

Westchester Public Library  
Board of Trustees  
Minutes  
September 13, 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, September 13, 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 Library Director Lisa Stamm, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and one member of the public.

This meeting was called to order by Board President Rondi Wightman at 7:00 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the August 9, 2018 meeting as presented. Mike Livovich 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 Register of Claims and Warrants from the dates of August 10, 2018 to September 13, 2018 as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The Plan of Service 2019 was made available to the Board for tonight's meeting. However, the Library Improvement Reserve Fund and Rainy Day Fund numbers listed on this report will be sorted out and finalized in the very near future.

Director Stamm related numerous instances wherein patrons expressed gratitude and praise for outstanding Library service during the past month.

September is Library Card Sign-Up Month. As of today, there have been 85 new patrons that have signed up for a card, and all new patrons are eligible for a prize drawing at the end of the month.

During the month of August, 32,743 people visited the Library, 62 programs were presented that had 1,003 attendees, and 200 people utilized Library meeting rooms. The Reference Department answered 420 reference questions, and 224 technical help questions were answered. Two graphs were provided: one indicating materials circulation for the month of August and the other indicating materials circulation numbers for the past three months.

On September 8, the Library kicked off the “1,000 Books Before Kindergarten” initiative, and 58 people came to this event. Logbooks were passed out for families to track the books being read to their children before kindergarten. So far, 49 children have registered, but registration for this program is ongoing.

Starting on September 16, the Library will be promoting the Fall Book Sale on the Duneland Chamber of Commerce electronic billboard at State Road 49 and Porter Avenue. The Chamber was offering a special price of \$500 for a five-week ad. The Library’s Graphics Manager developed the ad that will be displayed.

The Library insurance coverage renewal was due, and the policy with Liberty Mutual was renewed. The premium for 2019 is \$35,480 for the annual policy. This is an increase of \$415 from 2018. One notable change is that the workers’ compensation coverage was moved from Liberty Mutual to the Indiana Public Employers Plan (IPEP) for a savings of \$4,445. IPEP offers identical coverage for a lesser premium than Liberty Mutual. IPEP is a state-run inter-governmental pool, and Anton Insurance included IPEP as a viable option and supported this change.

Due to an error by the Library business office, an employee who recently moved from part-time to full-time status was inadvertently without health insurance coverage during the month of August. Since the miscommunication originated on the Library’s end, short-term coverage for the uncovered period of time in August was secured for said employee at a cost of \$242.59. This amount was paid for by the Library. Board members thanked Director Stamm for taking care of this in such a satisfactory manner.

Justin’s Tree Service will be trimming trees at the Baugher Center parking lot. These trees are heavy and hanging low and are growing against the new light fixtures and globes that were recently installed. Also to be trimmed away are tree limbs in the parking lot south of the Baugher Center and dead branches from trees surrounding Hageman. Justin’s quoted \$2,700 to do this work in one day, and this work will be scheduled within the next month.

The fascia covering the overhang at the Baugher Center is rotten underneath and needs to be replaced. Above Board Construction quoted a cost of \$600 to \$1,000 to remove the rotted material and replace it with ½” plywood, anchor the entirety, and re-install the metal covering. The work is set to be completed in September.

Director Stamm attended the Indiana State Library New Directors' workshop held in Indianapolis. The purpose of this workshop was to provide an overview of resources available to directors in the management of public libraries.

On August 29, the Library set up a table and promoted its computer classes and MakerSpace Lab at the 7<sup>th</sup> Annual Duneland Seniors Health & Wellness Fair.

Library Board Trustee Kathryn Cochran and Director Stamm attended the Northwest Indiana Library Board Association (NILBA) dinner held on August 29 at Fair Oaks Farmhouse. The presentation at this meeting was entitled "Advocates & Allies: Trustee Leadership for Today's Public Library". The presentation focused on the role of trustees and that they are to advocate for the library they serve. Also on the agenda of this meeting was a presentation by the Indiana Library Federation (ILF). The ILF presentation is included in the Board Meeting documents.

