

Westchester Public Library
Board of Trustees
Minutes
April 12, 2018

A regular meeting of the Westchester Public Library Board of Trustees was held in the Bertha Wood Room of Thomas Public Library, 200 West Indiana Avenue, Chesterton, Indiana on Thursday, April 12, 2018 at 7:00 pm.

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

Member absent: Abbe Trent

Also present at this meeting were Library Director Lisa Stamm, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and three members of the public.

This meeting was called to order by Board President Michael Livovich at 7:00 pm at which time he officially welcomed Lisa Stamm, the new Westchester Public Library Director.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the March 8, 2018 meeting as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Michele Corazzo to accept the Financial and Statistical Reports as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Drew Rhed to accept the Claims and Warrants as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Director Stamm met with the managers and staff during the week and spent time visiting the various Library departments. She also attend a meeting of the Northwest Indiana Directors' Group that was held in Whiting, Indiana.

Kone successfully repaired the elevator in Thomas Library.

Regarding the purchase of new hand dryers, a quote was obtained but additional quotes will be solicited. This is one of several projects that are slated for resolution this year.

Implementing the credit/debit card system has been delayed due to some confusion with the signature of the Treasurer and impartial witness, as well as the need for additional time to set up a new account with Horizon Bank. The Treasurer's signature issue has been resolved, and the credit/debit card system should be in place in the near future.

The Friends of the Library spring book sale is scheduled for April 20-22.

The 2019 Budget was started by Interim Director Phil Baugher, and he will be working with Director Stamm to complete the preliminary Gateway report as required.

Director Stamm recently developed and conducted staff training on the topic of sexual harassment at her former library, and she will be conducting this training to the Library staff on April 18. The Board is invited to attend this presentation; however, the power point of this presentation can be emailed to the Board if they cannot attend.

The summer film/concert series has been finalized, and the series line-up was read off to the Board. The first and last of the series will be held at Hawthorne Park in Porter, and the rest are scheduled for Thomas Park. It was suggested to hold one of the events in Burns Harbor.

A program on "snakes" was held in the Children's Department of Thomas Library and conducted by local resident Tom McCarthy. Over 200 people attended, and they lined up to take turns viewing the boa constrictor that was on display. If this event is held again, it will need to be in the Baugher Center to accommodate the large crowd.

The Serials Department has begun offering common office supplies to patrons in that department. There has been positive feedback on this practice, and other departments may also provide such supplies.

The local YMCA is still interested in collaborating with the Library in regard to future expansions of both the YMCA and the Library. Rich Gardner of the YMCA would like to meet with Director Stamm and Michael Livovich to discuss this issue.

Staff changes for the month include Zachary McDonald and Rianna Priest moving from Library Clerks to Technical Services Clerks. Olivia Maranto moved from a Page position to a Library Clerk, and Robert Budzius was hired as a Page. The process is underway to interview and select a full-time Graphics Manager.

Old Business Fixed Assets Inventory

T. M. Wells provided a quote of \$11,000 to conduct their version of a Fixed Assets Inventory. According to their bid, the bulk of the data collection information would be done by the Library. Government Fixed Asset Services, Inc. is in the preliminary stages of developing a quote; however, they do not have experience with libraries and it appears they do not understand the nature of library collections nor how to value them. They would still like to meet to discuss this project.

Buckland and Associates will be coming on April 13 to assess all Library locations. Their services would include assessing building values and updating those values annually for 10 years. Buckland is currently evaluating the LaPorte Library system.

If it is found that no quote is viable or feasible to complete the Fixed Assets Inventory, the fallback plan is to have former Library Director Phil Baugher work to correct the past two years' inventory reports, and an appraiser would be hired to assess the buildings.

New Business Merchant Services Policy

The policy presented to the Board at tonight's meeting is required to implement the Library's credit/debit card system.

A motion was made by Rondi Wightman to accept the Merchant Services Policy for Credit/Debit Cards as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Other Business New Director Reception

Board President Michael Livovich proposed that a reception be held for the public to meet and greet Library Director Lisa Stamm. It was suggested to hold this reception on a Friday from 4-6 pm at the Baugher Center. Michael Livovich will speak with Celeste Bradford about a possible date.

The date of the next Board meeting is Thursday, May 10, 2018 at 7:00 pm in the Bertha Wood Room of Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:35 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary