

Westchester Public Library
Board of Trustees
Minutes
June 11, 2020

A regular meeting of the Westchester Public Library Board of Trustees was held at the Baugher Center, 100 West Indiana Avenue, Chesterton, Indiana on Thursday, June 11, 2020 at 7:00 pm.

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

Board member absent: Drew Rhed

Also present at this meeting 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 7:00 pm.

Approval of Minutes

A motion was made by Michele Corazzo to approve the minutes from the May 14, 2020 regular Board meeting as presented. Kathryn Cochran 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. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Rondi Wightman to approve the Register of Claims and Warrants for the time period of May 15, 2020 to June 11, 2020 as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Curbside Pickup was launched in May as a way for patrons to borrow physical materials in a no-contact manner. Patron response has been overwhelmingly positive, and patrons have voiced their support and gratitude for the careful steps that are being taken to support the health and safety of the community and Library staff.

Circulation charts from May 2019 and May 2020 were provided for comparison purposes. Digital use continues to rise and that is not expected to change. In May, 21 virtual programs were created with a total of 1,456 views. Staff answered 247 reference questions and 7 tech help questions. Included in the Board Meeting documents are graphs showing materials circulation statistics. Although not part of the statistics being reported, month-long Facebook "challenges" were created, and these challenges saw 115 interactions in April and 621 interactions in May.

In response to the pandemic, materials funding has been shifted to allow an increase to digital purchases. On the first day of the building closures, \$5,000 was moved from Thomas Adult Fiction line

431 to increase purchasing in Children's digital, Young Adult digital, and Adult digital. In the beginning of May, \$10,000 was shifted within fund line 3.16 from adult ebook spending and split between Children's and Young Adult ebook purchases. In the 2021 Draft Budget, the total amount spent on digital materials will nearly double from the previous year.

The Hoopla digital platform is popular, and the usage cap is typically hit each month. Because of this, at the end of May, \$7,000 was shifted within fund line 3.16 to Hoopla for an increase of \$1,000 per month in usage as Hoopla fees are based on patron per-item use. This increase covers the period of June 2020 through December 2020. The 2021 Budget for Hoopla will increase from \$24,000 to \$36,000 annually.

Hanging, clear partitions are being built for the service desks. A material called PETG has been purchased at a cost of \$56.97 per 4 x 8 sheet, and 12 have been ordered. This material is less costly than Plexiglas, sustains cleaning with disinfectants, won't fade, and is purportedly easier to cut and form than Plexiglas.

Staff members continue to wear masks, and they frequently and properly wash their hands. They also assist with the cleaning of high-touch surfaces in their departments and shared spaces. Plenty of hand soap is available for staff and patron use. Sanitizing supplies have been inventoried and stored in a locked cabinet, and the Maintenance Manager dispenses it as needed to departments. Three staff members have been sewing masks for the rest of the staff, and when their sewing project is complete, each staff member will have a total of five Library-issued masks. Staff remain responsible for proper, thorough cleaning of their masks and having a clean mask at every shift. The Library provides paper bags for staff to store and transport their used masks at the end of a shift.

The Hoosier S.T.A.R.T representative is doing virtual meetings for any staff members wanting information and/or enrolling into this program. To date, eight staff members are participating in this program.

The Library has placed a half-page, color advertisement in the Duneland Chamber of Commerce's new two-year town directory magazine slated to be published in 2021. The cost of this ad was \$1,345.

To date, the tally of pandemic-related purchases has come of \$7,217.39. This includes the purchasing of the PETG sheets.

There are many safety precautions that still need to be in place before the Library will be open to the public, with a tentative plan, in conjunction with or nearby to, the Governor's date in early July. Curbside Pickup will continue to be available and will be a permanent offering. In preparation for the Library's reopening, seating is being removed, and patrons will be encouraged to browse and borrow items in 30-minutes or less. A reduced, socially-distanced amount of computers will be available by reservation at each branch. Patrons will be encouraged to use the computers for essential business only. Patrons will be required to wear masks and practice social distancing at all times while inside the facilities. When the Library re-opens, Homebound deliveries will also resume with new parameters in place for interactions between staff and patrons during the delivery and pickup process. Reopening will be cautious, and all plans are dynamic and subject to change as needed.

The only staff change for the past month was the separation of substitute Clerk Lauren Reed.

Old Business

Asbestos Survey

The asbestos survey was completed in May. It was recommended that a lead paint survey also be conducted, and this was approved by Director Stamm. Both studies took less time than anticipated, and the cost of both surveys totaled \$6,035 which was significantly less than expected. The results of the surveys were generally good. There are a few locations in which there are materials that contain asbestos or lead, but it is only an issue if those materials are disturbed such as during a renovation or construction-type of work. This fact was confirmed with the surveyors. The full reports are included in the Board documents in Drive. The architect conducting the Needs Assessment is aware of the asbestos and lead survey results and is now continuing with the assessment which is close to being complete.

New Business

PLAC Quarterly Statement

The PLAC Quarterly Statement (from the month of April) needs to be signed by all Board members and then submitted to the Indiana State Library (ISL). This report is the same as the one submitted last year. The PLAC Quarterly Statement was passed around to all Board members for their signatures.

Resolution to Establish and Renew Non-Resident Fees

The Resolution to Establish and Renew Non-Resident Fees (from the month of May) needs to be renewed each year. The non-resident card fee will remain the same as in previous years at a cost of \$175, and the Resolution is the same as last year with no changes.

A motion was made by Michael Livovich to renew the Resolution to Establish and Renew Non-Resident Fees as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Coronavirus and Respiratory Virus Patron Behavior Policy

Director Stamm has written a Coronavirus and Respiratory Virus Patron Behavior Policy in preparation for the Library's reopening. This policy was made available to Board members and read aloud by Director Stamm. It was suggested to change the language in the proposed policy that states: *Following are patron rules of behavior during the Covid 19 pandemic* to simply state: *Following are patron rules of behavior*.

A motion was made by Kathryn Cochran to adopt the Coronavirus and Respiratory Virus Patron Behavior Policy with the change in language as stated. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Review Draft 2021 Budget

The 2021 Budget has been drafted and made available for Board members. On the advice of the Department of Local Government Finance (DLGF), the budget was prepared as if there will be a normal growth quotient and as if the net assessed value will be reduced by 20%. The DLGF has made changes to an important form used to calculate the next year's maximum levy, but this form has not yet been released. This form, along with the maximum levy growth quotient, should be released after June 30. Director Stamm decided not to include a 2% cost-of-living salary increase for all staff that has typically been factored into each budget. A 2% cost-of-living increase, if every position was filled (approximately 80 staff members) would have totaled \$29,992.

Director Stamm went over the 2021 Draft Budget and noted the areas where significant changes were made from last year's Budget. There was discussion regarding the decision to not give the staff a 2%

salary increase, and both sides of this issue were examined. The Budget presented at this meeting is a draft and can be changed; September is the month in which the Budget hearing is conducted. The salary increase issue will be tabled for now and discussed further at next month's Board meeting.

Gas Leak

There was a gas leak at the utility pole outside the staff door in the back of Thomas Library. NIPSCO was contacted and workers are currently digging into the pavement by the outside poles to find and contain the leak. This gas leak did not affect the inside of Thomas Library, and NIPSCO is responsible to fill any holes created in this alleyway in their efforts to contain the gas leak.

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 on Thursday, July 9, 2020 at the Baugher Center at 7:00 pm.

A motion was made by Kathryn Cochran to adjourn this meeting at 8:00 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Abbe Trent, Secretary