Former Library Director Joel Robinson made an unrestricted donation to the Library Gift Fund in memory of Yost Elementary School teacher Sharon Sufana who recently passed away.

Staff changes for the past month include the addition of part-time Clerks Jordan Wadding and Xavier Loving, and the separation of part-time Clerks Debbie Messer and Julia McMeans. Children's Department Manager Heather Chaddock has moved into the position of Thomas Branch Manager. There is now an opening for a Children's Department Manager.

#### Old Business                      Hageman Projector

In mid-September, Ellis Electric will be upgrading the Hageman programming room with a ceiling-mounted projector, AV receiver and HDMI and power outlets, screen and wall-mounted speakers, and the reconfiguration of two ceiling fans in the room. The anticipated cost of this project is \$3,600. The result of this overhaul will be that this room at Hageman will be outfitted the same as the Bertha Wood Room, the IT classroom, and the Baugher Center for ease of use when presentations are conducted.

#### Credit/Debit Cards

The business office has formulated a process that is less time consuming for the reconciling of credit card sales. Now that a working system is in place, more will be done to actively promote the use of credit/debit card payment options to patrons.

#### Thomas HVAC

The original steel pipework in the Thomas Library HVAC system has significant shrinking and rusting due to age. These problems have caused leaking between floors in the maintenance area. Stopgaps have been put in place, but the Maintenance Manager predicts these stopgaps will only be viable through winter. The issue to either replace or significantly repair the HVAC system within a year will need to be addressed. Information on such a project is being gathered. A ballpark figure to replace the entire HVAC is around \$350,000.

#### State Board of Accounts (SBA) Monthly Gateway Uploads

SBA is requiring monthly uploads into Gateway of bank reconcilements, approved Board meeting minutes, and funds ledgers detailing receipts and disbursements by fund. All documents from January 2018 through June 2018 have been uploaded. These required documents will now be uploaded on a monthly basis.

#### Library Signs

On August 13, Director Stamm and the Library Maintenance Manager met with Tom Steindler, owner of Steindler Signs, to discuss the issues with the finish on the outdoor Library signs that is peeling and the Hageman concrete base. Mr. Steindler recalled difficulty coordinating with the Library Sign Committee during this project and that his advice and counsel was not heeded about what would work best for the construction and installation of these signs. He stated that he stands by his company and its reputation and wants to help as best he can and intends to do so. As such, he is currently creating a proposal of costs to replace the sign panels.

The Library committee involved in this project recalled that the person from Steindler working on this project was new and perhaps didn't grasp what was needed. There were other problems including the project taking much longer than expected and that in general, there were many issues that did not go as planned.

It was decided that the best course of action would be to see what Steindler proposes to do with the existing signs and then make a decision as to what to do, if anything, to the signs.

#### New Business            Computer Use Policy

After examination of the existing Internet Computer Station Use Policy, Director Stamm felt that an updated and rewritten Computer Use Policy be implemented.

This new proposed policy removes the restriction stated in the current policy that a library card must be in good standing in order for a person to use the public computer, removes the limit of five public computer uses per person without a card, and removes outdated wording and extraneous information. The goal of the new Computer Use Policy is to increase computer access to those needing it the most and to cut down on staff having to monitor or stop people from using the computer. Library should not present a barrier to those needing to use a computer the most. Also, the public computer room is not as busy as it once was and can accommodate more users. Borrowing of Library materials will still be limited to those who hold a library card in good standing.

Discussion followed as to what if someone doesn't have a valid ID or state identification card as stated on item number 4 of the proposed Computer Use Policy. It was decided to change the language to be more inclusive to anyone not currently possessing a library card or government issued identification.

A motion was made by Kathryn Cochran to replace the existing Internet Computer Station Use Policy and adopt the new Computer Use Policy as presented and amended with number 4 to

read: "Persons without a library card or reciprocal borrowing card may use a computer by completing a visitor computer use form."

Nick Tilden seconded the motion. All voted in favor, and the motion passed.

