

# DRAFT

Westchester Public Library  
Board of Trustees  
Minutes  
July 11, 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, July 11, 2019 at 7:00 pm.

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

Member absent: 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 member Michael Livovich at 7:00 pm.

### Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the June 13, 2019 Board meeting as presented. Abbe Trent seconded the motion. All voted in favor, with Kathryn Cochran abstaining, and the motion passed.

### Financial and Statistical Reports

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

### Librarian's Report

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

Currently there are 634 children, 117 teens, and 365 adults participating in the Summer Reading Program. The feedback that has been received shows that patrons are delighted with the events and prizes offered during the summer program.

Statistics from June showed that 31,824 people visited the Library. There were 55 programs presented with 1,534 attendees, and 171 people utilized Library meeting rooms. Staff answered 166 reference questions and 191 tech help questions. Graphs were provided showing materials circulation statistics.

The Library has a new website. Alkon, a company based out of Schererville, Indiana developed the website and is the host of the website. The new website is updated to make it easier to find and use the most in-demand features that the Library site offers such as browsing the catalog, accessing the account login page, and accessing downloadable and digital materials with one click to the login page. It is also

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easier to find Library locations, hours, and phone numbers as they are now listed as a whole on every page. The Tech Assistant can now access and make changes to the website remotely, if needed. Alkon built the new website, hosts it, provides daily server monitoring and backups, and provides in-person Wordpress training for a total cost of \$3,270. The annual cost to host the site will be \$600 per year to begin in January 2020.

The Director expressed her confidence in and satisfaction with the work Alkon has done. Patron and staff response to the new site has been overwhelmingly positive. Board member Michael Livovich expressed his congratulations on a job well done overhauling this website.

At the June 14 outdoor concert and film series held at Burns Harbor, a massive gust of wind snapped both legs off the screen frame, and the entire screen and frame fell forward. No one was injured; however, the screen was irreparably broken. The Library Maintenance Manager determined that the company that made this screen is no longer in business and there wasn't another company that made or could repair the type of screen the Library used.

Because of this, a new inflatable screen was ordered. This new screen has a thickness of 680 grams with wind resistance levels up to 24 mph. It weighs approximately 140 pounds as compared to the old screen weighing approximately 200 pounds. This allows for easier maneuvering into and out of the Library van and to the showing location. It is much less difficult and physically demanding to work with and takes less time to set up and break down. The cost of the inflatable screen from Outdoor Movies was \$4,618.54, and this includes a three-year full warranty.

The Center of Workforce Innovation (CWI), the organization that manages the Chesterton Adult Learning Center, sent the Library a thank you letter and a donation of \$500 for use of the space in the Baugher Center for their teachers and students. This is the first time CWI has made a donation to the Library. The Duneland Garden Club donated \$100 to the Library. This donation, and the donation from CWI, is greatly appreciated.

One of the Baugher Center HVAC units needs to have its high voltage contactor tips replaced, and one Thomas rooftop unit needs a new blower motor. Precision Controls quoted the replacement of the contactor tips and blower motor at \$2,080.

The Baugher Center has four rooftop HVAC units, and the heat exchanger on one of them was replaced last year. The other three units now have bad heat exchangers, along with severe rust and leaks. These units typically last 8 to 10 years, and the Library units are 16 years old. Precision Controls advised that since the units are well maintained, and to save money, repairing them would be a better option than replacing them which would cost approximately \$31,200. Precision offered a discount to repair them all at once for a total cost of \$8,900 which is a savings of \$1,780 if they were to be done individually over time. Therefore, three heat exchangers at the Baugher Center will be repaired for a cost of \$8,900. The contactor tips will be replaced on the Baugher Center HVAC unit, and a new blower motor will be installed at Thomas for a total of \$2,080.

Director Stamm met with Anton Insurance to discuss the Library's annual policy covering liability, property, equipment and machinery, auto, and workers' compensation. The decision was made to stay with Liberty Mutual for a 2020 premium of \$32,526. The 2019 premium from Liberty Mutual was \$35,480. Last year, the workers' compensation coverage from Liberty Mutual was moved to Indiana Public Employers Plan (IPEP) for a savings of \$4,445 annually for the same coverage including an umbrella of \$5 million to cover the Library in the case of a lawsuit stemming from a workers' compensation claim.

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Going into 2020, the Library will stay with IPEP for workers' compensation coverage; and due to a claim that has since dropped off of IPEP's three-year cycle, the premium lowered from \$10,394 in 2019 to \$5,097 in 2020, for a savings of \$5,297.

The staff changes for the month include the hiring of Charles Braum and Alicia Adams as part-time Clerks. Separated this month were part-time Clerks Tibult Verheage and Sheila Gardner and part-time Tech Clerk Zachary McDonald.

