

Westchester Public Library
Board of Trustees
Minutes
June 13, 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, June 13, 2019 at 7:00 pm.

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

Member absent: Kathryn Cochran

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 7:01 pm.

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the May 9, 2019 Board meeting as presented. Nick Tilden 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. Michael Livovich 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 Register of Claims and Warrants from the time period of May 10, 2019 through June 13, 2019. Drew Rhed 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.

"A Universe of Stories" is the theme of this year's summer reading program. The kickoff event was a success with 200 attendees of all ages enjoying a variety of space-themed activities. To date, there are nearly 300 children, 60 teens, and 175 adults registered for the summer reading program, and that number increases daily. The first two programs held at Hageman saw 99 and 97 attendees.

Statistics from May showed that 31,018 people visited the Library. There were 37 programs presented with 669 attendees, and 289 people utilized Library meeting rooms. Staff answered 204 reference questions and 172 tech help questions. Graphs were provided showing materials circulation statistics.

A grounds hole was discovered in the yard to the east of the Museum on the south side of the main sidewalk. This hole emerged most likely due to the high amounts of rain. As a temporary measure, a board was placed over the hole and hooked into the ground. Duneland School Corporation was

contacted, and they surmised that this hole was the original cesspit (similar to a septic tank) from 1885. The hole was permanently filled, and the grounds appear to be safe.

A Patron Request for Resolution Form was created by the Director and presented to the Board. The Library did not previously have such a form, and it serves as an option for patrons to request a different resolution in the case that they have lost privileges due to a policy violation or another issue. Director Stamm stressed that this form is not for questions or complaints nor is it meant to suggest that behavioral and other policy decisions are open to challenge. It is beneficial for both the Library and the patrons that such a form be available in the case that extenuating circumstances affected or caused an issue. This Form is procedural, not a policy, and it will be implemented after this meeting.

The US Census Department contacted the Library last week looking to schedule space for the public to apply for 2020 Census jobs. Space was found for them, and they will be at the Library on Wednesday, June 19, from 9 am to 11 am at Thomas, and from 1 pm to 3 pm at Hageman, to help people apply for jobs with the 2020 Census. This event will be promoted on the Library Facebook page and in-house with posters and fliers provided by the US Census. Staff have also been given information about qualification requirements and some will attend a webinar later this month about the Census and libraries. The Census job qualification requirements are located in Drive.

There were no staff changes since the last Board meeting.

Old Business

Parking Lot Lighting

The lighting project in the parking lot across the street from the Baugher Center is complete. It has been confirmed that no light pollution is created by the new bulbs and fixtures. The bulbs are not overly bright, and the hoods on the fixtures direct 90% of the light straight down.

Concrete Removal

The sections of concrete left in the ground outside of Hageman after the installation of the new outside sign have been removed. The area is now clear, and landscaping will commence.

Additional Appropriation

The Porter County Council is meeting on June 25, and the Library's Additional Appropriation request is on the agenda. Specifically, the request is to fund the repair of the Baugher Center patio and to replace the Thomas staff doors. If approved, the request will be formally submitted to the Department of Local Government Finance (DLGF), and they have 15 days from receipt of the paperwork to respond to the Library. Director Stamm and Attorney Hiestand plan on attending this meeting to be held at Riverwalk Park in Portage at 5:30 pm. Board members are invited to attend this meeting if they choose to do so.

Long Range Plan

After examining the Library's Long Range Plan, Director Stamm advised that a re-write of this Plan is not necessary even in the midst of HEA 1343 and how it relates to LIRF monies. This current Plan lasts until December 31, 2020, and the next Long Range Plan will include a Technology Plan rather than having the Technology Plan being a stand-alone plan as it currently is.

New Business

No Smoking Policy Removal

It is the recommendation of Director Stamm that the stand-alone 2011 No Smoking Policy be removed. This is due to the fact that rules pertaining to smoking and vaping are covered in the Unacceptable

Behavior Policy as well as the internal Personnel Policy. Also, the 2011 Policy contains levels of detail and instruction that make it challenging and confusing for staff to navigate and enforce.

