

Westchester Public Library  
Board of Trustees  
Minutes  
March 12, 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, March 12, 2020 at 7:00 pm.

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

Board member absent: Abbe Trent

Also present at this meeting were Library Director Lisa Stamm, Young Adult Librarian Sionna Hartigan, 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 7:04 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the February 13, 2020 regular Board meeting as presented. Nick Tilden 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. Michele Corazzo 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 February 14, 2020 to March 12, 2020 as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Nearly 300 people took part in the Winter Reading program held during the month of February, and there were 128 new cardholders signed up during the month. "Blind Date with a Book" was also held in February involving friends and family members choosing "book dates" for one another.

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

During the month of February, 25,908 people visited the Library. There were 85 programs presented with 1,583 attendees, and 255 people utilized Library meeting rooms. Staff answered 108 reference questions and 160 tech help questions. Included in the Board meeting documents are graphs showing materials circulation statistics.

Sionna Hartigan, the new Young Adult Librarian, was introduced. She began employment at the Library at the end of January and is currently planning programs and building relationships with tweens and teens.

Three Library Improvement Reserve Fund (LIRF) CDs matured in February, and all were reinvested by Horizon Trust & Investment Management.

### **Coronavirus update**

Director Stamm apprised the Board as to the latest developments and directives she has been given regarding the COVID-19 pandemic. Procedures have been implemented to help reduce the spread of viruses, and staff are formally following procedures to increase both their own and patron safety from the spread of viruses. This includes covering mouths and noses when sneezing or coughing and properly washing hands as soon as possible afterwards. Tissues must be thrown away immediately after usage. The Library has provided alcohol-based hand sanitizer if hand washing is delayed. Staff have been disinfecting shared-use surfaces multiple times daily.

Staff are instructed to stay home if they are sick and/or having respiratory illness symptoms. They are to contact their doctor or other medical professional if they think they may have Coronavirus, and they must inform their manager if they test positive for Coronavirus. Staff have also been instructed to avoid touching their eyes/nose/mouth and face altogether, avoid close contact with people who are sick, and wear Library-provided disposable gloves if they so desire as long as the gloves are changed and discarded between shifts at a minimum.

The Director made the decision today, after careful consideration and review of the facts, to cancel all programs and meeting room uses scheduled at all Library facilities until at least April 3, 2020. As of today, there is no plan to close the Library but the Director will follow any mandate given to close the Library.

Discussion ensued regarding payment of employees in case the Library is forced to close the buildings only to the public or to the staff **and** the public. In the past, the Library's Emergency Policy has been that in the case of a mandatory closing, such as inclement weather, full-time staff have been paid but the part-time staff have not been paid since those part-time shifts do not exist. If the Library found it necessary to close to the public only, staff will still be asked to fill their shifts and work will be found for them to do. However, if the Library is closed to staff and the public, the shifts do not exist for payment. Discussion followed as to if part-time staff should be paid if the Library is closed to all staff and the public. Director Stamm advised that it is a local Library Board decision as to whether or not to pay part-time staff during a national emergency closure.

A motion was made by Kathryn Cochran to authorize the Director to take action in response to a pandemic as follows:

- 1) At the Director's discretion and based on evidence, the Director may decide to close the Library to the public. In this case, the Director may ask employees to work in the building, as available, for a period of up to three weeks.
- 2) If the federal or state government issues a mandate stating that the Library must be closed to all (staff and public) and no one but essential personnel may go into the building, the Director has the discretion to pay part-time employees for shifts that would otherwise not exist for a period up to three weeks during this closure.

Michael Livovich seconded the motion. Five Board members voted in favor, one opposed, and the motion passed.

A motion was made by Kathryn Cochran to amend the previous motion to add the following:  
If the Director determines that the Library closure be continued and/or mandated by the government for longer than three weeks, the Director shall seek the approval or guidance from available Board members to review and reauthorize the extension of this policy.

Nick Tilden seconded this motion. All voted in favor, and the motion passed.

Director Stamm then addressed the question of whether or not the Library may send staff members home in the case that they exhibit symptoms of a communicable illness. The Indiana State Library legal department was consulted and is in the process of writing recommendations on this topic, and they advised that yes, a library may send sick staff members home provided the actions apply equitably to everyone and are authorized by policy in the Employee Handbook.

Director Stamm proposed an addition to the Current Employee Handbook 3.3 Vacation, Sick, and Other Time Off: Sick Time. This addition is written at the end of the current "sick time" section and was provided to Board members for their review and discussion.

A motion was made by Drew Rhed to approve the proposed addition to the Employee Handbook 3.3 Vacation, Sick, and Other Time Off as written and provided. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

During an HVAC equipment inspection at Thomas Branch, It was noted that the flame safeguard on the boiler was failing and required replacement. Precision Controls replaced the flame safeguard controller and associated purge timer with a new Honeywell flame safeguard and purge timer for a cost of \$1,665.

The Library Annual Report was submitted to the Indiana State Library. In this year's report on 2019, underreporting of the Library's in-house use of its collections and use of its electronic databases was fixed. In the past, very low numbers were submitted. To fix the errors, in 2019 a formal, annual in-house use statistic week, which is common practice in libraries, was implemented to determine a more accurate in-house use of collections. During this week, the items patrons physically use or look at but not borrow while in the Library are noted. Also, patrons are asked via carts with signs, not to re-shelve anything they pick up but rather put it in a basket or on a cart so these items can be counted. The numbers obtained during this week are multiplied by 52 to get a better estimate of yearly usage. Reports that compiled usage data were used to determine a more accurate number of electronic databases used. These categories were notated in the annual report to ISL so they would understand and have documentation about the enormous discrepancy between the numbers previously reported and the numbers reported going forward.

Chester, Incorporated is working out well, and Director Stamm is satisfied with their responsiveness and how the IT systems are being managed in conjunction with the Library's IT Assistant. The Library is now down to eight servers (down from 30+ when Director Stamm arrived), and eight servers seem to be reasonable for the Library's size and needs.

There was a staff change this month with the hiring of Terry Huffman as a part-time Clerk.

Old Business                      Needs Assessment/Asbestos Survey

Regulatory Compliance Management, Incorporated (RCM) quoted a bid to conduct an asbestos study for a price of \$7,305. The work they detailed is comparable with another company who placed a bid for \$920 higher. Director Stamm intends to move forward with having RCM conduct this study.

CSK expects the Needs Assessment to be finished in a few weeks, and they need the asbestos survey results to complete their report.

Trustee Reappointment

The appointment of Michele Corazzo expires on March 31, 2020. There was another applicant to the Duneland School Board for this role so the School has decided to conduct candidate interviews. They will keep Director Stamm apprised.

New Business                      Circulation Policy Update

In the Library's current Circulation Policy, it states that items must be returned *before* the Library closes on the due-date, but in most public libraries, the due-date means any time on the date the materials are due regardless of whether the Library is open or closed. Director Stamm has made a change to the Circulation Policy stating that as long as an item is in the drop box on the due-date, it is considered returned on time.

Currently, AV materials are not allowed to be placed on hold. Director Stamm would like to allow all AV materials including new items, to be placed on hold for patrons. In order to accommodate this change, the loan period for fiction DVDs will change from 5 days to 3 days. This makes it possible to circulate these popular items quicker and make the overall hold times shorter. Not part of the proposed Circulation Policy changes but related to its recommended changes, will be a "Lucky Day" section which will include new/high-demand DVDs (and possibly other materials in the future). This Lucky Day section allows for the chance that when patrons come into the Library, a popular, high-demand item will be on this shelf and available for check out.

Both the current and proposed Circulation Policy were made available to Board members with the changes noted above and other minor changes highlighted and notated.

A motion was made by Nick Tilden to accept the Director's updates to the current Circulation Policy. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Election of Officers

Kathryn Cochran nominated the slate of officers to the Board of Trustees as follows: Nick Tilden as President, Michele Corazzo as Vice-President, Abbe Trent as Secretary, and Drew Rhed as Treasurer. There were no other nomination and the nominations were then closed.

A motion was made by Michael Livovich to elect the slate of officers to the Board of Trustees as nominated. Kathryn Cochran 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 Board of Trustees meeting will be held on Thursday, April 9, 2020 at 7:00 pm at the Thomas Branch of the Westchester Public Library.

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

Respectfully submitted,

Christine Hoover, Minutes Recorder for  
Abbe Trent, Secretary