## Old Business

### Additional Appropriation

On June 25, Director Stamm attended the Porter County Council meeting held at the Portage Riverwalk pavilion with the Library's Additional Appropriation request of \$37,931.76 to repair the Baugher Center patio and replace the Thomas staff entry doors. Before the meeting began, Porter County Auditor Vicki Urbanik asked if Director Stamm would bring the request back during their July meeting as they were unclear as to why they were named by the Department of Local Government Finance (DLGF) as the authority to approve such a request that was already approved by the Library Board of Trustees. Ms. Urbanik explained that she and the rest of the Council wanted to ensure they understood the process correctly as determined by DLGF and asked to table the item until July. Director Stamm showed Ms. Urbanik the email conversation she had with DLGF about the authority and process, and then agreed to table this request until questions were cleared up.

The next day, Director Stamm reconnected with DLGF who again confirmed that Porter County Council is the entity that would approve an Additional Appropriation request once it has been approved by the Library Board of Trustees. This information was shared with Porter County Council attorney Harold Harper.

Vicki Urbanik was contacted today, and she advised that the Council wants more time to clear up questions and to contact Kurt Ott from DGLF. Email conversation between Director Stamm, Harold Harper, and DLGF were forwarded to Urbanik for her review. Urbanik advised that this is the busiest time of year for the Council and asked that the Library's request be tabled until the August meeting. Director Stamm agreed that this would be acceptable.

Since this item was discussed and tabled during the Council's June meeting, a copy of the Council's approved June minutes must be obtained and submitted to DLGF with an Additional Appropriation request. A request must now be made to be included in the Agenda of the August Porter County Council meeting, and Director Stamm will take care of this. A public notice does not need to be re-advertised in the newspaper since this item was discussed during the Council's June meeting.

### Budget Update

On July 1, the DLGF released the official Assessed Value Growth Quotient as 3.5% for 2020 budgeting purposes. Based on this official percentage, the Library budget total was lowered .00175% from an estimated budget of \$3,686,017 to \$3,679,572 for a difference of \$6,445.

To accommodate this difference, Line 3.62 Equipment was reduced from \$170,000 to \$163,555. The modified Budget Draft Operating Fund is included in the Board documents.

### Chester Payments Since Restructure

During the February Board meeting, a Board member asked for a report of expenditures to Chester, Inc. after the inaugural year of managing the Library's IT services.

There were one-time expenses of \$5,960 for the initial technology audit and \$3,577 for the purchase of a new firewall. The cost for Chester's management services from July 2018 through June 2019 was

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\$30,318. It is expected that the annual expenditure to Chester will hover around \$29,000 to \$31,000 with the fluctuation for special projects, hardware and software updates, repair, and maintenance.

## New Business

### PLAC Quarterly Report

The Public Library Access Card (PLAC) Quarterly Report needs to be signed by the Board at this time. Two forms were then passed around for the Board members' signatures for the quarterly statement.

### Filming Request

On July 8, Director Stamm was telephoned by a man who wrote a book called "Behind the Wire: A Prisoner's Journey to the Pulpit," and he asked whether a production company making a movie about his life could film an actor studying inside the Library for montage scenes. He advised that filming is anticipated to occur between July 21 and August 3 and stated that, as a young man, he grew up in Chesterton and used the Library. Director Stamm advised him that that she would need much more detail on what the production company is asking for, that summer is a busy time at the Library and she is not inclined to close for any non-urgent reason, and asked what sort of liability coverage the production company offers. She explained that it might be possible if they can do the filming quickly, without much disturbance to patrons, and without significant changing of some staff schedules to open before or after Library hours, but that she would speak with the Trustees before making a decision. He said that it should only take an hour, that they had plenty of coverage, and that they could do the filming while the Library was open. He suggested a tentative date of Sunday, July 28.

Discussion ensued, and the Board suggested that Director Stamm obtain a certificate of liability insurance from the production company. Also suggested is that an agreement be written to state that production is allowed for only a set amount of time, that the Library chooses what day and time works best, and that patrons are not to be filmed. Also suggested was to inquire about contact names of representatives of other municipalities permitting filming to occur. A decision as to whether or not to permit filming will be made by Director Stamm based on her satisfaction that all questions and written agreements are resolved.

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## Public Comment

A member of the public commented that regarding the discussion of this filming request, perhaps the reason the person about whom the movie is being made wanted to portray himself studying in the Library is that many years ago the Adult Learning Center was located in the Thomas Library.

## Other Business

There was no Other Business to discuss.

The date of the next Board of Trustees meeting will be held on Thursday, August 8, 2019 at 7:00 pm at Thomas Library.

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

Respectfully submitted,

Christine Hoover, Minutes Recorder for

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Michele Corazzo, Secretary