

Westchester Public Library
Board of Trustees
Minutes
October 11, 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, October 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 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 Rondi Wightman at 7:00 pm.

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the September 13, 2018 regular meeting and the minutes from the September 27, 2018 Special Budget meeting as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Nick Tilden to accept the Financial and Statistical Reports as presented. Abbe Trent 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 as presented from the dates of September 14, 2018 through October 11, 2018. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

As of now, 148 children have signed up for the 1,000 Books Before Kindergarten program. September was Library Card Sign up Month, and 187 new cardholders received a Library card.

During September, 31,672 people visited the Library; 120 programs were presented with 1,996 attendees; and 561 people utilized Library meeting rooms. Also during the month 363 reference questions were answered, and 206 tech help questions were answered. Two graphs showing materials circulation statistics were provided as part of tonight's meeting documents.

Director Stamm attended the Northwest Indiana Human Resource Management Association conference on September 25 and received valuable information regarding policies and policy writing.

There was a fund transfer of \$500 from the Hageman AV Fund into the Hageman Electronic Games Fund. This was done to accommodate the purchase of popular video games slated to be released at the end of the year.

The Library is awaiting on assessments and quotes to possibly replace the staff entrance doors at Thomas Library. As of today, these quotes have not been received.

There have been ongoing problems with the ductless cooling units in the Serials Department and the server room. The warranties for these identical units are expired, but the manufacturer supplied all parts required for repairing these units at no cost. Precision Control Systems assisted in working with the manufacturer and will provide labor to repair the units for not more than \$2,130. This project was finished yesterday.

The parking lot light at Hageman has been entirely replaced with an LED fixture. This work was done by Ellis Electric for \$800, and the fixture carries a five-year warranty.

There is an ongoing incident of a patron refusing to wear shoes in the Library and who refuses to put shoes on her children when in the Library. This patron was told of Library policy but keeps returning to the Library without shoes. During the latest incident, the patron called out profanity as she left the building. The patron was written a letter informing her that she was violating Library policies by being barefoot and using profanity in the Library and that should she refuse to comply with written Library policies, her Library privileges may be revoked. Director Stamm spoke with the legal consultant at the State Library and also the Indiana Civil Rights Commission regarding the patron's claims that she and her children need to go barefoot for health issues. While it was determined that a barefoot health claim is not a protected status, neither agency could give a definitive answer as to how to address the problem at this time. If a policy exception is made for this patron and her children to remain barefoot in the Library, the patron may be required to sign a document absolving the Library of liability should an injury occur due to being barefoot on Library premises.

The only staff change for the past month was the hiring of Raymond Zakrzewski as a Page.

Old Business

Hageman Projector

This project is being scheduled, and updates will be given when it is complete.

Baughner Center Fascia

This project is also underway, and updates will be given when it is complete.

Plan of Service

The 2019 Plan of Service has been reworked to project Library services and plans.

To clarify about investment amounts, the Library has a total of \$7,250,000 invested in increments of \$250,000. When those \$250,000 CDs come due, they are reinvested for \$250,000. The interest earned on those investments goes back into the originating fund bank

account. The amounts in the Library Improvement Reserve Fund (LIRF) and Rainy Day Fund on the June 30, 2018 financial report reflect interest earned on those investments.

On June 30, 2018 LIRF investments totaled \$5,314,316.37 and the fund balance (interest) totaled \$564,955.71, making the total of \$5,879,272.08.

On June 30, 2018 Rainy Day fund investments totaled \$2,019,707.89 and the fund balance (interest) totaled \$419,633.59, making the total of \$2,439,341.48.

Since both the LIRF and Rainy Day back accounts currently hold enough to reinvest in increments of \$250,000, those amount will be reinvested.

Library Signs

Steindler Signs gave a proposal for how they might remedy the problems with the outdoor signs. Their proposal was to place a "shoebox cover" over each existing sign. The quoted price for this proposal is \$3,595, which is the cost of materials only. Steindler is not charging for labor or installation.

It is the opinion of Director Stamm and the Library Maintenance Manager that Steindler's proposal would invite moisture problems between the original sign and the covering and might lead to further problems in the future. The Board was in agreement with Director Stamm to leave the signs as they are now with no further modification.

New Business

Internal Controls Policy

The existing Internal Controls Policy has been completely rewritten. According to the State Library, no charts or dynamic documents such as organizational charts or evaluation forms should be included in an Internal Controls Policy. The Internal Controls Policy should simply reference and confirm that relevant charts or processes are in place.

The Internal Controls Policy presented tonight follows the appropriate standards and is tailored to the Library's procedures. The organizational chart has been updated, and the Policy itself has been reduced from 48 pages to 7 pages.

A motion was made by Michael Livovich to adopt the newly changed Internal Controls Policy as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed. Board members signed page seven of this Policy attesting to their consent.

Public Comment Policy

Director Stamm advised that a Public Comment Policy is a common policy for libraries to have on file. Since the Library does not have such a policy, one has been devised and presented at this meeting.

Discussion on this proposed policy followed. The question was raised as to whether or not an employee could address the Board about internal issues during a regularly scheduled Board

meeting. Director Stamm advised that employees do have a voice but should do so internally, and their concerns should be addressed through the proper chain of command. The Personnel Policy for employees addresses the proper chain of command for internal Library issues.

Also discussed was item one of the policy that states “a person will be granted up to three total minutes to make the comment”. It was felt that this should be enough time for a person to make a point, and the issue brought up by public comment can always be discussed at further meetings if warranted.

It was suggested that time be allotted for public comment before Other Business is discussed.

A motion was made by Kathryn Cochran to accept the Public Comment Policy as presented. Mike Livovich seconded the motion. All voted in favor, and the motion passed.

The next regular Board meeting will be held on Thursday, November 8, at 7:00 pm at the Baugher Center.

Drew Rhed made a motion to adjourn this meeting at 7:45 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary