

Westchester Public Library
Board of Trustees
Minutes
November 8, 2018

A regular meeting of the Westchester Public Library Board of Trustees was held at the Baugher Center, 100 West Indiana Avenue, Chesterton, Indiana on Thursday, November 8, 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 Vice President Michael Livovich at 7:00 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the October 11, 2018 regular meeting as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Kathryn Cochran to approve 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 approve the Register of Claims and Warrants as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Numerous service highlights were related and featured positive incidents from all Library locations.

During October, 33,930 people visited the Library, 140 programs were presented with 1,980 attendees, and 458 people utilized Library meeting rooms. Staff answered 504 reference questions and 252 technical help questions.

The refrigeration in the public drinking fountain located upstairs in Thomas Library failed, and the water has been lukewarm for some time. Since parts for this 20-year old fountain are no longer available, the entire unit was replaced at a cost of \$1,350 including installation.

On October 18, there was a gas leak from the 19-year old industrial oven in the Baugher Center kitchen, and gas began to fill the room and surrounding area. This is the second gas leak in two

years requiring service calls and parts to replace the aged gas valves. Lighting the pilot light for this oven is a tedious procedure, and a maintenance staff member has to go through quite an ordeal for the oven to be made ready for use. Because of this most recent leak, the oven has been disabled. It was recommended by the Director that this old oven be replaced with a quality, residential-sized unit at a cost of approximately \$500. This would be a smaller unit and leave space in the kitchen for a mobile countertop. The Board agreed with this recommendation, and the oven will be replaced. Also, the Board recommended that the old oven be recycled or sold for scrap.

Four CDs came due and are in the process of being reinvested by Horizon Trust & Investment Management. Also, the interest accumulated in the Library Improvement Reserve Fund (LIRF) will be invested in two \$250,000 CDs. The interest accumulated in the Rainy Day Fund will be invested in one new \$250,000 CD. These three new CDs have a two-year term.

Horizon Bank requested that a new Resolution for Organizational and Entity Accounts be provided since there has been a leadership change at the Library. Nothing has changed from the previous Resolution that was signed on March 10, 2016 other than the addition of the name of Director Stamm. Board members signed the new copy of this Resolution.

There was a theft of an employee's personal property from Thomas Library. The police are involved, and if this thief is identified, he/she will be banned from the premises. Staff members were reminded to ensure that all personal belongings are stored in secure locations provided in each Department.

The technical migration to a Polaris-hosted ILS service is slated to occur December 3. The system will incur some down time on that day ranging from a brief period to possibly all day. During the down time, staff will be able to process check-in and check-out transactions using an offline mode and will be able to upload the content after the migration is complete. The Library will be open during this period though patrons will not be able to use the public access catalog stations or the online catalog. Notices will be posted on the Library website, social media, and in-house ahead of time advising of this down time.

The Library has enrolled in a monthly subscription to Gimlet, a data collection tool for staff. Gimlet allows staff to enter, tag, and track reference and other questions they encounter so they can then search for answers to common or difficult questions that have been previously answered. The cost of this service is \$40 per month, and this is for unlimited use of Gimlet in all Library locations.

The 2018 Staff Holiday Party is scheduled for Wednesday, December 12, from 12-2 pm. The Board agreed to close all Library locations during that period so all staff members can attend this celebration.

There was one staff change for the month and that was the separation of Clerk Ken Keller.

Old Business Hageman Projector

This project is nearly complete. With this upgrade, the Hageman public meeting room is now on a technological par with the Bertha Wood Room and the Baugher Center.

Sign Lighting

Lighting for the Library exterior signs was completed by Ellis Electric as planned at a cost of \$3,650.

Baugher Center Fascia

As the rotted fascia covering the overhang at the Baugher Center was being replaced, it was discovered that the overhang was rotted through to the beams. Above Board Construction believes this area had been leaking since the day it was built and would have eventually fallen completely down. They removed all the rot and replaced the structural pieces as planned along with adding sheet metal to stop potential leaks. The final cost was \$1,064.