#### Employee Statement on Personnel Policies

The signature page of the employee manual contained language that is no longer accurate. This language related to the disclosure of current or former employee information that is no longer able to be disclosed.

A motion was made by Michele Corazzo to change the language on the signature page of the Employee Statement on Personnel Policies to read: "I authorize Westchester Public Library to make public, during or after my employment with the Library, my employment records, including information about my name, compensation, job title, job description, and dates of first and last employment as an employee of the Library."

Drew Rhed seconded the motion. All voted in favor, and the motion passed.

#### Group Insurance Statement

The Section 302 paragraph of the employee manual regarding group insurance contains language that is no longer accurate since insurance stipulations have changed since it was written. A modified version of the Section 302 paragraph was presented.

The fourth paragraph of the proposed change was discussed, and it was determined that this statement be further modified to read as follows: Employees or employee dependents insured or eligible to be insured by a plan sponsored by an employer other than the Library **may not be** eligible to participate in the Library's benefit plan.

A motion was made by Kathryn Cochran that Section 302 Group Insurance paragraph in the Library Employee Manual be amended as presented with the change to paragraph four to read as follows: "Employees or employee dependents insured or eligible to be insured by a plan sponsored by an employer other than the Library **may not be** eligible to participate in the Library's benefit plan."

Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### Integrated Library System (ILS) Hosted

Director Stamm is recommending that the Library shift their ILS system from being hosted on four Library servers to being hosted by Polaris. Numerous benefits of doing this shift include that Polaris would now host, update, and maintain the ILS on their servers and in their cloud rather than the Library managing it. Polaris would update their versions automatically with current updates and security features and monitoring the ILS 24/7 by their Security & Network Operations Center. Being hosted by Polaris would mean that administration and security of the entire ILS is now removed from the Library's responsibility.

The annual cost of being hosted by Polaris would be \$43,763.15 with a single migration fee of \$2,000, bringing the first year total to approximately \$45,763.15. This cost is approximately

\$13,000 more than the cost of running the ILS on the Library-run system. This increase will not affect the 2019 budget, as funds in the Professional Services category would cover this extra expense.

A motion was made by Mike Livovich to support the Director's recommendation to seek a hosted Integrated Library System through Polaris. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

#### Internal Controls Policy

The Board approved an Internal Controls Policy on February 9, 2017; however, the final version of this document could not be located and this is most likely due to the prior Director's files being lost in a computer failure. Director Stamm was able to locate an editable Word document version of the marked-up PDF version of this Policy that had been brought to the Board and approved, pending edits and inclusion of some charts. Director Stamm made the edits as requested by the Board, but recommended that the charts that were to be included in the Policy **not** be included in the final version. This is because the charts (Organizational Charts, Job Descriptions; Salary Schedule; Annual Staff Evaluation forms; Annual Supervisor Evaluation Form; and Annual Director Evaluation Form) relate to dynamic procedural elements rather than straight policy; and any time these procedural elements change, the Internal Controls Policy would also need to be changed. Director Stamm will look into this further to see if in fact these charts are required to be part of the Internal Controls Policy, and further discussion is tabled until next month's meeting.

#### Re-Sign ISL Consortium Public Library Internet Access Resolution

This resolution was signed last month by Board members, but absent from the meeting and not signing the form was the Board Secretary. This resolution is being resigned tonight with the Board Secretary's signature.

#### 2019 Budget: Public Hearing

The 2019 Westchester Public Library Budget is available online in Gateway. Board President Rondi Wightman opened the meeting for public comment on this Budget. Hearing no comments from the public, the public hearing session was then closed.

#### Plan of Service

This item is being tabled until next month's meeting.

Other Business            None

There will be a Special Board Meeting for the Budget Adoption on September 27, 2018 to be held at Thomas Library, Bertha Wood Room, at 7:00 pm. The next regular Board meeting will be held on October 11, 2018 at 7:00 pm.

Drew Rhed made a motion to adjourn this meeting at 9:00 pm.

Respectfully submitted,  
Christine Hoover, Minutes Recorder for  
Nick Tilden, Secretary