

Westchester Public Library
Board of Trustees
Minutes
August 13, 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, August 13, 2020 at 7:00 pm.

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

Board member absent: Rondi Wightman

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 7:03 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the July 9, 2020 regular Board meeting as presented. Michael Livovich 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. Abbe Trent 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 July 10, 2020 through August 13, 2020 as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Director Stamm read an excerpt of a letter received from a patron thanking the Library on behalf of her family for its collection of racially-diverse books.

July statistics show that 7,117 people visited the Library during the month. Staff created 29 virtual programs with 1,613 views, answered 101 reference questions, and 65 tech help questions. The facebook challenge engaged 769 people. Graphs showing materials circulation statistics are included in the Board documents.

The Westchester Township History Museum is now open by reservation only on Tuesday through Saturday for exhibit tours, guided outdoor tours, and research. Reservations are limited to five people for tours and two people for research. Indoor visits are limited to 30 minutes, and masks and social distancing are required at all times. The Museum will begin a new exhibit in August entitled "Duneland's Swedish Immigrants". This exhibit will run through the end of the year. The Museum will offer a series of YouTube videos highlighting the exhibit and expand on several related topics. These videos will be available beginning in September. Since the Brown Mansion house interior area (not the separate exhibit area) is too small and poorly ventilated to safely accommodate any touring at this time, guided

outdoor tours of the Museum premises will be offered. The tour guide will feature a digital tablet displaying interior photos of the house, and a tour of the house interior will be posted to the Library's YouTube channel.

Library open hours with the mask requirement in place have been running smoothly. A greeter will continue to be posted at the front door to remind patrons about masks, and a supply of disposable masks are available to patrons who may need one. Thomas Curbside Pickup had 617 uses in July versus 1,277 in June. Hageman had 116 uses in July versus 145 in June. Curbside Pickup will continue to be an option for patrons. The open hours of Thomas will stay as they are with an 8:00 pm closing time Monday through Thursday. Sunday hours at Thomas will resume in the coming weeks.

On Saturday, August 8 Thomas Branch was emergency-closed after being made aware of a possible Covid-19 exposure. During this closure, a deep cleaning and sanitization of the branch was conducted. Staff scheduled to work at Thomas that day will be paid as if their full shifts existed. Employees were reminded that because the Library follows consistent mask-wearing, social distancing, and safe hygiene practices, no one should have "close contact" (closer than six feet for 15 or more minutes) with anyone who may test positive.

During July, \$839.09 was added to pandemic-related expenditures and spent primarily on material to finish the last of the hanging barriers and on portable PA systems and walkie-talkies for outdoor programs. The total expenditures so far for pandemic-related supplies is \$11,535.59.

In-person, outdoor programs on Library property are scheduled to begin mid-August. It was determined that the individual parking lot spaces in the Library lot kitty-corner to Thomas are sized to allow for ready-made distanced areas; at Hageman, the lawn will be blocked with nontoxic chalk lines. Patrons are to bring their own chairs and blankets for comfort, and the area will be made safe with cones and other barriers. Craft Pickup Kits are still being offered and virtual programming will resume in winter.

After a virtual meeting with Anton Insurance to discuss the Library's general insurance renewal, it was decided to move the Library's coverage from Liberty Mutual to Astra. Astra offers greater coverage for a lower total premium of \$29,883 compared to Liberty's premium which would have increased to \$36,432. Cyber and Privacy Liability Insurance was added for a cost of \$2,792. The Library will remain with IPEP for Workers' Compensation at an increase of \$150. The current IPEP premium is \$5,097 per year.

The Center of Workforce Innovations is planning on resuming their classes at the Adult Learning Center (ALC) but at a very limited capacity (one or two students at a time) with social distancing in place and for far shorter time periods. They have two new teachers for the ALC location, and Director Stamm plans to meet with them this week for introductions and to talk about the ALC in general.

