

Westchester Public Library
Board of Trustees
Minutes
July 9, 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, July 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 Nick Tilden at 7:00 pm.

Approval of Minutes

A motion was made by Rondi Wightman to approve the minutes from the June 11, 2020 regular Board meeting as presented. Abbe Trent 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. 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 Register of Claims and Warrants for the time period of June 12, 2020 through July 9, 2020 as presented. Abbe Trent 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. Patrons have stated that they like and will continue to use Curbside Pickup to get Library materials.

The Library's Virtual Summer Concert Series has been shown live online, and patrons have commented that they enjoy seeing the musicians and hearing their music. A note was received from Jeff Doebler, Conductor and Founder of the Valparaiso Community/University Concert Band, expressing his gratitude for the Library's support of live music.

June statistics show that 36 virtual programs were presented with 1,824 views. Staff answered 175 reference questions and 12 tech help questions. The Facebook Challenge had 203 participants. Thomas Branch had 1,277 Curbside Pickups, and Hageman Branch had 145 Curbside Pickups. Included in the Board Meeting documents are graphs showing materials circulation statistics.

Hosting masked, socially-distanced outdoor programs is being looked into at Library branch locations and at the Museum. Plans are underway to host outdoor programming during summer and early

autumn and to ramp up virtual programming in colder weather. Many additional steps are required in the planning and execution of masked, socially distanced programs.

The Craft Kits, picked up via Curbside Pickup, are proving popular and have been moving fast. The Summer Reading participation is less strong than in previous years, but that appears to be the case for most libraries during these unusual circumstances. The Summer Reading deadline has been extended to encourage more participation.

The Library branches physically reopened on Monday, July 6. For the time being, a staff member is stationed at the front door of both branches to remind patrons who might enter without a mask that wearing a mask is required. Thomas Branch hours have been temporarily adjusted for the physical reopening, and this will be reviewed as foot traffic and safety measures are assessed. Thomas will be closing at 8 pm (instead of 9 pm) Monday through Thursday, and closed on Sunday. The hours at Hageman Branch remain the same. The Museum will open by reservation only in the coming weeks. To support the health and safety of both the public and Library staff, meeting rooms are not available. Meeting rooms at the branches are needed to quarantine returned materials, and the service center is needed for Library staff meetings.

The Institute of Museum and Library Services (IMLS) released results on June 22 of ongoing research to determine how long the Coronavirus lives on library materials. The results of the IMLS research were provided to Board members and read aloud at this meeting.

The air conditioning at the Museum stopped working in early June. Duneland School Corporation repaired the air conditioning as per contract.

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

There was a significant leak in the ceiling of the Main Circulation Department at Thomas Branch. A pipe had burst, and Trapmaster Plumbing repaired it for a cost of \$787.50.

The Library has joined OverDrive Connect, a free partnership facilitated by OverDrive (primary proprietor of Library ebooks) between schools and libraries. Students may access the juvenile and young adult digital collection of their district library by using an app called Sora. This means that Duneland students can access the Library's juvenile and young adult digital collections by using the Sora app and a Duneland School code (as an alternative to a Library card). The end result is increased access to digital content for students.

Last month, an additional \$3,479.11 was spent on pandemic-related purchases. This brings the total expenditures for these types of supplies so far to be \$10,696.50.

There were no staff changes last month.

Old Business Chamber of Commerce Ad

The Library placed a half-page color advertisement in the Duneland Chamber's new 2-year town directory magazine, to be published in 2021. The Library received a request to provide a write-up for a stand-alone section about the Library. Director Stamm wrote up a piece about the services the Library provides to the community and included a photo to their specifications.

Gas Leak

Last month, a gas leak was discovered by NIPSCO during a routine check outside of Thomas Branch at the back staff entrance. This gas leak did not affect the interior of the building. NIPSCO broke into the pavement of the alleyway and located the source of the leak which was determined to be an old pipe connected to the small building behind the Branch. NIPSCO immediately replaced the pipe, and within a week, repaved the alleyway.

Needs Assessment

At the end of June, the architect visited the three Library locations and did a final walk-through for the Library's Needs Assessment. He intends to contact Director Stamm this week or next week with the next steps in the process.

3D Printer Loan

The Library's 3D printer was loaned to InHealth early in the Stay at Home Order so that InHealth could use it to print components to make masks for local health workers. InHealth printed components for 2,000 N95-equivalent masks with this printer, and it was returned on June 11 to the Library in good repair and with deep gratitude.

New Business

PLAC Quarterly Statement

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

Modified Draft 2021 Budget

Changes were made to the draft 2021 Budget that was presented to the Board at the last meeting. The overall budget amount has been changed from \$3,808,356 to \$3,834,112. This is due to Department of Local Government Finance (DLGF) releasing the growth quotient of 4.2% (versus 3.5%). Director Stamm spoke with the DLGF representative who recommended that the Library plan as if the budget will be fully funded, with awareness that it may not and/or that in coming years budgets may see economic impact from Covid-19.

Director Stamm added the salary of the Young Adult Librarian to the draft 2021 Budget along with the creation of a part-time professional position in the "Salary of Assistants – Technical" category.

The Position Salaries portion of the budget was revised to include versions with the standard cost-of-living increase of 2% with an increase of 3%. A 3% increase would cover the 2% cost-of-living and give staff an additional 1% as recognition for the safe-handling and cleaning processes now required in their positions.

Also changed to the overall draft budget is the increase of line 2.21 Cleaning & Sanitation Supplies to \$75,000 up from \$30,000. This represents funds shifted from Repairs and Maintenance to accommodate the change.

A motion was made by Kathryn Cochran to adopt the draft 2021 Budget as presented at tonight's meeting with the changes noted. 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 Board of Trustees meeting will be Thursday, August 13, 2020 at 7:00 pm at the Baugher Center.

A motion was made by Drew Rhed to adjourn this meeting at 7:20 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Abbe Trent, Secretary