

Westchester Public Library
Board of Trustees
Minutes
April 8, 2021

A regular meeting of the Westchester Public Library Board of Trustees was held on Thursday, April 8, 2021 at 7:00 pm. This meeting was held electronically due to the current public health emergency.

Board members present electronically were: Heather Augustyn, Kathryn Cochran, Michele Corazzo, Abbe Trent, and Rondi Wightman; Board members absent: Will Scharp and Nick Tilden. Also present at this meeting electronically were Library Director Lisa Stamm, Library Assistant Director Heather Chaddock, Thomas Kuhn of CSK Architects, Bob Nicksic of Giannini Associates, Attorney Terry Hiestand, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Abbe Trent at 7:04 pm.

Introduction of New Trustee

Heather Augustyn was appointed to the Westchester Public Library Board of Trustees by the Porter County Council after the resignation of Council-appointed Michael Livovich in March. Ms. Augustyn recently completed a thorough Library Trustee application and interview process, and she was recommended by the Library Board to the Porter County Council

(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 Kathryn Cochran to approve the minutes from the March 11, 2021 regular Board meeting as presented. Michele Corazzo seconded the motion. All voted in favor, with Heather Augustyn abstaining since she did not attend the March 11 meeting, 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 Michele Corazzo to approve the Register of Claims and Warrants for the time period of March 12, 2021 through April 8, 2021 as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

Director Stamm introduced Heather Chaddock as the new Assistant Director. She began at the Library as the Children's Department Manager in 2014 and became the Thomas Branch Manager in 2018. During the Assistant Director interviews, Director Stamm advised she had strong candidates, but felt Heather was the strongest candidate for the position.

Service highlights were related from the past month featuring positive feedback and gratitude expressed by patrons regarding their Library experiences. The Westchester Township History Museum has had nearly 2,000 views on the Library's YouTube channel of its video "[Duneland's Swedish Immigrants: Coming to America](#)". Also well received were the Museum's daily Facebook posts highlighting Duneland women in celebration of Women's History Month.

During March, 12,978 people visited the Library. Staff created two Recorded Virtual programs with 254 attendees/views, and 20 Live Virtual programs were created with 344 Live Virtual attendees. Staff answered 98 reference questions, 116 tech help questions, and 89 new library cards were registered. Graphs showing materials circulation statistics were provided.

In March, the thermostat controlling the air in the Adult Learning Center (ALC) began sending signals to the rooftop unit to blow hot air, and it would not turn itself off even though programmed to shut off at specific temperatures. It eventually reached 99 degrees in the ALC, and the Maintenance Manager forced a physical shutoff to the unit on the roof. Precision Controls was called for assistance. They examined the faulty thermostat and rooftop HVAC unit and assessed that the unit had not been damaged by the inconsistent and erroneous fluctuations of the thermostat. Since the thermostats in the Baugher Center are old and different brands and types, Precision was hired to replace all of the thermostats in the Baugher Center with a single brand and type. They installed five identical new Emerson thermostats that are programmable and simple to use and can be customized as needed based on building zones and occupant levels. The cost of the new thermostats was \$615 plus labor for a total (approximate) cost of \$889.

Indiana Dunes Tourism reached out to the Library and asked for help in replicating the Library's "Alice Gray/Diana of the Dunes" video, including interviewing and filming the Library Museum Educator for the sole use and promotion of Indiana Dunes Tourism. The Library agreed to partner as long as the finished video is also branded with the Library's logo, website, and full contact information for both the Museum and the Library. Also required is that Museum Educator Susan Swarner, creator of the original video, is credited with her first and last name and professional title. This video production is seen as positive exposure for the Museum, local history, and the Library. The video will be featured on the National Park website and their social media accounts and potentially that of Indiana Dunes Tourism. Director Stamm insisted on Library and Museum rights to the video and its use. Terms for this agreement are still being negotiated.

The Summer Reading Program will again be holding all programs outdoors. There is a tentative plan to have at least one early autumn outdoor movie since at this time the Library cannot safely encourage or facilitate large group gatherings. The Library's movie projector fell apart in 2019, and it was recently replaced with a Maxwell brand projector that is sound system compatible and suitable for indoor and outdoor use. The total price of the new projector was \$2,407.58 and paid from fund line 4.2 Furniture & Equipment.

The Library's Graphics Department designed and ordered new Library tote bags. These are Library-branded bags that patrons may purchase and that are occasionally used for giveaways. The new lime green bags are slightly larger than the previous bags and have the Library and Museum locations and phone numbers on them. The cost for the new totes is \$609.08 and paid from fund line Advertising 3.31.

The Governor of Indiana declared that beginning April 6, the wearing of masks in businesses will be “advisory” instead of mandatory and that State government buildings will still require masks as will schools. Mask restrictions for local government entities such as libraries will remain up to their own Boards and policies. The Library’s mask policy is still in effect, and Director Stamm recommends it stay that way until the vast majority of community members have had the chance to be vaccinated plus the subsequent weeks for the vaccine to achieve efficacy. The Library’s Resolution Regarding Face Masks in Library Buildings is worded in such a way that there is no need to amend it while masks are required to be worn in the Library. Managers and staff have been given basic talking points in anticipation of patron questions about our mask policy. Information is posted in-house and on social media advising patrons that the Library will still require masks for the time being.

Based on how well the vaccine rollout is going in Indiana, Director Stamm decided that beginning Sunday, May 2, 2021 the Library will be resuming full hours at Thomas. A tentative timeframe of late summer is being considered to resume or reintroduce some services including allowing patrons to sit and stay in the Library.

Toward the end of March, NorthShore Health reached out to the Library to ask if they could use the Baugher Center as a clinic site as they were booked up at their existing locations and wanted to increase the number of COVID vaccines they could administer. Director Stamm and Denise Carpenter, Communication and Engagement Manager for NorthShore Health, worked out a logistics and safety plan and awaited State approval, which took several days. Once the approval was given, openings filled up quickly. NorthShore Health did a stellar job with the Library clinic as it was smoothly operated, calm, and there was more than adequate space for privacy and for people to wait after receiving the vaccine. NorthShore was advised by Director Stamm that they may again set up a clinic at the Baugher Center in the future should they have the need.

In March, \$354.45 was added to the Library’s pandemic-related expenditures and spent primarily on disposal face masks for patrons and additional cleaning supplies. This makes the total pandemic-related expenditures to be \$14,324.41.

Staff changes for the month include the hiring of Ann Schwerzler as a part-time Clerk, Heather Chaddock moving from Thomas Branch Manager to Assistant Director, Jessica Bartz moving from Children’s Department Manager to Thomas Branch Manager, and the separation of part-time Clerk Olivia Maranto.

Old Business Assistant Director Position

The hiring of Heather Chaddock as Assistant Director opened up the position of Thomas Branch Manager, and Children’s Department Manager Jessica Bartz was selected to fill the Branch Manager position. This now leaves the Children’s Department Manager position open, and candidates are being interviewed. It is expected to have someone hired in the coming weeks.

Polaris Upgrade

The Polaris upgrade occurred as planned on March 25. This upgrade included the web-based service option of LEAP free with the normal subscription. The upgrade went smoothly with little patron and staff operational downtime. Patrons have mentioned they like the new look of Polaris, and staff seem to be enjoying LEAP. It is expected to get good use of LEAP during outreach and other outside-the-Library programs and events.

NIPSCO Telephone Poles

The Library portion of the NIPSCO new telephone pole installation project was planned for and completed on Sunday March 21. The Library Maintenance Manager was onsite the entire time from 7am until 7 pm. Ellis Electric was also onsite for a portion of the hours. Ellis caught and remedied a NIPSCO error in that they accidentally reversed the pole lines at the Baugher Center. This saved the rooftop HVAC units from immediately burning out. Ellis also found a hotspot fuse and removed it, cleaned it, and deemed it safe. The same fuse blew a few days later due to age, and Ellis returned and replaced it entirely. The Library I/T Manager was also onsite for two hours during this installation. He brought up all of the servers and related technology in the correct order once the power was restored.

On April 5, 2021 all power was abruptly lost at both Thomas and the Baugher Center from approximately 1:45 pm until 2:30 pm. All patrons safely exited the premises, and the Library closed temporarily. Power was restored at 2:30, and the servers and other electronics were turned on in correct order. Since the outage was relatively brief and technical components were sustained to some degree by temporary battery backup, there were no permanent mechanical or technical issues.

Needs Assessment Update

There were some questions raised at last month's meeting about the Thomas HVAC replacement recommendations. Director Stamm spoke with Tom Kuhn and Bob Nicksic and they confirmed that any new ductwork would be reconfigurable at a later date. They also advised they do not recommend that a new HVAC be installed while leaving the existing, obsolete ductwork in place. Doing so would limit the type of HVAC that could be installed to a lesser version and it would not have VAV controls for separate room/area temperature regulation. They advised that the best way to go about this project both operationally and financially, to include future energy savings, would be to replace the HVAC and ductwork all at once. They are also trying to figure out ways to do the work while keeping the Thomas Branch open as much as possible.

Mr. Kuhn and Mr. Nicksic were present at tonight's electronic meeting to address any other concerns the Board had regarding this project. Mr. Nicksic advised that the ductwork at Thomas has the original lining from 1973. This lining is made of fiberglass and not encapsulated so the fiberglass fibers can get airborne and pose an indoor air quality issue. Ductwork now is lined with anti-microbial film so no fibers can get airborne nor can mold grow on it. Having new ductwork would provide a higher level of temperature control of each office and space. He strongly recommends that new ductwork be installed at Thomas and that the ductwork installation be done all at one time (rather than piecemeal) with a solid phase plan so the Library can remain open as much as possible during this project. Mr. Nicksic advised the design fee would increase approximately \$23,200 for his additional work in adding ductwork replacement to the initial project. Mr. Kuhn advised his fee would not change at this point.

A motion was made by Kathryn Cochran to authorize the contracting and other processes necessary to extend the Thomas HVAC project to include the replacement of the existing ductwork. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Hageman Roof

The work drawings are complete for the Hageman Branch roof replacement project. Director Stamm and Mr. Kuhn will formally put the work out for quotes. Once quotes are developed and received, they will be reviewed, and a recommendation will be made to award the work. Director Stamm will begin the formal paperwork and process to request an Additional Appropriation based on the amount that the project is expected to cost (under \$150,000). This will all occur over the next several weeks.

New Business

Trustee Officer Roles

In March, Michele Corazzo resigned from the role of Board President. Rondi Wightman made a motion to have Abbe Trent assume the role of Board President, Kathryn Cochran fill the role of Vice-President, Will Scharp fill the role of Secretary, and Rondi Wightman would remain in the role of Treasurer. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Approval of Librarian's Report

A motion was made by Kathryn Cochran to approve the Librarian's Report as presented at tonight's meeting. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Public Comments

There were no Public Comments at this time.

Other Business

There was no Other Business at this time.

The date of the next regular Board of Trustees meeting will be Thursday, May 13, 2021 at 7:00 pm at the Baugher Center or TBD.

Heather Augustyn made a motion to adjourn this meeting at 8:00 pm.

Respectfully submitted,
Christine Hoover, Minutes Recorder for
Will Scharp, Secretary