

Westchester Public Library
Board of Trustees
Minutes
October 8, 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, October 8, 2020 at 7:00 pm.

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

Also present at this meeting were Library Director Lisa Stamm, Attorney Terry Hiestand, Reference Department Manager Colleen Good, 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 Michael Livovich to approve the minutes from the September 10, 2020 regular Board meeting as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

A motion was made by Rondi Wightman to approve the minutes from the September 24, 2020 special Board meeting as presented. Abbe Trent seconded the motion. All voted in favor, with Drew Rhed abstaining, and the motion passed.

Financial and Statistical Reports

A motion was made by Kathryn Cochran 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 September 11, 2020 through October 8, 2020 as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

September was National Library Card Sign-Up Month, and 16 new patrons were registered at Hageman and 85 at Thomas. Also registered were 116 Library Scholastic cards that, in collaboration with the Duneland School Corporation, grant Hoopla video content access to non-resident students.

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

Reference Department Manager Colleen Good was introduced to the Board at this time, and Board members expressed their welcome wishes to Ms. Good.

September statistics show that 11,167 people visited the Library this month. Staff created four virtual programs with 256 views, and 17 in-person programs (outdoors with masks and social distancing) were held with 187 attendees. Staff answered 99 reference questions and 91 tech help questions. The

Facebook challenge engaged 500 people, and 101 new library cards were processed. Graphs showing materials circulation statistics are in Board documents.

The elevator at Thomas Branch has been intermittently failing to land level with the floor. Otis Elevator has been working on this problem; and they have periodically employed stopgaps with the understanding that the elevator is quite old and many necessary components, especially those that comprise the electrical panel, cannot be obtained due to the age of the elevator. In September, it was initially determined that the electrical panel in its entirety needed to be replaced, but Otis was able to make adjustments to get the elevator back to stable function. They are now working up a quote for a whole system repair instead of piecemeal, to include replacement of the electrical panel and physical power pumps. It is anticipated that the repair/replacement costs will range between \$25,000 - \$35,000. When the time comes for this work to be done, it will be funded from line 3.62 Equipment Repairs.

The pandemic-spurred shift to purchase more digital resources and the decision to temporarily discontinue the circulation of toys for health and safety reasons led Librarians to alter their standard purchasing of materials during 2020. Director Stamm approved requests from the Children's Department Manager and the Young Adult Librarian to shift the Toys balance of \$1,580 from fund line 456 into fund line 432 to be spent on physical children's books and to shift \$4,000 from fund line 439 young adult physical books to fund line 3.16 for young adult Overdrive materials.

Brandon Kroft, President of the Duneland School Corporation (DSC) Board, and Chip Pettit, DSC Superintendent, discussed with Director Stamm the idea of creating a formal process for their appointments to the Library Board of Trustees. Mr. Kroft and Mr. Pettit determined to advertise approximately three months in advance of a Library Trustee appointment coming due, with a finite application period followed by a formal interview process period. They also determined that they would ask two Library Trustees, ideally whomever is in the role of Board President, Vice-president, or Secretary, to assist the DSC committee members in the interview process. DSC will continue to factor the formal recommendation made by the full Library Board. They plan to begin this process with the next appointment coming due of one of the three Library Trustees representing DSC appointments; and that is, Kathryn Cochran whose appointment comes due in March 2021.

During the shutdown, the Library changed in-person programming to virtual offerings. A YouTube channel was started to record videos of modified and brand-new programs. As understanding of Covid-19 and how it most easily spreads crept to a better level than it was during the first several months of the pandemic, planning was shifted to conduct programs carefully, in-person, masked and socially distanced outdoors on Library grounds. Now that summer is over and cooler weather is prevalent making outdoor options untenable, the Library is planning to shift back to virtual programming due to the knowledge that Covid-19 is airborne and makes hosting programs indoors unsafe.

Since patrons and staff miss the interactive piece that videos alone cannot replicate, Director Stamm has been working with ENA, the provider of the public library eRate program and related access through the statewide consortium, on options for virtual programming that would allow host and attendee interaction. Zoom upped its security measures and also partnered with ENA to provide support options for libraries and other educational entities. Libraries may subscribe to Zoom packages through ENA for no additional cost and without tax-exempt issues and receive free, relevant training videos and ready, live technical support from ENA.

Utilizing Zoom via ENA will allow the Library to meet the virtual, interactive programming needs of its patrons. In order to host and run a virtual program with an unlimited time period and up to 100 attendees, each programmer will need a license to operate the software independently and at various

and occasionally overlapping times. Director Stamm decided to start with seven year-long Zoom licenses, supported by ENA, at a cost of \$150 each, for a total cost of \$1,050. Curbside pickup of CraftKits will continue, and some will be offered in conjunction with the Library live Zoom programs.

Director Stamm advised that she does not intend to change any protocols for patron in-person visits regardless of the recent determination that Indiana is now in Stage 5. Stage 5 casts away limits on time spent indoors and capacity limits. Decisions about whether or how to apply state-level pandemic declarations to local libraries rest with local library trustees and are made with the safety of the community in mind. Library patron visits will continue to be kept under or around 30 minutes, and daily Curbside Pickup will be available each day the Library is open. Director Stamm feels, and patron and staff response has reinforced, that the Library is appreciated for its safety protocols and operations while still providing and maintaining excellent service through the pandemic, and she does not want to change that mode of operation and increase risk as the winter months approach. Board members expressed their support for Director Stamm's decision.

In September, \$524.59 was added to the Library's pandemic-related expenditures and spent primarily on cleaning supplies and disposable masks for patrons. This makes the total expenditures for the year on pandemic-related supplies to be \$12,976.24.

Staff changes for the month include the separation of part-time Clerk Jan Valpatic, part-time cleaner Richard Safstrom, and full-time Serials Manager Rhonda Mullin.

Old Business Needs Assessment

Director Stamm spoke with Tom Kuhn of CSK Architects about next steps for the most pressing items from the Needs Assessment. He recommended that given that winter is approaching, the Thomas HVAC and Hageman and Baugher Center roof replacements be planned for spring of 2021 as separate projects. The Library would request an Additional Appropriation amount to cover projects from the Porter County Council in the beginning of 2021. This will allow the necessary time for the amount to be approved and allow the time it will take to put the jobs out for public bid, accept a bid, and ultimately begin the work (one project at a time) during appropriate weather.

At this time, Director Stamm and Library Managers are working to complete approximately 70 performance evaluations and corresponding meetings before the end of November. Since, due to Covid-19 health and safety protocols, these meetings cannot be held in small offices or other enclosed spaces as they normally would, the Baugher Center is the only bona fide staff meeting room that can be utilized to hold these and other staff meetings.

New Business PLAC Quarterly Statement

The PLAC Quarterly Report needs to be signed by the Board at this time. Nothing has changed on this report since it was last signed. Two forms were then passed around for the Board members' signatures for the quarterly statement.

Public Comment

There were no public comments at this time.

Other Business

Attorney Terry Hiestand provided updated aerial views and dimensions of the real estate currently owned by the Library to include Thomas Library, Hageman Library, Baugher Center, and the parking lot

at Second and Indiana. Not included is the lot in Dunes Acres owned by the Library that was given as a gift to the Library from a grateful patron.

The date of the next Board meeting is Thursday, November 12, 2020 at 7:00 pm at the Baugher Center.

Drew Rhed made a motion to adjourn this meeting at 7:25 pm.

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