixtures in Library buildings are T-12s, and it would be an expensive project to undertake right now. However, appropriating some funds out of the Library Improvement Reserve Fund (LIRF) in 2019 for the project of replacing the T-12s with LEDs should be considered. Bids would need to be solicited for this project.

Another LIRF funding project to consider next year would be to replace the crumbling sidewalk in front of Thomas. Also, there are problems with the drywells and drains in the courtyard of the Baugher Center that should be addressed.

There is a small roof leak in the Serials/Automation Department. This may be due to the recent heavy snowfall. This will be looked at once the snow melts.

A new color printer for the Graphics Department has been received.

Children's Librarian Heather Chaddock has been named a finalist for the Quantum Leap Poetry Contest. A copy of her award-winning poem was given to all Board members.

Books for Babies, a new title for the Baby Talk program, may be revived at the Library. This program served as a way to get new mothers involved with reading to their children. Heather Chaddock will be investigating this program further.

The Annual Reports and Fixed Assets Inventory are reports that need to be submitted before the end of this month. The Board Treasurer needs to certify electronically that these financial reports are correct.

Staff changes for the past month include the resignation of employees Jessica Deiotte, Melissa Durkin, and Jerry Ehlers. Cleaner Bob Browman is also no longer employed at the Library. New hires for the month are Ann Gano and Mark Allen. There are still several staff vacancies awaiting to be filled.

There were four applications from MLS Librarians for the Technical Services Librarian position. Also received was an application from Acquisitions Manager Julie Bohannon. Although Julie does not have an MLS, she has extensive experience in the Technical Services Department. ILD Baugher recommends the Board take action to change the title and requirements for the Technical Services Librarian position requiring an MLS degree to a Technical Services Manager position not requiring an MLS degree. He also recommended that the salary for the position of Technical Services Manager be \$40,000 per year.

A motion was made by Kathryn Cochran to take away the requirement of an MLS degree for the position of Head of Technical Services and to change the title of this position to Technical Services Manager which does not require an MLS degree. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

The search has been suspended for an Assistant Director and/or Branch Librarian until a new Director is in place.

Old Business Schedule of Meeting Locations

The Bertha Wood Room in Thomas Library has been reserved for all 2018 Board meetings previously scheduled for Thomas Library. The November meeting is scheduled for the Baugher Center, and the December meeting is scheduled for the Museum.

A motion was made by Abbe Trent to approve the changes to the Schedule of Meeting Locations as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Library Board Appointments

As of now, there is no new information regarding the reappointments of Board members Drew Rhed and Rondi Wightman.

Director Search

Ads for a Library Director were placed with the American Library Association (ALA) plus several websites. It was also advertised in the Chesterton Tribune. Notices were sent to Indiana University, Dominican University, and the Universities of Wisconsin, Michigan, and Illinois. The most effective site was the ALA site. As of now, very few qualified applicants applied. It was determined that if there are three or less candidates, interviews must be conducted at a formal meeting with the full Board in attendance and open to the public. An interview has been set for candidate Lisa Stamm at 7:30 pm on Thursday, February 22.

New Business Director Compensation

ILD Baugher asked that the Board consider broadening the pay scale for the Director position in order to attract more candidates for the position. The pay has been advertised with a pay range of \$65,000 to \$75,000 and requires an LC1 certification.

A motion was made by Kathryn Cochran to expand the salary range for the Director position from \$65,000 to \$75,000 to a range of \$65,000 to \$85,000. Abbe Trent seconded the motion. This position and salary range will be re-advertised immediately with the American Library Association.

Other Business Check Policy

With the upcoming implementation of a credit/debit card payment system, ILD Baugher recommends that personal checks for fines and fees no longer be accepted.

A motion was made by Drew Rhed to change the Library's Check Policy and stop accepting personal checks for payment of fines and fees. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

This change will be reflected in the Circulation Policy.

The next regular Board meeting is scheduled for Thursday, March 8, 7:00 pm at the Bertha Wood Room of the Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 9:10 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Drew Rhed, Secretary