A motion was made by Nick Tilden to remove the stand-alone 2011 No Smoking Policy from official Board policies as proposed. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Unacceptable Behavior Policy Update

Director Stamm recommended that the Unacceptable Behavior Policy be updated to state that smoking, vaping, or use of other nicotine products is prohibited within 15 feet of Library entrances. The State Law mandates a distance of eight feet, but the Legal Department of the State Library advised that this length may be extended through a formal policy beyond the State Law requirement of eight feet. Patrons consistently smoke very close to the Thomas main entrance and flank the doors. Patrons have complained about how they have to walk through fumes when approaching the Library doors. Since eight feet is not sufficient space to clear the way for patrons to enter the Library without walking through these fumes, 15 feet is a preferable distance. It has also been brought to the Director's attention that a member of the public has been vaping inside the Baugher Center.

Also added to the Unacceptable Behavior Policy is language stating that service animals must always be in the care of their handlers. Also, no animal may be tied outside on Library premises, and all animals outside on premises must be accompanied at all times by rightful owners.

Both the current and proposed Unacceptable Behavior Policy were included in Drive with the proposed changes highlighted.

A motion was made by Michael Livovich to accept the changes as proposed to the Unacceptable Behavior Policy. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Access to Circulation Records Policy Removal

Director Stamm recommended the removal of the Access to Circulation Records Policy from official Board policies and the removal of the corresponding "Law Enforcement Inquiries for Records Response Procedures". This policy has been updated and renamed by Director Stamm as the new Confidentiality of Patron Records Policy.

A motion was made by Michele Corazzo to remove the Access of Circulation Records Policy as recommended by the Director. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Confidentiality of Patron Records Policy (new)

A single document entitled Confidentiality of Patron Records Policy was presented to the Board. This document has been written to supplant the previous Access to Circulation Records Policy and corresponding "Law Enforcement Inquiries for Records Response Procedures". This new Policy is written to ensure that the Library does what it can to protect patron records from casual inquiry.

A motion was made by Drew Rhed to approve the stand-alone Confidentiality of Patron Records Policy as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Draft 2020 Budget

The 2020 Operating, Materials, and Salaries Budget have been drafted and presented at tonight's meeting. Due to HEA 1343 restrictions on reserves, there is no budgeted amount in Operating Funds slated to be moved into LIRF at the end of the year (3.94). There is a budgeted increase into furniture and equipment thus adding a significant change in the amounts between the 2019 and 2020 budgets (lines 3.62, 4.20). The other significant changes are in the Materials budget. The music CD amount has been reduced due to continued decreased demand and production in that format (line 452). There was a 12.5% increase in the amount allowed for the Downloadable collections in response to growing demand for these types of items (line 3.16).

A motion was made by Michele Corazzo to approve the Draft 2020 Budget as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Public Comment

At this time, the meeting was opened up for public comment. Rondi Wightman requested that Robert's Rules of Order be made available during meetings as she would like to refer to and use them if or when issues get complicated. The Director agreed to supply a copy.

A member of the public asked about the possibility of the Library having NARCAN available. Board President Rondi Wightman advised that the Library is not considering having NARCAN available due to the reasons stated at the February 14, 2019 Board meeting.

Other Business Dune Acres Property

Since September, 2014, the Library has been the recipient of a donation of a parcel of land in Dune Acres from the estate of Walter Placko. Recently, properties to the north of and east of this lot have been sold. Most likely due to this activity, Attorney Hiestand has been contacted by Dune Acres Clerk-Treasurer Jan Bapst as to what the Library intends to do with this lot. Specifically, Bapst inquired if the Library would consider donating this lot to the Town of Dune Acres though there might be some money available from the Town of Dune Acres to purchase this lot.

Attorney Hiestand advised that this lot is less than one acre and the topography was not as steep as some of the other lots on the market. It is Attorney Hiestand's opinion that the lot is buildable.

Attorney Hiestand asked the Board how they would like him to respond to this inquiry from the Town of Dune Acres and if the Board was wanting to make any type of move with marketing this property.

A motion was made by Michael Livovich to discuss the Dune Acres real estate issue. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

After a brief discussion, it was the consensus of the Board to make no decisions at this time regarding the Dune Acres property.

Attorney Hiestand advised that according the state Statute, HEA 1343 exempts gifts from being considered as part of the Library's cash on hand. Director Stamm felt that nothing is for sure on HEA 1343 until the final word is received from the DGLF.

The date of the next meeting will be Thursday, July 11, 2019 at 7:00 pm at Thomas Library.

Drew Rhed made a motion to adjourn this meeting at 7:40 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Michele Corazzo, Secretary