

Westchester Public Library
Board of Trustees
Minutes
December 12, 2019

A regular meeting of the Westchester Public Library Board of Trustees was held at the Westchester Township History Museum, 700 West Porter Avenue, Chesterton, Indiana on Thursday, December 12, 2019 at 7:00 pm.

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

Board member absent: Michael Livovich

Also present at this meeting were Library Director Lisa Stamm, Museum Curator Serena Ard, Attorney Terry Hiestand, Minutes Recorder Christine Hoover, and three 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 Kathryn Cochran to approve the minutes from the November 14, 2019 regular Board meeting as presented. Michele Corazzo 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. 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 from the period of November 15, 2019 to December 31, 2019 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 and gratitude expressed by patrons regarding their Library experiences.

During the month of November, 25,944 people visited the Library. There were 76 programs presented with 1,190 attendees, and 474 people utilized Library meeting rooms. Staff answered 90 reference questions and 158 tech help questions. Included in the Board meeting documents are graphs showing materials circulation statistics.

The annual health insurance renewal was received, and there will be a 12.38% rate increase for 2020. In 2019, the monthly premium was \$12,337.56. The 2020 monthly premium will be \$13,864.50.

Postings for the new Young Adult Librarian position were placed on ALA Joblist along with a few Illinois library job boards. Several qualified applicants have applied, interviews are in process, and Director Stamm intends to make a decision before the holidays.

The Library staff holiday breakfast was held on Friday, December 6 from 9 to 11 am. The Library was closed during this period, and this seemed to be a better option than closing during the middle of the day for a luncheon. The food was catered by Third Coast Spice Café, and staff were encouraged to wear their best/worst holiday attire.

The upgrade to the Library programs and room reservation online calendar has been going slower than expected; however, the calendar will be launching on during the first week of January. Patrons will be able to see a visually enhanced programs calendar and an easier, do-it-yourself option to make meeting room reservations.

There were two minor transfers during December. There was a move of \$.06 from 1.14 Clerical Wages to 1.11 Salary of Librarian. There was also a move of \$67,066.32 from 1.14 Clerical Wages to 1.13 Supervisory. The reason for this transfer is that one staff member recently completed her MLS degree, and this caused her wages to increase and another employee was promoted to the Branch Manager position.

The only staff change for the month was the separation of part-time Clerk Daniel Craig.

Old Business Additional Appropriation

The Library Additional Appropriation projects are in process as of this week. There were delays in final approvals and scheduling conflicts of the companies that originally provided the not-to-exceed quotes. These factors pushed the scheduling and completion of work out until now. The projects are expected to be finished before the end of December and will be reported on in January.

Salary Schedule

It was suggested during the November meeting that perhaps the salary schedule needs to be reviewed in order to pay more competitively and attract stronger candidates for any open or future open positions at the Library. Director Stamm reviewed the salary schedule and concluded that the ranges are fair from the recent update that was completed. Historically, a 2% annual cost-of-living increase has been allotted each year to all employees, and Director Stamm recommended that the Board consider allotting a 3% or 3.25% cost-of-living increase in order that employees may regularly earn slight increases to their salaries. This increase would be for the 2021 budget.

Director Stamm advised that the average benefit cost to the Library for a full-time position is approximately \$15,183, and this number can fluctuate because it is based on percentages resulting from employees' specific salaries. The breakdown is as follows:

Health Insurance:	\$8,225
HSA Contribution:	3,500
Life Insurance:	\$ 228
PERF	3,320

New Business Adjustment to Materials Budget Lines

A shift was made within the Materials Budget delineations to create a legitimate and appropriate trail for “book club” book purchases. In the past, the Library has been purchasing books for book clubs out of the Hageman Adult books budget line. This is not permitted, and book club purchases should be made from the Materials Budget as long as there is a specific line and dollar amount designated for such purchase and as long as the books are part of “book kits” that are then able to be borrowed by others.

The amount of \$3,000 was moved from the Thomas Adult books line and apportioned to a new line: 438 Book Club Kits. The removal of \$3,000 from the Thomas Adult books line does not pose any problem to collection development. Putting the funding back into the Hageman Adult books line makes collection development for Hageman more robust since that amount had previously been used for book club purchases. This does not affect the total Materials Budget for books (line 4.30 in Operating, at \$284,000 for 2020); rather, it is a small maneuvering of funds to correctly account for existing and continuing book club purchases.

A motion was made by Kathryn Cochran to approve the creation of line 438 Book Club Kits and moving \$3,000 from the Thomas Adult books line to this new line 438. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

2020 Schedule of Meetings: Board of Trustees

The proposed 2020 Schedule of Meetings: Board of Trustees was provided. The only change was in moving the Hageman meeting to May 14 rather than holding the Hageman meeting in November. A motion was made by Nick Tilden to adopt the 2020 Schedule of Meetings as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Tuition Reimbursement

IT Assistant Dan Hatch requested permission to enroll in the Ivy Tech IT Support Certificate program and be reimbursed for tuition within the parameters of the Library’s education reimbursement policy. This is a two-semester (24 credit hour) certification and it spans key areas of knowledge for IT professionals. The total cost will be approximately \$4,000, and Director Stamm expressed her support of this continuing education and has approved the request.

Contract for Legal Services

Attorney Terry Hiestand provided a 2020 Contract for Legal Services. There were no changes made to this contract from the 2019 contract, and Director Stamm recommends it be approved. A motion was made by Kathryn Cochran to approve the 2020 Contract for Legal Services between the Westchester Public Library and Attorney Terry Hiestand as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed. Attorney Hiestand, Rondi Wightman, and Michele Corazzo signed this contract.

Employee Handbook

The Employee Handbook has been edited as per the discussion held during the November 14, 2019 Board meeting, and the changes were outlined and reviewed at this time.

An addition was made to the Dress Code on page 7 to include the direction on the wearing of hats in the Library. The new language states:

With the exception of employees in the Maintenance Department, hats are not permitted except for medical or religious reasons and with prior approval from Administration.

A motion was made by Michele Corazzo to accept the new Employee Handbook with the changes made as outlined. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

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 Thursday, January 9, 2020 at 7:00 pm at Thomas Public Library.

Drew Rhed made a motion to adjourn this meeting at 7:19 pm.

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