

Westchester Public Library  
Board of Trustees  
Minutes  
September 10, 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, September 10, 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, Thomas Kuhn of CSK Architects, Robert Nicksic of James F. Giannini & Associates, Minutes Recorder Christine Hoover, and two members 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 Michele Corazzo to approve the minutes from the August 13, 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 August 14, 2020 through September 10, 2020 as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Thomas Kuhn of CSK Architects and Robert Nicksic of James F. Giannini & Associates were in attendance at tonight's meeting to present their completed Needs Assessment report for all Library-owned buildings. Each item on the report was rated on a level of priority from A- immediate need, B- needed within one year, C- needed within five years, and D- needed after five years. Mr. Kuhn advised that they engaged a cost consultant to estimate the cost of each project listed on their report. Mr. Kuhn and Mr. Nicksic went over each item on the reports for Thomas, Baugher Center, and Hageman. The total cost if all projects are selected to be completed (including a 20% contingency) for Thomas Branch would be \$3,201,470.10; for Hageman, \$560,663.22; and for the Baugher Center, \$1,432,725.00. The next step would be to do a feasibility study once a vision is created as to what the Library is looking to do in the future, whether it be repairs and renovation to existing buildings or new construction.

After this presentation, Board members decided to take some time to consider the substantial amount of information and discuss it at future meetings.

Librarian's Report

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

August statistics show that 10,248 people visited the Library during the month. Staff created nine virtual programs with 165 views. One in-person program (outdoors with masks and social distancing) was held with 24 attendees. Staff answered 138 reference questions and 56 tech help questions. The Facebook challenge engaged 319 people, and 84 new library cards were processed. Graphs showing materials circulation statistics are included in the Board documents.

During the past month, two Thomas Branch staff members tested positive for Covid-19 within days of one another. The Library was emergency-closed for deep cleaning as soon as notification was received of each of the positive testing results. After the second positive test result, Director Stamm determined to close all Library locations to the public (not staff) for a period of one week to evaluate the situation and to reduce the number of persons in the buildings. Staff continued to work in the buildings and provided Curbside Pickup and other remote services during that week.

To further lower staff risk internally, the lunchrooms were reconfigured, the number of people permitted in the lunchrooms at one time was reduced, and a hanging barrier was added between lunch tables. Staff were instructed that they may remove their masks to eat, but mask-less conversation should be kept to a minimum, if at all; and once finished eating, staff must again put on their masks for the remainder of time spent in the lunchroom. For the time being, Thomas Branch will remain closed on Sundays.

Another hole was discovered by Museum staff in the yard at the Brown Mansion. The hole was measured to be 30" wide by 18" at its deepest point, and sizeable enough to cause harm if a person accidentally stepped into it. The cause of this hole was determined to be the result of a rotted cistern. Museum staff staked its perimeter with caution tape and alerted Duneland School Corporation to address and fill the hole. Also noted at the Museum was that the concrete steps leading to the primary entrance were significantly cracking. Library Maintenance staff will fill the cracks with a concrete repair sealant and watch for any further signs of cracking.

The interior door to the Manager's office at Hageman had been in a state of malfunction for several years and would not properly close or lock. This door was replaced by Kleckner Interior Systems at a cost of \$1,500.

Director Stamm has been working with the ILS provider to add a feature in which patrons have the option to register for new Library cards online via the Library catalog. Offering this option in such a manner is safer than asking patrons to input potentially sensitive information into a generic form on the Library website. The Library's ILS provider offered this service for free, and all the technical details have been worked out. This option is now up and running.

After much research and discussion about the pandemic-related Payroll Tax Deferment option with other Library Directors as well as the Bookkeeper and accounting software provider, Director Stamm has decided *not* to defer payroll taxes. Since employers are *allowed* but not *required* to participate, and it appears that deferring payroll taxes is likely to cause greater problems and hardships for employees than it purports to solve, the Library will not conduct payroll tax deferment unless required by law.

In August, \$1,128.96 was spent on pandemic-related expenditures. This money was spent primarily on field marking materials for patrons attending outdoor programming, lunchroom hanging barrier materials, face masks, germicidal cleaner, and paper towels to use in lieu of pre-made disinfectant wipes. The Maintenance Manager was asked to keep PETG on hand for barriers, and every time a sheet

of PETG is used, another be ordered. The total amount spent this year on pandemic-related supplies is \$12,664.55.

Staff changes for the past month include the hiring of Colleen Good as the full-time Reference Manager, and part-time Clerk Jan Valpatic.

Old Business School/Digital Resources

The project to grant nonresident students and teachers limited access (nothing R-rated) to Hoopla video and TV content expressly for the purpose of school assignments is finished. Library “Scholastic” cards were purchased for \$449.25 and these cards have been entered into the Library ILS. These cards have been delivered to the Duneland School Librarians for distribution to nonresident students and teachers, and technological specifications for Hoopla access have been set. Director Stamm will watch usage and determine if and how much more the Library must pay Hoopla on a monthly basis in order to maintain the materials availability to which resident patrons are accustomed.

New Business FFCRA/Supplementary Resolution

Director Stamm advised that there is concern and discussion about what to do if or when an employee has legitimate cause to use all of their government-allotted FFCRA hours and then needs to take more time off due to Covid-19, either because they become re-infected, must be re-tested, or must care for an immediate family member with Covid-19.

Director Stamm has written and provided a temporary policy to address this circumstance. This policy is set to last through April 30, 2021 and would be reevaluated during the April Regular Board meeting. This policy covers both part and full-time employees (not contractors).

It was suggested to amend the last line of the policy to read as follows: The Westchester Public Library Board of Trustees will review this temporary policy for renewal, **revision**, or rescindment in April 2021. A motion was made by Kathryn Cochran to approve the FFCRA/Supplementary Resolution as amended. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

2021 Budget Hearing

The 2021 Westchester Public Library budget is available online ([www.budgetnotices.in.gov](http://www.budgetnotices.in.gov)), and the Board President opened the meeting to hear public comment. There were no public comments at this time.

Other Business

There was no other business at this time.

There will be a Special Budget Adoption meeting held on Thursday, September 24, 2020 at 7:00 pm at the Baugher Center.

The date of the next regular Board meeting will be Thursday, October 8, 2020 at 7:00 pm at the Baugher Center.

Drew Rhed made a motion to adjourn this meeting at 8:13 pm.

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