As mentioned last month, the Library is joining OverDrive Connect. This free service gives Duneland students access to the Library's juvenile and young adult digital collections through an app called Sora. Director Stamm is working with schools to find ways in which the Library may support the digital resource needs of students and teachers. Director Stamm is also working with the Library's Hoopla rep to determine ways to grant nonresident students and teachers access to video content through the Library's subscription. Any district resident student with a Library card has access to Hoopla, but nonresident cardholders do not have access to Hoopla. This is because digital materials are expensive and limited to taxpayer resident cardholders. Currently there are technical details to be figured out to

develop a student/teacher digital card with access to specific curriculum-related digital materials. Once these details are figured out, Hoopla's usage will be monitored to see if usage hits the maximum of the monthly total currently being paid for. If so, the allotment may be increased, budget permitting. In June, Hoopla's allotment was increased by \$1,000 per month.

One LIRF CD matured and was reinvested. Interest in the LIRF account accrued to \$250,000 and another CD was purchased. Both transactions were handled through Horizon Trust & Investment Management.

All carpeting at Thomas, Hageman, and the Baugher Center have been professionally cleaned. Dan's Carpet Cleaning performed the service which consisted of a hot-water deep cleaning with a fragrance and odor-free, nontoxic cleaning solution. The total cost of this cleaning was \$2,300. Professional carpet cleaning will be conducted on an annual basis.

Staff changes for the month include the hiring of part-time Clerk Amya Kirk, and the separation of full-time Reference Manager Marta Schumacher and full-time AV Manager Tracy McDonald. Kerbi Dauer moved from part-time Clerk to part-time Professional Collection Development & Programs Assistant. Colleen Good has been hired to as the new Reference Department Manager; and she, along with Kerbi Dauer, will take on the responsibilities of the former AV Manager.

Old Business Needs Assessment

CSK Architects is assembling the final details of the Library's Needs Assessment. They will be contacting Director Stamm most likely this week to schedule the next steps.

New Business Permission to Publish 2021 Budget

Director Stamm had a virtual meeting with the Department of Local Government Finance (DLGF) rep for the annual one-on-one budget meeting. The online forms and formulas that were completed and submitted in Gateway were approved. With rounding of cents, the 2021 budget estimate came to a total of \$3,834,111.

A motion was made by Drew Rhed to allow the publishing of the 2021 Budget. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

eRate Consortium Resolution

It is time to renew participation in the Indiana State Library Consortium for Public Library Internet Access (eRate). This is the discount telecommunication program available to libraries from the federal government.

A motion was made by Michael Livovich to renew participation in the Indiana State Library Consortium for Public Library Internet Access (eRate). Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Minor Update to Circulation Policy

Director Stamm advised she would like to make a change to the Circulation Policy that was updated in March. The proposed change would permit all magazines (even new editions) to be placed on hold and borrowed by patrons. The portion of the Policy affected by the proposed changes was provided to Board members.

A motion was made by Michele Corazzo to update the Circulation Policy as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Replace Policy with Resolution

Director Stamm recommended that the Coronavirus and Respiratory Virus Patron Behavior Policy that was passed in June be replaced with a Resolution Regarding Face Masks in Library Buildings. This new Resolution is nearly identical to mask resolutions that other libraries passed after Indiana issued the mask mandate at the end of July. This Resolution covers the basics of the Library's current policy as well as states that those under the age of two are not required to wear a mask. It also includes language specific to masks made of lace, mesh, or other types of open or loosely knitted fabric or material and states that these types of masks are unacceptable. Disposable masks will be offered to patrons entering the Library wearing any type of unacceptable mask.

A motion was made by Michele Corazzo to replace the Coronavirus and Respiratory Virus Patron Behavior Policy with the Resolution Regarding Face Masks in Library Buildings as presented. Drew Rhed seconded the motion. All voted in favor, and the motion passed.

Report of Fiscal Review Body

The Indiana State Library, in accordance with requirements of Indiana Code 6-1.1-17-20.6 which became effective on July 1, 2020, has required that all public libraries in Indiana submit a signature form stating the entity that would conduct an optional binding budget review and adoption, if qualifying conditions exist. This signature form in no way indicates or determines that binding review will or must occur. The separate entity that could choose to bring the Library to binding review would be the Porter County Council, though they are not required to bring the Library to binding review even if qualifying conditions exist. This form needs to be submitted by October 1.

A motion was made by Kathryn Cochran to authorize the signing of the Report of Fiscal Review Body as required by Indiana Code. 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 held at 7:00 pm on Thursday, September 10, 2020 at the Baugher Center.

A motion was made by Drew Rhed to adjourn this meeting at 7:30 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Abbe Trent, Secretary