

Westchester Public Library
Board of Trustees
Minutes
May 10, 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, May 10, 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 two members of the public.

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

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the April 12, 2018 meeting as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A question was raised about item 3.14 in the Financial Report regarding "Other Professional Services". Director Stamm believed the increase in line 3.14 was due to snow and ice removal and salt costs being much higher this year than in past years. More information will be given to the Board after checking with the Administrative Assistant.

A motion was made by Kathryn Cochran to accept the Financial and Statistical Reports as presented at this meeting with the note that the Board will be provided with more information about item 3.14 regarding Other Professional Services.

Approval of Claims and Warrants

A question was raised about Claim Number 348 – Cardmember Service. It was explained that these items are a compilation of purchases made with the Library's credit card. Also, on page 5 beginning with Claim Number 368, several Other Professional Service items are outlined that could explain the amounts listed in item 3.14 of the Financial Report.

A motion was made by Drew Rhed to accept the Register of Claims and Warrants dated from April 13, 2018 to May 10, 2018. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The annual Staff Appreciation Lunch is scheduled for July 18, 2018 from 12 to 2 pm at which time the Library will be closed. Director Stamm would like the Board to consider permitting the Library to close one day per year for a Staff Appreciation and Training Day. This way, all staff could attend the lunch and receive comprehensive training. Tentatively, this would begin in the fall of 2019.

Implementation of the credit/debit card system is underway and should be active within two or three weeks. On May 18, Library Managers will receive in-house credit card machine training from Horizon Bank, and the machines will be installed May 16-18.

The eight deficient hand dryers will be replaced with Excel hand dryers, and Ellis Electric will remove the old hand dryers and install the new dryers. These dryers will be connected to existing circuitry with a cost of \$7,260. Dennis and Sons (builders) will remove and replace the stained tiles in three restrooms of the Library. The tiles will be as close to a match as possible to the existing tiles. Both of these projects are scheduled to occur within the next 30 to 60 days depending on contractor and Library maintenance personnel availability.

The Friends of the Library booksale on April 20-22 earned \$4,847.21. On May 5, the Friends presented the Library with a check for \$7,000 which will be deposited into the Library Gift Fund in support of Library programming.

The Volunteer Luncheon was held on April 25 with 39 volunteers in attendance. The Library presented each volunteer with a Kindness Rock and a Library-branded to-go cup. The Board members were also presented with a to-go cup at tonight's meeting.

Director Stamm has implemented a standardized Disciplinary Action Form to formally address, document, and monitor internal issues with staff, as needed. Annual staff performance reviews will be done in the fall to address strengths, opportunities for growth, and development of goals.

On May 24, Director Stamm will attend a newly-developed budget workshop for library directors. This workshop is put on by the Indiana Library Federation. On June 19, Director Stamm will virtually attend the Indiana State Library annual budget workshop.

Chester, Inc., has been retained to create a detailed layout and audit of the Library's Information Technology Department infrastructure. The purpose of this audit is to create a blueprint of the Library's internal technologies to discover, among other issues, where efficiency might be improved, identifying access points, and determining potential risks. The objective of this audit is to ensure a streamlined, effective technology infrastructure and security management system for the continuous operation and safety of the Library. Chester, Inc. has been recommended by several other libraries in the area for their services.

Jeanine Larimer has accepted the full-time Graphics Manager position. Jason Finner resigned his position as a Library Clerk Sub, and Brittany Paxton accepted that position. Patrick Morley was hired at a part-time Landscaper/Cleaner.

Old Business Inventory Update

On April 13, Dan Buckland of Buckland & Associates made an assessment of all Library locations. A quote was received today from Buckland to handle the Library's inventory report. If Buckland was hired, the data would be presented in a format that cannot be manipulated or added to in the future; however, they offer yearly updates to that baseline inventory for an additional fee.

Director Stamm and former Director Phil Baugher reviewed the Library's Access database currently in place. This database shows the original cost of buildings and inventory, plus anything purchased over \$5,000 in value. It is Director Stamm's recommendation to continue to update this Access database each year as purchases are made and not hire the services of an outside source. Replacement costs of buildings and land must be updated each year for insurance purposes. Director Stamm will contact Anton Insurance to find out how to come up with an appropriate replacement cost figure. This inventory update is part of the annual report submitted to the Indiana State Library.

YMCA

Director Stamm and Board members Michael Livovich and Rondi Wightman met with YMCA representatives Rich Gardner and Dave Kasarda. The YMCA will soon be starting a capital campaign to build a new facility. They offered their collaboration on presenting wellness programs at the Library and other possible outreach collaborations in the future.

New Business Unacceptable Behavior Policy

The Patron Conduct Policy has been updated and renamed the Unacceptable Behavior Policy. Unnecessary language or antiquated rules have been omitted. One issue added to the policy is regarding personal hygiene disturbances. The new policy will give staff something in writing to support them if they find it necessary to address this issue or other issues with patrons.

It was suggested to make an addition to the second line of the first page to include injury to the patron, other patrons,

Regarding bringing service animals into the Library, it is not permissible to ask a patron what their handicap might be. It is permissible to ask what service the animal performs.

The Library has a "Safe Place" sticker in its window. A question was asked if this is some type of official designation.

Regarding the possession of weapons, staff are not allowed to ask patrons to see their gun permits. If there are any questions regarding weapons, it was suggested to have staff contact the local police to handle the matter.

A motion was made by Rondi Wightman to accept the Unacceptable Behavior Policy with the additional language added on the second line of the first page as noted. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Technology Consortium

Director Stamm would like the Library to join the Northern Indiana Computer Consortium of Libraries (NICCL) as an avenue for knowledge-sharing pertaining to technology in libraries. The NICCL meets on a casual basis approximately four times per year to share information, and members have access to discounted pricing for external support services and hardware/software. The dues are \$50 per year.

A motion was made by Nick Tilden to approve Westchester Public Library joining the Northern Indiana Computer Consortium of Libraries (NICCL). Drew Rhed seconded the motion. All voted in favor, and the motion passed. Board members then signed a Commitment to Join NICCL.

Resolution to Establish and Renew Nonresident Fees

This resolution needs to be renewed each year. The language has not changed from last year, and the nonresident card fee will remain \$175 for an individual non-resident card.

A motion was made by Drew Rhed to renew the Resolution to Establish and Renew Nonresident Fees. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

The next meeting of the Board of Trustees will be held on Thursday, June 14, 2018 at 7:00 pm in the Bertha Wood Room of Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:55 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary