

Westchester Public Library
Board of Trustees
Minutes
May 14, 2020

A regular meeting of the Westchester Public Library Board of Trustees was held electronically due to the current public health emergency on Thursday, May 14, 2020 at 7:00 pm.

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

Also present at this meeting electronically 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 Nick Tilden at 7:07 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes as presented from the March 12, 2020 regular Board meeting, the March 16, 2020 special Board meeting, and the March 23, 2020 special Board meeting. Michael Livovich seconded the motion. All voted in favor, with Abbe Trent abstaining, and the motion passed. (It was noted that there was no Board of Trustees meeting in April.)

Financial and Statistical Reports

A motion was made by Abbe Trent to approve the April and May 2020 Financial and Statistical Reports as presented. Kathryn Cochran 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 April and May 2020 Claims and Warrants as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The Library continues to serve the community as the tremendous value of and need for public libraries expands during the pandemic. Library staff have been working diligently during the closure by doing the numerous everyday tasks remotely. Patrons are looking to the Library for assistance, information, education, and entertainment, and Director Stamm gave numerous examples of ways staff have been developing and implementing ways to provide content and services to patrons in new ways including changing already-planned programs into virtual versions, and creating additional, brand-new virtual programs, all posted to the Library's newly-created YouTube channel. Library staff are ready and willing to support new service models to provide library services in as safe a manner as possible.

Reference questions have been answered via email and phone, batches of Library cards have been renewed, and new Library cards have been issued remotely. Included in the Board Meeting documents are graphs showing materials circulation statistics which show that digital resource material usage has greatly increased steadily during the past eight weeks. Normal usage of digital materials averaged 1,590 per month; in April 2020, that number rose to 2,686.

Funding was shifted from within the Materials Budget to allow an increase to digital material purchases. On the first day of the closure, \$5,000 was moved from the Thomas Adult Fiction line 431 to increase purchasing in Children's Digital, Young Adult digital, and Adult digital. With increased usage, \$10,000 was later moved within line 3.16 adult ebook to give an added \$5,000 to Children's digital resources and \$5,000 to Young Adult digital resources. Director Stamm will continue to monitor and address spending in digital materials in the coming months and in planning the next Materials Budget.

The Library will continue to enforce careful cleaning of the facilities, safe practices by staff, and will utilize service models for safer interactions between staff and public. Maintenance did a deep cleaning prior to staff returning to the buildings on May 11, and staff are required to continue frequent and proper handwashing and other safety practices. Toe-openers for bathroom doors have been installed to eliminate the need to touch door handles with bare hands. Staff have been provided with multi-layered, washable cloth face masks, and staff members are responsible for proper, thorough cleaning of their masks and are required to have a clean mask for every shift.

Masks must be worn by staff before entering the facilities and are required at all times while maintaining social distance of six-feet from others while wearing masks. Staff understand that they have an obligation to not come to work if they are feeling sick. Staff must alert their Manager if they feel they may be sick, or that they may be becoming sick, with COVID-19. If a staff member becomes sick with COVID-19, they know that there are provisions in place for temporary leave for those who qualify through the Families First Coronavirus Response Act (FFCRA).

Staff returned to the buildings on May 11, and they are answering Library phones Monday through Thursday from 9:00 am-8:00pm at Thomas, and from 9:00 am – 6:00 pm at Hageman. Saturday hours will be from 9:00 am – 5:00 pm at Thomas, and 1:00 pm-5:00 pm at Hageman.

There was an immense amount of planning involved in launching Curbside Pickup not only in the physical layouts outside, but also in staff scheduling, moving staff computers in a socially-distanced manner, social distance marking on floors and other surfaces, moving furniture, to name a few of the projects undertaken. Staff have been made aware that they would see a change in their job duties since the focus will be on processing and delivering materials for Curbside Pickup. Staff have also been made aware that when more services are slowly phased in, their duties may change again.

Curbside Pickup will begin on May 18 at Hageman and Thomas. Patrons may put up to 10 items on hold. They can pick them up by pulling into in a numbered spot in the parking lot and calling the Library. A staff member will then bring the bagged, held items to the numbered spot without any direct, person-to-person contact with patrons. Hours for this Curbside Pickup will be Monday through Friday from 1:00 to 6:00 pm at Hageman and Thomas. Saturday hours will be from 11:30 to 4:30 at Thomas, and 1:30-4:30 pm at Hageman. Director Stamm detailed the Curbside Pickup process in an announcement to the community that was sent through the Library newsletter email list, posted on social media, sent as a newspaper press release, and posted on the Library website.

New summer reading software is being set up that will allow patrons to participate online and through an app. The starting date for this summer reading project is June 1. To-go craft kits are being fashioned to accompany some virtual programs that patrons may obtain using Curbside Pickup. An Instagram page for tweens and teens has been launched and will be used for book and other challenges during summer and beyond.

Existing WiFi has been ramped up to ensure strong signals are available in the parking lots of all Library locations. Access points and strengthened signals have been added in the Hageman lot, and the same will be done at the Museum and Baugher Center. Physical signs as well as social media and website notices have been posted informing patrons of the free WiFi.

Tri-State Door Solutions will be installing a locking push-bar onto the Hageman front doors. This will allow the doors will remain locked, but staff could exit in an emergency by pushing the bar. The cost of this project is approximately \$1,600, and the bulk of that cost is in the hardware.

The State of Indiana required that all establishments publicly post their “Safeguards” by May 11. These safeguards are the things being done to help protect staff and public during this pandemic. Director Stamm wrote the Library’s Safeguards based on the Health and Safety Procedures, and these were posted at all building entrances.

Signs have been abundantly posted in staff and public areas instructing on proper handwashing and other sanitizing measures. These signs are in Drive.

Numerous and necessary supplies have been purchased to function through this pandemic. These supplies were purchased under the categories of 2.21 Cleaning & Sanitation Supplies; 2.31 Building Materials & Supplies; and 4.2 Furniture & Equipment. The Bookkeeper has been keeping a running tally of pandemic-related purchases. To date, \$5,289.82 has been spent and there will be more of such purchases made.

Director Stamm is considering possible next phases and evaluating what the Library may safely be able to implement in as safe a manner as possible. It was stressed that the safety of staff and the public is the most important factor, and the Library will continue to provide services in ways that make sense and that keep people safer.

Two Library Improvement Reserve Fund (LIRF) CDs and one Rainy Day CD matured in March. These were reinvested by Horizon Trust & Investment Management.

Tri Kappa made a generous donation of \$175 to the Adult Learning Center, and \$200 to the Westchester Public Library.

Staff changes from the past two months include the separation of part-time Clerks Charles Braun, Brianna Chrzan, and Nathan Brock.

Old Business

Trustee Reappointment

The Duneland School Board reappointed Michele Corazzo to a third term as Trustee.

Asbestos Survey

The asbestos survey was postponed due to the Emergency Closure and Stay at Home Order. The survey is intended to be completed by the end of May.

Demco Calendar Software

The Demco calendar software continued to break and cause problems for the staff. Since the Library was closed for the emergency and no in-person programs were being scheduled for a period of time, Director Stamm determined to drop the Demco software and replace it with software from another

library online calendar provider, LibCal. The transition was seamless, and tech support has not been needed as yet.

New Business Outstanding Checks

There are three outstanding checks from 2016. For bookkeeping purposes, the Library requests permission from the Board to cancel these checks.

A motion was made by Rondi Wightman to cancel the three (3) outstanding checks from 2016 as recommended by the Library Bookkeeper. Michele Corazzo 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.

Board members thanked Director Stamm and staff for the work being done and the accommodations that were made for the public during this closure. On behalf of the staff, Director Stamm thanked the Board for allowing them to work from home. Staff are excited and ready to begin Curbside Pickup and are getting accustomed to complying with the new safety guidelines. It was also noted that the Friends of the Library Used Book Sale is on hold until further notice.

The date of the next Board of Trustees meeting will be in Thursday, June 11, at 7:00 pm. The location will be announced at a later time.

A motion was made by Drew Rhed to adjourn this meeting at 7:39 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Abbe Trent, Secretary