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Westchester Public Library
Board of Trustees
Minutes
December 10, 2020

A regular meeting of the Westchester Public Library Board of Trustees was held on Thursday, December 10, 2020 at 7:00 pm. This meeting was held electronically due to the current public health emergency.

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

Also present at this meeting electronically were Library Director Lisa Stamm, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Nick Tilden at 7:02 pm.

(Since this meeting is being conducted electronically due to the current public health emergency, all action items have been voted on by roll call.)

Approval of Minutes

A motion was made by Michael Livovich to approve the minutes from the November 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. 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 November 13, 2020 to December 31, 2020 as presented. Kathryn Cochran 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. An email was read to the Board from a part-time staff member expressing her appreciation to the Board for approving the Employee Coronavirus Sick Time Temporary Policy, which she has had to use due to Covid-19 related issues.

November statistics show that 10,251 people visited the Library during the month. Staff created 18 live virtual programs with 303 live virtual attendees. Staff answered 96 reference questions and 81 tech help questions, and 72 new library cards were issued. The Facebook challenge engaged 845 people. Graphs showing materials circulation statistics were included in the Board documents.

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The annual staff performance evaluations and corresponding meetings for each employee were held during November. Overall, staff received high marks for how they handled, and continue to handle, the many changes and increased work brought on by the pandemic.

There was a nominal increase of 3.64% for the Library's health insurance premium. In 2021, the monthly premium will be \$13,571.27; during 2020, the monthly premium was \$13,094.25.

Four Library Improvement Reserve Fund (LIRF) CDS in the amount of \$250,000 each matured and were reinvested through Horizon Trust and Investment Management.

The annual staff In-Service Day, along with the annual staff Holiday Breakfast, were cancelled due to the pandemic. As a token of appreciation for the staff's determination and flexibility, Director Stamm will be giving a \$15 gift certificate to each staff member from a local business of choice. The gift certificates will be funded from the Unrestricted Gift fund with a total cost of approximately \$1,050. This amount is close to what would have been spent on food for an all-day staff event. Director Stamm noted that she mentioned in her card to the staff that the Board of Trustees is grateful for the work of each staff member.

The Library continues to remain open to the public; however, Director Stamm advised that she is ready to revert to strictly Curbside Pickup if need be, for the greater good of the community. Also noted is that the Center for Workforce Innovation made the decision to temporarily cease the Adult Learning Center open/public hours and will be conducting classes entirely online. They tentatively plan to resume in-person classes in mid-January, but that date is dependent upon Covid-19 status and corresponding recommendations from health officials.

In November, \$230.10 was added to pandemic-related expenditures and spent primarily on cleaning supplies. The total pandemic-related expenditures for the year so far is \$13,548.96.

The only staff change for the past month was the hiring of Dan Shook, part-time Maintenance.

Old Business

There was no Old Business to discuss.

New Business

Contract for Legal Services

Attorney Terry Hiestand supplied a 2021 Contract for Legal Services. There were no changes made to the contract from the 2020 version.

A motion was made by Drew Rhed to approve the 2021 Contract for Legal Services as provided by Attorney Hiestand. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Annual Review of Salary Schedule

Director Stamm saw no need to modify or change the 2020 Salary Schedule for 2021. Therefore, the 2021 Salary Schedule, with no changes from 2020, was presented for the Board's approval.

A motion was made by Michael Livovich to approve the 2021 Salary Schedule as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Adoption of the 2021 Board Meeting Schedule

A schedule for the 2021 Board of Trustees meetings was presented at this meeting.

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Kathryn Cochran made a motion to approve the 2021 Schedule of Meetings: Board of Trustees as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Resolution to Encumber Funds

At the November Board meeting, proposals were discussed from CSK Architects to do the work of creating blueprints for the Thomas HVAC (\$68,500) and Hageman roof replacement (\$2,600) projects. The reason the Hageman proposal now has a December date is that it was updated to specify planning for a cupola to maintain the current look of the Hageman Branch. The proposal cost is unchanged. If the Board decides to move forward with one or both of these projects, the Library must encumber funds from the current 2020 Operating Fund for expenditure throughout 2021. Director Stamm spoke with the Department of Local Government Finance (DLGF), and they advised that as part of the Library's end-of-year transfers, the Library must transfer the exact amount of the project(s) into 2020's Line 3.12 Engineering and Architectural Services so that the line can sustain the amount if formally approved for encumbrance into 2021.

The Library Bookkeeper worked with AVC, the accounting software company, to add an "encumbrance forward" line to the Library's financial report for any encumbrances. The Library would then pay for the project(s) approved and started in 2020 from that Encumbrances Forward line, as the contract is billed incrementally from 2020 and throughout 2021 until completion in 2021. The Library will also assign, for internal use only, Purchase Order numbers for encumbrance projects.

A motion was made by Abbe Trent that since the Library is entering into contracted project(s) that won't be fulfilled by the end of this current year of 2020, the Library transfer from unexpended Operating Funds of this current year of 2020 the exact amount of the project(s) into Line 3.12 Engineering and Architect Services. The Library is choosing to encumber the exact amount of the contracted project(s) from the current year of 2020 Operating Fund, Line 3.12, for the express purpose of paying for said project(s) during 2020 and into 2021, until completion in 2021, from the Encumbrances Forward line. Rondi Wightman seconded the motion.

The Board then held discussions regarding the architectural fee schedule and what it entails. All voted in favor of the motion, and the motion passed.

A motion was made by Kathryn Cochran to approve the proposal submitted by CSK Architects for architectural and engineering services enumerated in said proposal dated November 9, 2020 and known as Architect's Project #2073, for the HVAC renovations at the Thomas Branch Library, Westchester Public Library System.

Michael Livovich seconded the motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to approve the proposal submitted by CSK Architects for architectural and engineering services enumerated in said proposal dated December 7, 2020 and known as Architect's Project #2074, for the Reroofing of the Hageman Branch Library, Westchester Public Library System.

Abbe Trent seconded the motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to adopt the Resolution to Encumber Operating Funds as presented at tonight's meeting. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Public Comment

There were no public comments.

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Other Business

There was no Other Business to discuss.

The date of the next regular Board of Trustees meeting will be Thursday, January 14, 2021 at 7:00 pm at the Baugher Center unless otherwise announced.

Drew Rhed made a motion to adjourn this meeting at 7:55 pm.

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