

Westchester Public Library
Board of Trustees
Minutes
October 10, 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, October 10, 2019 at 7:00 pm.

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

Board 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 7:00 pm.

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the September 12, 2019 regular Board meeting as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

A motion was made by Michele Corazzo to approve the minutes from the September 26, 2019 special budget adoption meeting as presented. Michael Livovich seconded the motion. All voted in favor, with Rondi Wightman abstaining, and the motion passed.

Financial and Statistical Reports

A motion was made by Michael Livovich 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 from the time period of September 13, 2019 to October 10, 2019. Nick Tilden 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 photo was provided showing the results of a toddler patron's imaginary play who recently visited the Library and proceeded to "feed" each baby doll in the Children's Department play area.

September was National Library Card Sign-Up Month, and 157 new cardholders were signed up.

During the month of September, 27,976 people visited the Library. There were 65 programs presented with 1,253 attendees, and 381 people utilized Library meeting rooms. Staff answered 86 reference questions and 170 tech help questions. Included in the Board meeting documents are graphs showing materials circulation statistics.

The first ever all-staff In-Service Day was held on September 27, and it went well. There was expert training on communication skills, training on how to stop the bleeding of others in an emergency situation, and technology and workplace safety tips. There were teambuilding activities, and individual staff members were recognized for their years of service with formal certificates of appreciation and gifts. All staff members were recognized as a whole, and WPL-branded tumblers were given to each person. An ensuing staff survey showed that the responders (75% of staff) marked the day overall as excellent. Some of the survey comments were shared with the Board. This staff training day is planned to be an annual event.

In support of continuing advocacy efforts, specific efforts in response to recent legislation, and patron interest, 400 more "We Love Our Library" yard signs were purchased. Additionally, Director Stamm wrote a piece about HEA 1343 for the October newsletter. These signs cost \$4.50 each for a total amount of \$1,800 spent from Fund Line 3.31 Advertising.

In early September, Thomas Library had a surprise inspection from the Chesterton Fire Department (CFD). The inspection went well in general, but the Library was found to be out of compliance in numerous areas of Thomas due to the overuse of long, orange extension cords that were being used as permanent power sources. To be in compliance, no extension cords of this type may be used as permanent, primary power sources; instead, the cords must be replaced with heavy-duty surge protectors costing approximately \$40 each. In Children's, orange extension cords were snaked through the ceiling and down the brick pillar that stands in the middle of the raised, circular platform in order to power, with secondary extension strips, four child-computer stations. Some bookcases and playsets were shifted to move these computers in the Children's Department to the window bay area. The raised platform in Children's will be completely removed as it has posed a trip hazard in the past. Quotes for this project will be reported on at a later date.

The Thomas lobby TV was being powered by an orange power cord running from the Reference area to the lobby. This cord was replaced with the required heavy-duty surge protector. The CFD did a follow-up inspection on September 25, and the Library was found to be in compliance.

On September 6, the Library received a memorial donation of \$250 from Barbara McLemore in honor of her husband Jim McLemore. Mr. McLemore was an avid Library user and visited the A/V Department several times each week to borrow movies. He is fondly remembered and missed by the staff.

Becky Weltzin was hired as a part-time Clerk, and part-time Clerks Sandra King and Jordan Wadding were separated. David Thompson transferred from his position as part-time Maintenance to part-time Clerk.

Old Business

Hoosier S.T.A.R.T.

Todd Williams, Retirement Plan Advisor with Hoosier S.T.A.R.T., will be doing presentations and sign-ups in October for staff interested in joining this plan. Director Stamm and the Library Bookkeeper have been getting prepared to begin offering S.T.A.R.T. to employees.

Additional Appropriation

The Department of Local Government Finance (DLGF) approved the Library's Additional Appropriation request of \$37,932. The patio repair and staff door replacement projects will be underway and hopefully finished before winter.

Upgrade Calendar Software

There are many technical intricacies in the set-up for the programs and room reservations aspect of the online calendar. The go-live date is tentatively planned to occur by the end of October.

Northwest Indiana Library Board Association (NILBA)

The advocacy workshop and dinner presentation featuring John Chrastka, Executive Director of EveryLibrary, will occur on October 29. A head count was taken of Board members who will be attending the workshop and/or the dinner.

New Business Public Library Access Card (PLAC)

The PLAC Quarterly Report needs to be signed by the Board at this time. Nothing has changed on this report since it was last signed. Two forms were then passed around for the Board members' signatures for the quarterly statement.

New Librarian Position

Director Stamm proposed the creation of a new full-time professional position of a Young Adult Librarian. The person for this position will serve tweens (ages 8-12) and teens (ages 13-18). The position requires an MLS-degreed Librarian. The responsibilities include developing and implementing programs and initiatives for young adults at both Library branches, creating and managing a Teen Volunteer corps, managing collection development of young adult print and electronic collections, heading young adult community outreach, and providing reference services. This position would report to the Thomas Branch Manager and would not manage other staff members, nor would other positions need to be created to sustain it.

The salary for this position would be advertised to begin at \$36,000, negotiable depending on qualifications, with a benefit package cost of \$15,183 (health insurance, HSA contribution, life insurance, PERF). The funding for this role in the 2020 budget falls within the "Librarians" category of the Salary Schedule. The room next to the Branch Librarian's office at Thomas would be converted into a shared office space for the Young Adult Librarian and the Reference Librarian.

The 2020 budget can sustain the creation of this position as there is an unfilled full-time professional role allotted in the budget for an IT Manager. The Library would be able to allot additional operating funds in the 2021 budget to sustain both the Young Adult Librarian and an IT Manager. Also, the creation of this new position will not affect the ability to hire an Assistant Director in the future.

A motion was made by Drew Rhed for the creation of a new position of Young Adult Librarian. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Annual Approval of Salary Schedule

The Library Salary Schedule must be approved annually. The 2017 Westchester Public Library Salary Schedule was provided for the Board's review and approval since no changes have been made other than formatting.

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

Employee Manual

Director Stamm has been working for several months on updating the Personnel Policies and Procedures guide. This guide was found to be outdated and containing extraneous language and has been renamed the "Employee Handbook". Everything from the previous guide has been edited, updated, modified, and re-ordered to follow today's standards and guidelines. When relevant, current language from national government resources has been used.

Board members were provided with a copy of the old (current) Personnel Policies and Procedures guide along with the new Employee Handbook. Changes in the current guide were marked in red showing if something was completely removed, moved into a different section of the new Handbook, or completely new.

There was discussion as to whether or not the Board would like to go through the entire manual section by section at the next few Board meetings. It was decided that Board members should read through the Handbook; and if there are any questions or concerns, email Director Stamm those concerns no later than one week prior to the next Board meeting. Those questions and concerns will then be addressed at the next Board meeting in November. Director Stamm would like to see this Employee Handbook implemented by January 1, 2020.

Public Comment

There were no public comments at this time.

Other Business

State Board of Accounts Audit

There was an unexpected audit (review) by the State Board of Accounts this week. Some small issues were found at this point, and information was provided as requested. The auditors will be back next week to finish up, and there will be an exit interview on October 21 at 3:00. Director Stamm advised that one trustee needs to be in attendance at this exit interview.

Volunteer Appreciation Luncheon

The annual Volunteer Appreciation Luncheon will occur on November 20 from 1-2 pm and will be held in the Baugher Center. All Board members are invited to attend.

The date of the next regular Board of Trustees meeting will be on Thursday, November 14, 2019 at Hageman Library at 7:00 pm.

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

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