

Westchester Public Library
Board of Trustees
Minutes
January 9, 2020

A regular meeting of the Westchester Public Library Board of Trustees was held at the Thomas Branch of the Westchester Public Library, 200 West Indiana Avenue, Chesterton, Indiana on Thursday, January 9, 2020 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, 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 Kathryn Cochran to approve the minutes from the December 12, 2019 regular Board meeting as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

Director Stamm pointed out that the State Board of Accounts has added some new codes effective immediately, and these codes are reflected in the Financial and Statistical Reports causing the report to look slightly different than before. The categories and information provided are the same as provided in previous reports.

A motion was made by Kathryn Cochran to approve the Financial and Statistical Reports as presented for the time period of January 1, 2020 through January 9, 2020. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Nick Tilden to approve the Register of Claims and Warrants for the time period of December 13, 2019 through December 31, 2019. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to approve the Register of Claims and Warrants for the time period of January 1, 2020 through January 9, 2020. 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 and gratitude expressed by patrons regarding their Library experiences.

During the month of December, 29,441 people visited the Library. There were 19 programs presented with 546 attendees, and 227 people utilized Library meeting rooms. Staff answered 78 reference questions and 180 tech help questions. Included in the Board meeting documents are graphs showing materials circulation statistics. Also provided is a summary of electronic circs over the past six years to include 2019. The final number in this category for 2019 is 18,632.

Three heating units at the Baugher Center required repair work. These units in need of repair were a combustion box lid replacement, an igniter replacement, and a combustion fan motor replacement. Precision Controls completed the work at a cost of \$1,200.

It was determined that the Hageman sidewalk on the perimeter of the parking lot closest to the building was not well lit by the existing pole light. Ellis Electric replaced the head of the pole light with a bullhead to light both the sidewalk and the surrounding parking lot. This resulted in having a much larger area illuminated. The cost of this work was \$1,535.

The Demco programs and room reservation software was scheduled to become operational on January 7. This did not happen on January 7, and hopefully it will be done before the next Board meeting and reported on at that time.

The Annual Report to the Indiana State Library is being worked on steadfastly. The related Annual Salary Report (100R) is finished, and it has been reviewed by the Board Treasurer and submitted through Gateway.

There were no staff changes for the past month.

Old Business Additional Appropriation

The Additional Appropriation projects were completed and paid for in December. There is now a secure, well-functioning staff entry door at the Thomas Branch, and the Baugher Center patio is now safe, study, and attractive for public use. Director Stamm expressed her satisfaction with the workmanship provided by both Tri-State Door Solutions and Patio Pros.

Young Adult Librarian Position

Sionna Hartigan has been hired as the new Young Adult Librarian. She is moving to Indiana from New Jersey and will begin her position at the Library at the end of January. She will be introduced at an upcoming Board meeting.

New Business PLAC Quarterly Statement

The PLAC Quarterly Report needs to be signed by the Board at this time. No changes have been made. Two forms were then passed around for the Board members' signatures.

In-Service Day

Director Stamm asked for the Board's permission to close all offices of the Library to allow for an annual staff In-Service Day. This is a full-day event focusing on staff growth, education, and teamwork. The next one will be held on August 28, 2020.

Holiday Breakfast

Director Stamm asked for the Board's permission to continue to host a staff holiday breakfast to occur at a date to be determined in December 2020. This Holiday Breakfast will necessitate that the Library open at 11:00 am on the day of the breakfast.

A motion was made by Kathryn Cochran to authorize the Director to annually hold a staff In-Service Day and a Staff Holiday Breakfast in the interest of staff development and community building. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Rainy Day Transfer

The Library is permitted to transfer up to 10% of the prior year's total budget amount into the Rainy Day Fund at the beginning of a new year if there are funds remaining to do so after the close of the prior year. The 2019 total budget was \$3,555,142, and 10% of this is \$355,514. After examining the December 31 balance in the Operating Fund, along with how much money remained in the Operating Fund last May before the June tax settlement arrived, Director Stamm recommended that the full 10% of the 2019 budget be transferred into the Rainy Day Fund.

A motion was made by Michele Corazzo to approve the transfer of 10% of the 2019 budget (\$355,514) into the Rainy Day Fund. Abbe Trent seconded the motion. All voted in favor, and the motion passed. The Resolution to Transfer Funds to the Rainy Day Fund January 2020 signature page was then circulated for the Board members' signatures.

Review and Readopt Bylaws of the Board of Trustees

The Bylaws of the Board of Trustees need to be reviewed and readopted annually. The only edit made to these Bylaws was on page 7 to match the language of the Library's actual, working Agenda.

A motion was made by Nick Tilden to readopt the Bylaws of the Board of Trustees as presented with the noted change. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Needs Assessment

In order to have a definite and clear understanding of the Library's whole-facility needs, Director Stamm contacted local architect Tom Kuhn of CSK Architects. He has been working with libraries and other municipal and commercial entities for decades and comes highly recommended. Currently, he is working with Lake County Public Library and Porter County Public Library for their facility needs.

Mr. Kuhn advised that a Needs Assessment should be done first in order to identify immediate needs and assign dollar values to them. This will in turn help to understand the overall direction the Library wants to go and the financial impact it will have on the Library.

Mr. Kuhn submitted a Needs Assessment proposal which states that his firm will furnish basic architectural and engineering services for all three of the Library-owned facilities for a lump sum fee of \$14,500. This will include line item budgets for the Building Envelope, Building Systems including mechanical, electrical, and plumbing; Building Interiors, and the Site.

Director Stamm is in support of going ahead with this Needs Assessment as it will help in the creation of a Capital Improvement Plan and demonstrate that the Library has sound and legitimate reasons and plans for its carefully and legally saved reserves.

A motion was made by Kathryn Cochran to authorize the Director to enter into an agreement with CSK Architects for a Needs Assessment for the three properties comprising Westchester Public Library to include the building envelope, building systems, building interiors, and the site. Abbe Trent 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 meeting will be Thursday, February 13, 2020 at Thomas Library.

A motion was made by Drew Rhed to adjourn this meeting at 7:36 pm.

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

The Board then reconvened as the Board of Finance, and was called to order by Board President Rondi Wightman at 7:36 pm.

Investment Summary Report

The Investment Summary Report from the period January 1, 2019 through December 31, 2019 was provided. There were some changes made in the format of this report to show the beginning balance of funds by listing the ending balance of the previous year as a comparable starting figure. There was a change in the language to read "accrued interest in 2019 on CDs pending maturity" instead of "accrued interest on CDs pending maturity in 2019". The reason the ending 2019 balance on the Investment Summary of \$8,468,013.32 is different than the \$8,250,000 listed on the Bank Balances report is because the Investment Summary reflects money market balances which fluctuate daily pending accrued interest.

Election of Officers

Kathryn Cochran nominated the slate of officers to the Board of Finance as follows: Rondi Wightman as President, Nick Tilden as Vice President, Michele Corazzo as Secretary, and Drew Rhed as Treasurer. These officers currently serve in these capacities on the Board of Trustees.

Board President Rondi Wightman asked if there were any other nominations. Being none, the nominations were closed.

A motion was made by Kathryn Cochran to elect the slate of officers to the Board of Finance as nominated. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Review and Readopt Investment Policy

A motion was made by Nick Tilden to readopt the Investment Policy with no changes made at this time. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

A motion was made by Drew Rhed to adjourn the Board of Finance meeting at 7:45 pm.

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