

Westchester Public Library
Board of Trustees
Minutes
February 13, 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, February 13, 2020 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 7:05 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the January 9, 2020 regular Board meeting as presented. Abbe Trent seconded the motion. All voted in favor, with Michael Livovich abstaining, and the motion passed.

Financial and Statistical Reports

A motion was made by Abbe Trent to approve the Financial and Statistical Reports as presented. Nick Tilden 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 for the time period of January 10, 2020 to February 13, 2020 as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

In January, 390 patrons participated in a Scavenger Hunt program involving Thomas, Hageman, and the Museum. This program involved having patrons visit numerous areas of one or more of these Library locations and search for clues in order to be eligible for a prize. The winner randomly chosen from eligible participants won a FitBit Inspire.

The Museum was a stop in the recently-held Dunes National Park annual winter geocache event.

Service highlights were related from the past month featuring positive feedback and gratitude expressed by patrons regarding their Library experiences.

During the month of January, 27,307 people visited the Library. There were 91 programs presented with 2,135 attendees, and 409 people utilized Library meeting rooms. Staff answered 123 reference

questions and 223 tech help questions. Included in the Board meeting documents are graphs showing materials circulation statistics.

A Zappbug heat treat “oven” was purchased for materials suspected or known to contain bed bugs. Recently, a patron brought back borrowed Library materials that were taken on a vacation, and she informed Library personnel that she was bitten by bed bugs while on vacation. The staff handled and quarantined the books as outlined in the Bed Bug Policy; and since these books were potentially exposed to bed bugs, they will be heat-treated in the Zappbug.

Two Library Improvement Reserve Fund (LIRF) CDs matured in January and were reinvested by Horizon Trust & Investment Management. The end-of-year (2019) transfer of \$355,514 into the Rainy Day Fund made it possible to purchase two CDs at \$250,000 each through Horizon. These new CDs were added to the Rainy Day portfolio.

CSK Architects has begun the Library’s Needs Assessment. They have physically journeyed through Library facilities several times and will continue to do so. CSK commended the current Library Maintenance crew for their upkeep of the facilities and machinery. One important project that appears never to have been done at the Library is an asbestos survey. CSK recommended having such a survey done as soon as possible in order to understand how it may affect future plans and costs. A request for an asbestos survey quote for all Library-owned buildings has been sent to several vendors.

The Library Annual Report (LAR) for the Indiana State Library, and the Annual Financial Report (AFR) for Gateway and still being worked on. Both reports will be finished by the March 1 deadline, and the Board President and Treasurer will need to sign these reports when they are ready to be submitted.

Legislation in Indiana was introduced in Senate Bill 410 to clarify the language of HEA 1343, and it passed the Senate 49-0 and is headed to the House this week. If it passes in identical form, it will go to the Governor for signature. If amendments are made, it may go to conference committee. Noteworthy in this legislation is an explanation of how to calculate what constitutes the “150% threshold” of reserves. SB410 states that a fiscal body (Porter County Council in the Library’s case) has the *option* to require binding review if the cash balance taken from the December 31st amount as reported to State Board of Accounts is greater than 150% of the budget for the ensuing year. This *optional* binding review would remain in place only while the library’s year-end cash exceeds 150% of the budget. The fiscal body could also move to reduce a library’s budget by 10% but this is not required of them.

Director Stamm advised she will defend the Library’s reserves if they are brought to binding review and will ask that some or all of the Trustees also attend any or all relevant meetings.

Additional clarifications in SB410 relate to Criminal History Checks and Library Card Access for Foster Children. Criminal History Checks are now required and not optional for public libraries, and the Library’s current policy meets the new requirements. Regarding the Library Card Access for Foster Children, children receiving foster care services will now qualify for non-resident library cards.

There were no staff changes for the past month.

Old Business Upgrade Calendar Software

The upgraded Demco programs and room reservation software is operational. At Director Stamm's insistence, Demco developed and implemented a software fix to rectify a significant issue in the migration of Library data. Staff are navigating the new software well, and the public-facing calendar is more dynamic allowing the use of photos and other appealing facets to describe and promote Library programs.

Young Adult Librarian

Sionna Hartigan began her position as the Young Adult Librarian at the end of January. She will be introduced at the March Board meeting.

New Business Policy Removal

Director Stamm recommends the removal of the 2014 "Background Check Policy and Procedures" from the Library's official policies. This is because the new Criminal History Check Policy is now included within the Employee Handbook.

A motion was made by Nick Tilden to remove the 2014 Background Check Policy and Procedures from the Library's official policies. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Trustee Reappointment

Michele Corazzo's appointment as a Board Trustee expires on March 31, 2020. A letter has been submitted to the Duneland School Board (DSB) requesting inclusion of this reappointment to a third term in their March meeting agenda. Director Stamm intends to be present at this DSB 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 meeting of the Board of Trustees will be on Thursday, March 12, 2020 at Thomas Library at 7:00 pm.

A motion was made by Drew Rhed to adjourn this meeting at 7:25 pm.

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