

Westchester Public Library
Board of Trustees
Minutes
August 8, 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, August 8, 2019 at 7:00 pm.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Abbe Trent, and Rondi Wightman

Members absent: Drew Rhed, Nick Tilden

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 President Rondi Wightman at 7:00 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the July 11, 2019 Board meeting as presented. Abbe Trent seconded the motion. All voted in favor, with Rondi Wightman abstaining, 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 as presented from the time period of July 12, 2019 to August 8, 2019. 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. Director Stamm gave accolades to the patron-facing staff that do an admirable job of making patrons feel known and helped by the Library. Also noted were the everyday efforts of the entire staff both behind the scenes and on the frontline for making the Library such an asset to the community.

The Summer Reading Program was a success with 1,126 participants. This number represents a 22% increase from last year. There was significantly more teen participation in the program this year.

During the month of July, 35,788 people visited the Library. There were 56 programs presented with 1,886 attendees, and 133 people utilized Library meeting rooms. Staff answered 154 reference questions and 195 tech help questions. Materials Statistics graphs were provided showing materials circulation statistics.

There has never been a security camera in place on the first floor staff entryway of Thomas Library. Ellis Electric has been hired to install network cabling from the Thomas data closet on the second floor to the staff door area on the first floor in order to install a security camera at this location. The cost is anticipated to be \$1,125, and it is hoped that the project will be completed during the month of August.

There was no phone or internet service at the Museum from July 12 through July 18. Duneland School Corporation (DSC) is responsible for the Library's fiber network, and they were contacted about the issue. DSC confirmed that the issue was not on the Library's end, and it was determined that the fiber lines had been chewed through by squirrels approximately 1,000 feet from Thomas. The damaged portion was spliced to get connectivity back as fast as possible, and bids will be taken by DSC to replace 1,500 to 2,500 feet of fiber and encase it in chew-proof armored cable. During the down time, Museum staff used their personal cell phones to communicate when necessary.

There were no staff changes to report since the last Board meeting.

Old Business

Additional Appropriation

Director Stamm will attend the Porter County Council Regular Meeting on August 27 for the Library's first Additional Appropriation request. These requested funds are from the Library's funds saved in the Library Improvement Reserve Fund (LIRF) and will be used to repair the Baugher Center patio and the Thomas staff entry doors for a total cost of \$37,931.76. The vendors who provided the quoted costs have been contacted and have reaffirmed their "not to exceed quotes".

Filming Request

The film director involved with the movie discussed at the previous Board meeting was contacted after the last Board meeting regarding the Library's parameters for allowing filming inside Thomas Library. The film director was also given four options of days to potentially film at the Library, but he was unable to select a date at that point. After this conversation, there was no further contact from the film director, and no filming was done inside the Library.

HVAC Repairs

Precision Controls has completed the replacement of the HVAC high voltage contactor tips at the Baugher Center. They also replaced the blower motor of the rooftop unit at Thomas. Repair of the heat exchangers in the three units at the Baugher Center should be completed in August.

New Business

Adopt 2020 Budget for Publication

Director Stamm met with the Department of Local Government Finance (DLGF) representative for the annual one-on-one budget meeting. With the rounding of cents in multiple categories, the DLGF had the 2020 budget estimate at \$1 less for a total of \$3,679,571. This \$1 difference is reflected in Line 3.62 Equipment from \$163,555 to \$163,554.

A motion was made by Michael Livovich to adopt the 2020 Budget as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Resolution to Join e-Rate Consortium

The Resolution to join the Indiana State Library Consortium for Public Library Internet Access (e-Rate) is due for renewal at this time.

A motion was made by Kathryn Cochran to adopt the commitment to join the Indiana State Library Consortium to Public Library Internet Access for Funding year July 2020 through June 30, 2021. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Bed Bug Policy

Although there is not a known issue of bed bugs in the Library or on its premises, Director Stamm recommends that a Bed Bug Policy be instituted. A Bed Bug Policy was written by Director Stamm for a former library in another community, and this policy was adapted to the Library and provided to Board members. The staff will be trained on how to spot telltale signs of bed bugs. A motion was made by Kathryn Cochran to adopt the Bed Bug Policy as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Hoosier S.T.A.R.T.

Director Stamm is recommending that the Library implement the Hoosier Save Today and Retire Tomorrow (S.T.A.R.T.) deferred compensation plan for all part-time and full-time employees. This program is available to all employees at no charge, but the Library must opt-in in order for employees to participate. This program is available at no cost to the Library.

In addition to the deferred compensation plan, the program also educates employees on the importance of deferred savings, the importance of starting now, and helping participants understand their individual retirement needs and goals.

Currently, the Library offers a deferred compensation plan with Fidelity for full-time employees, and only two full-time employees participate in it. The Library would offer Hoosier S.T.A.R.T. for full and part-time employees with the stipulation that a part-time employee must have been employed for six months before being eligible to participate, the same amount of time as the new-hire probationary period.

Attorney Hiestand asked that a copy of the "Master Plan" be provided from Hoosier S.T.A.R.T., and Director Stamm advised she would see about getting this Plan.

The Board agreed that Director Stamm may invite a Hoosier S.T.A.R.T. representative to give a brief presentation at the beginning of the regular September Board meeting.

Public Comment

There were no public comments at this time.

Other Business Fiber Network

Director Stamm would like to explore the possibility of breaking off from the Duneland School Corporation's (DCS) fiber network. Currently, the Library is relying on the DSC to maintain this network and to repair it in a timely manner. The Board agreed that looking into this matter would be acceptable.

The date of the next regular Board of Trustees meeting will be held on Thursday, September 12, 2019 at 7:00 pm at Thomas Library. There will also be a special budget adoption meeting held on Thursday, September 26, 2019 at 7:00 pm at Thomas Library.

Kathryn Cochran made a motion to adjourn this meeting at 7:40 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Michele Corazzo, Secretary