Trees Trimmed

Justin's Tree Service trimmed all the necessary limbs around the Baugher Center and adjacent parking lots and at Hageman.

Policy Refusal

The Indiana Civil Rights Commission advised that as long as Library policies are uniformly applied and enforced for everyone, the Library may insist that patrons abide by them. However, if a patron requests a policy exception based on a protected class, the exception should be honored. It is still not clear as to whether or not the Library is permitted to ask for documentation of a protected class. It is also not clear as to whether or not the Library is permitted, specifically in the case of the patron refusing to wear shoes, to require that patron to sign a liability release in case of injury due to being barefoot while on Library premises. The Library is awaiting clarification on this point. It has been noted by staff that this patron has recently been in the Library and was wearing shoes.

New Business Collection Development Policy

The Collection Development Policy has been updated with more concise language and with the additions of a section addressing self-published materials and a section about deselection (weeding) of materials. This updated Collection Development Policy will serve as the best tool in support of intellectual freedom and access to materials in a variety of formats.

The added section regarding deselection of materials now includes procedures so the policy serves as an entire, guiding document for staff as they apply their skills and knowledge while performing collection development.

A motion was made by Kathryn Cochran to approve the Collection Development Policy as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Shelving Units

The Director has found used shelving units for sale that would fit the needs of Thomas Library and would replace the white shelves currently housing most of the paperback books. These shelves would cost approximately \$3,000, which is significantly less than what those shelving units would cost new. However, moving, storing, and installing these shelves would incur additional expenses. These expenses will need to be determined to see if it is in fact more cost efficient to purchase used shelving rather than purchasing new shelving.

Homebound Services

Several changes have been made to the Homebound Services program effective immediately. There was never a job description written for Homebound Services employees and no safety measures were ever put in place. Two major changes are that staff are no longer allowed to go into the homes of patrons and spend time visiting with them while they are being paid. The other change is that staff are not allowed to go alone on Homebound visits.

Currently, clerks providing the Homebound Services use their own vehicles to make deliveries, and their mileage expenses have been calculated from when they left their homes until when they arrived back home. These mileage expenses have been paid by The Friends of the Library. Homebound clerks were advised that after December 1, they will no longer be paid mileage from the time they leave and return to their homes. As of December 1, mileage will be paid to the person driving but will only be paid *after* they arrive to the Library for their shifts and *then* start the route. Employees were told to use the Library van to make deliveries but that was not acceptable to one of the clerks who was uncomfortable with driving the van.

Homebound clerks were advised that they are not covered by Library insurance while driving their own cars. Since they have been driving their own vehicles for quite a while, and one Homebound clerk was highly uncomfortable at the thought of driving the van, the two Homebound clerks signed a document stating they are aware they are not covered by Library insurance in case of an automobile accident.

Homebound clerks have been asked to notify the patrons they deliver to of the new policy of not entering the patrons' homes, and that this policy is for the safety of all parties. The clerks will be able to spend more time on phone calls speaking with patrons to continue their readers' advisory relationships. The Branch Manager is establishing a route and schedule to determine how much time deliveries take and so there is accountability as to the clerks' whereabouts and

timeframes. One Homebound patron sent a letter to the Director stating her displeasure with the new policy.

Discussion revolved around various aspects of this issue. The Director stated that she already plans to write up a patron guide to Homebound Services outlining policies and rules of this service. It was also suggested that in January or February, the Director send a letter to Homebound patrons explaining that the delivery service is not going to go away. Also discussed was the possibility of mailing materials to patrons or having volunteers do the deliveries.

The Homebound Service has approximately 26 stops, including stops to assisted care facilities.

Public Comment

There were no public comments.

Other Business

There was no other business to discuss.

The next regular Board meeting will be held on Thursday, December 13, 2018 at the Westchester Township History Museum.

Drew Rhed made a motion to adjourn this meeting at 8:47 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Nick Tilden, Secretary