

Westchester Public Library
Board of Trustees
Minutes
November 14, 2019

A regular meeting of the Westchester Public Library Board of Trustees was held at the Hageman Public Library, 100 Francis Street, Porter, Indiana on Thursday, November 14, 2019 at 7:00 pm.

Board members present: Kathryn Cochran, Michele Corazzo, Michael Livovich, Drew Rhed, Nick Tilden, Abbe Trent, and 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 President Rondi Wightman at 7:03 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the October 10, 2019 regular Board meeting as presented. Michael Livovich 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. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Cat Yoga was offered last month in conjunction with the Independent Cat Society of Westville and East Wind Studios of Chesterton. The Library was the site of an instructor-led yoga class, and 32 adults participated in this class while adoptable cats roamed the area.

Inktober was another unique program offered last month. Patrons were supplied materials and a subject matter for each day of the month and asked to do pen and ink drawings of their interpretations of that subject.

Dia de los Muertos was offered in conjunction with the local chapter of the League of United Latin American Citizens (LULAC) to teach the origins of the holiday, along with hands-on decorating of Mexican Sugar Skulls.

There has been positive feedback from staff about the Hoosier S.T.A.R.T. retirement planning option. So far, eight staff members have signed up, and more participation is expected. The S.T.A.R.T. representative is returning in May to do full financial reviews and create customized retirement plans with participating staff. He will also be available to sign up more participants.

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

During the month of October, 32,184 people visited the Library. There were 106 programs presented with 1,979 attendees, and 336 people utilized Library meeting rooms. Staff answered 86 reference questions and 166 tech help questions. Included in the Board meeting documents are graphs showing materials circulation statistics.

One Library Improvement Reserve Fund (LIRF) CD and four Rainy Day Fund CDs matured just before this meeting date. All were reinvested by Horizon Trust and Investment Management.

The room next to the Thomas Branch Manager's office has been converted into a space to house the current Adult Reference Librarian and the person hired for the position of Young Adult Librarian. Ellis Electric pulled the cabling for the space for a cost of \$1,575, and desks and chairs were purchased from and installed by Duneland Office for a cost of \$1,257.90.

There have been very few applicants for the newly-created Young Adult Librarian position. Advertisement has been expanded to a wider audience to include posting on the ALA's national jobline site and those of two large library associations in Illinois. The ad emphasized that the Library pays for health insurance coverage, but sometimes health coverage isn't enough of a pull to attract qualified applicants if the salary is lower than that of comparable libraries and areas. This issue will be reported on and addressed at next month's meeting.

The Volunteer Appreciation luncheon will be held on Wednesday, November 20, from 12-2 pm at the Baugher Center. All trustees are invited to attend.

Annual staff evaluations are underway and should be completed by mid-December at the latest.

The Friends of the Library Fall Book Sale earned \$4,852.31. The Friends then donated \$4,500 to the Library Gift Fund in support of programs and other initiatives. The Library hosted a breakfast for the Friends after the sale to thank the Friends for their service.

Duneland Schools hired contractors to repair the squirrel-chewed fiber lines that have been causing intermittent outages for the schools and the Library over the past few years. This repair took place on Friday, October 25. During this time, the Museum lost connectivity for a few hours and Hageman lost connectivity for several hours. The repaired fiber should now be squirrel-proof as an un-chewable "jacket" of steel and Kevlar now surrounds the fiber. Other areas of repaired fiber were either placed within housing that prevents varmint access or that were already underground.

On Friday, December 6, the Library will not open until 11:00 am to allow for a Staff Holiday Breakfast from 9-10:30 am. This breakfast will be catered by Third Coast Spice Café. There will be an optional "white elephant pirate gift exchange". Staff are encourage to come dressed in their prettiest, ugliest, or funniest holiday sweaters and shirts.

The public water fountain at Hageman recently began leaking from the spout and over the front of the unit. It was determined by the Maintenance Manager that the unit had old, rusty internal components and non-standard rubber hoses. Therefore, the entire unit was replaced at a cost of \$717.17 in addition to the TrapMaster installation fee of \$250.

There were no staff changes during the past month.

Old Business State Board of Accounts Audit

The audit/review conducted by the State Board of Accounts (SBA) resulted in a formal "Comment". The Library had the option, and chose to, formally respond to said Comment. The SBA had difficulty with the interest on CDS as pertaining to the fluctuation and a few days' time between reinvestments. The Horizon investments representative worked with Director Stamm and the Bookkeeper for several hours, and then spoke on the phone with SBA to clarify and bridge some of the financial language that SBA was using that didn't align with some of the banking language being used.

The Library provided a formal Response to the Comment that makes it clear that no malfeasance occurred and that also makes clear that a process has been implemented to avoid a repeat of this question in the future. This additional process involves an additional spreadsheet for the Library Bookkeeper in order to show additional reconciliations of interest on investment statements. The Horizon representative's efforts were impressive, and a letter was sent from Director Stamm to the President of her division stating this.

Also, Attorney Terry Hiestand explained to the SBA again how the Les Pratt Fund works. The SBA advised this Fund should be deleted from Financial Data by Fund list in Gateway so it won't be present in future audits.

NILBA Workshop and Dinner

Although Director Stamm was unable to attend the NILBA workshop and dinner that she organized, the feedback from this event has been overwhelmingly positive.

New Business Meeting Room Policy

The Library's Meeting Room Policy has been revised to include a statement that follows standard protocol for public libraries as pertaining to campaigning individuals. There was also a modification to the language relating to persons wishing to ask about a denial of use. The policy was also formatted for consistency with any new or updated policy since the arrival of Director Stamm. A motion was made by Michael Livovich to approve the changes made to the Meeting Room Policy as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Employee Handbook

As discussed at last month's meeting, trustees were asked to review the proposed revisions to the Employee Handbook and submit questions or concerns to Director Stamm prior to this meeting. The concerns submitted were addressed by the Director at this time, along with other comments and questions raised at this meeting.

An optional version of 6.6 Grievance Policy was handed out which had some changes from the version provided at the October meeting. This optional version of the Grievance Policy outlines the steps an employee must take to resolve a grievance, allowing for the rare exception of an employee submitting in writing an appeal to the President of the Board of Trustees in the case of an unresolved grievance.

Director Stamm will make the changes discussed and agreed upon at this meeting and send electronically the updated version of the Employee Handbook, including the 6.6 Grievance Policy, to all trustees.

Director Stamm asked that if there are any additional concerns or questions after reviewing this updated version to submit these concerns to her prior to the next Board meeting on December 12, as she would like to implement this Handbook at the beginning of the new year.

Possible Salary Study

Michele Corazzo asked about the possibility of conducting another salary study to see if the Library is in line with salaries offered by comparable libraries. This will be addressed at a future meeting.

Public Comment

There were no public comments at this time.

Other Business

There was no Other Business at this time.

The date of the next regular Board of Trustees meeting will be on Thursday, December 12, 2019 at 7:00 pm, and it will be held at the Museum.

Drew Rhed made a motion to adjourn this meeting at 9:08 pm.

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