

Westchester Public Library
Board of Trustees
Minutes
March 14, 2019

A regular meeting of the Westchester Public Library Board of Trustees was held at the Thomas Public Library Bertha Wood Room, 200 West Indiana Avenue, Chesterton, Indiana on Thursday, March 14, 2019 at 7:00 pm.

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

Board member absent: 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 7:02 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the February 14, 2019 Board meeting as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Michele Corazzo to approve the Financial and Statistical Reports as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

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

Librarian's Report

Numerous service highlights were related from the past month featuring positive feedback from patrons regarding their Library experiences.

Statistics from February showed that 27,266 people visited the Library, 93 programs were presented with 1,839 attendees, and 343 people utilized Library meeting rooms. Staff answered 257 reference questions and 146 tech help questions. Graphs were provided showing materials circulation statistics.

The Indiana Library Federation (ILF) provided "I Love Libraries" license plate holders to requesting libraries across the State. Displaying these holders is a way to promote and support libraries. These holders were made available to Library staff, volunteers, and Board members. Any leftover holders will be used as prizes and giveaways to interested patrons.

It was noted in last month's Appropriation Report that expenditure ratios were changed from showing the percentage spent from the fund year-to-date to showing percentage remaining in each particular

fund. After investigation, it was discovered that AVC, the accounting software provider, made this change due to requests from other libraries that the percentage remaining be shown in this column. The Board agreed that it would be fine showing either the amount spent or the amount remaining, as long as it is consistently shown in the same way each month. As such, the Library Bookkeeper requested that all reports in 2019 show the funds in this column the former way; that is, showing percentage spent. However, in 2020 the funds in this column can be shown as percentage remaining in the fund year-to-date. The Board was agreeable to this.

The Library Maintenance Manager noted that Republic Services was charging \$375 per month for services related to the Thomas trash dumpster. The original contract in 2008 showed a \$94 month charge with an annual automatic renewal-without-review billing system in place. Republic Services was contacted about this and agreed to reduce the monthly charge for the Thomas dumpsters to \$198, and the contract does not automatically renew each year without the Library reviewing and approving the pricing. The new monthly total for trash removal services for Thomas and Baugher Center combined is \$286, yielding a monthly savings of \$177 and an annual savings of \$2,124.

The only staff change for the month was the separation of Clerk Cassie Carullo.

Old Business Thomas Roof Leaks

It was reported last month that there were leaks in the Thomas Branch roof caused by the sub-zero temperatures followed by thawed snow and ice collecting around the membrane sealing the main pipe entries on the flat rooftop. The roof was installed by E. C. Babilla in 2009 with Firestone membranes, and the roof had a 30-year warranty.

E. C. Babilla and a Firestone technician came to check and repair the membrane. They submitted the work as part of the original warranty, and all costs were covered under this warranty. It was their opinion that the membrane issues were caused by the extreme temperature drop and that this should not be a regular issue. As a precaution, the Library's Maintenance team added heat trace tape to both pipe drains, along with a special lighted cord that serves as a heating element in the pipe drains to help ensure the pipes do not freeze again.

New Business Baugher Center Patio and Thomas Sidewalk Repairs

Early last year when the Interim Director was in place, the replacement of the sinking Baugher Center patio was discussed. It was suggested by the Interim Director that the funds to pay for this project come from the Library Improvement Reserve Fund (LIRF) in 2019. The patio has been determined to be in a declining state and hazardous to pedestrians. The cost is expected to be approximately \$24,000 to \$30,000 (barring unforeseen circumstances) and will likely take a minimum of 5 to 7 business days to complete. Pictures were taken last week of the patio along with an explanation of the problems written by the Maintenance Manager. This information has been included in the Board documents in Drive. The three existing tables in the patio are in good condition structurally, and the Maintenance team will refinish them for reinstallation.

Also last year when the Interim Director was in place, the replacement of uneven, old sidewalks around Thomas was discussed. It was also suggested that the funds for this project come from LIRF in 2019. The cost is expected to be \$10,000 to \$15,000 (barring unforeseen circumstances). Pictures taken last week of the sidewalks were included in the Board documents in Drive. The sidewalks in their current and declining state are hazardous to pedestrians.

Director Stamm has acquired the appropriation request forms from the Department of Local Government Finance (DLGF) that need to be completed to withdraw funds from LIRF. More information needs to be obtained as to the proper procedures to follow in order to get additional appropriations from LIRF. Director Stamm will work on ascertaining what these steps are and what stipulations may be part of this request. It may be advantageous to include other projects into this request for additional appropriations. A list of other projects, in addition to the Baugher Center patio and Thomas sidewalk repair, that could potentially roll into this LIRF request were provided to include:

- 1) Replace staff entry doors at Thomas
- 2) Replace materials security gate at Thomas and install a security gate at Hageman
- 3) Replace shelving for paperback and audio-visual collections at Thomas and Hageman

It was suggested to check with the Town of Chesterton to see if repairing the sidewalks is under their jurisdiction. This could possibly be a cooperative effort between the Library and the Town of Chesterton.

It was suggested to move the Large Print books currently on the bottom shelves up in some way. It can be difficult for patrons who frequent the Large Print section of books to access the books on the bottom shelves. This will be looked into, possibly with the purchase of new shelving.

A question was raised as to why DVDs are not deactivated after they are checked out from the Audio-Visual Department. This will be looked into.

Public Comments

There were no public comments.

Other Business Tornado Warning

There was a tornado warning issued today at 2:20 pm, and everyone was called to the downstairs main floor of Thomas Library to congregate in the middle of the room until the warning was called off. The procedure at Thomas is to lock down the second floor so patrons cannot go upstairs. People are free to leave the building or stay on the first floor until the warning is lifted. This particular warning was lifted at 2:45 pm.

The date of the next meeting is Thursday, April 11, 2019, 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:30 pm.

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

