

Board of Trustees
Minutes
July 8, 2021

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, July 8, 2021 at 7:00 pm.

Board members present were: Heather Augustyn, Michele Corazzo, Nick Tilden, Abbe Trent, and Rondi Wightman.

Board members absent: Kathryn Cochran and Will Scharp

Also present at this meeting were Library Director Lisa Stamm, Library Assistant Director Heather Chaddock, Minutes Recorder Christine Hoover, and two members of the public.

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

Approval of Executive Session Minutes

A motion was made by Heather Augustyn to approve the Executive Session Minutes from the June 10, 2021 meeting as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Approval of Minutes

A motion was made by Rondi Wightman to approve the minutes from the June 10, 2021 regular Board meeting as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Nick Tilden to approve the Financial and Statistical Reports as presented. Michele Corazzo 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 June 11, 2021 through July 8, 2021 as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

The sudden passing of long-time Library attorney Terry Hiestand on June 19, 2021 was acknowledged with sadness by Director Stamm and the Board members. Ideas were shared as to ways in which the Library can pay tribute to his many years of service to the Library and the community at large. The Hiestand family generously designated the Library as one of two places that interested persons could make a memorial donation in memory of Terry, and memorial donations to the Library as of today totaled \$1,550. A list of individuals and businesses who have honored Terry in this way will be provided to the Hiestand family at a later date.

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

The 2021 Summer Reading Program is underway with close to 800 participants so far, and patrons may continue to register until the very end of the program which runs through July. For the first time, the Library has 130 tween/teen participants in the Summer Reading Program. This is in comparison with

previously low double-digit numbers of participants in the past few years. The increase is being attributed to the work of the Young Adult Librarian who has been building relationships with young adults and her outstanding programming and outreach for that age range.

During June, 17,664 people visited the Library. Staff created 19 in-person programs with 327 attendees and three (3) Live Virtual programs with 47 Live Virtual attendees. Staff answered 106 reference questions, 98 tech help questions, engaged 42 people in a Facebook activity, and registered 162 new library cards. Graphs showing materials circulation statistics were provided.

There have been numerous instances of patrons and members of the public mistaking the Baugher Center for the Thomas Branch location. A new sign is in the process of being made that clearly indicates that the main Library building is a half block down the street.

Permanent aluminum Curbside Pickup signs have been ordered for both Thomas and Hageman Branches. These signs will look like the current signs in color and design but will be weather and fade resistant. A total of five signs were ordered from Zeno Signs & Graphics for a total cost of \$120. Steel stakes were also purchased for a total of \$40. The signs have already been installed at Thomas Library.

The Friends of the Library will be hosting its book sale on July 16-18 at the Baugher Center. The Baugher Center is the most favorable venue to host this sale due to the limited space options available at Thomas Library for such an event. Memberships purchased in 2020 will be honored for use in 2021.

The Westchester Township History Museum played a role in research and preparation for the grand opening of the Indiana Dunes Pavilion on June 17. The Library logo was among six prominent State of Indiana agency logos featured in the event flier. The graphic designer for the Pavilion history panels sent a personal note to the Museum Curator and staff thanking them for their help with information retrieval, archival photos, and timeline corrections.

The Town of Chesterton sent a notice on June 15 that they intended to repave the entire alleyway behind the Thomas Branch and the Baugher Center and that this would occur within the next five days. The work began on June 16 and was completed in a few days.

On June 28, a patron was sitting on a Library bench with her harnessed and leashed dog at the south side of the Hageman Branch entrance. The Hageman Branch Manager walked by and spoke to the patron; and as the Manager took a step in the direction of them, the dog lunged at the Manager and bit a hole in her shirt. The owner tried to control the dog and did so for a moment, but the dog lunged again and made contact with the Manager creating an abrasion under her eye with its paw. The owner apologized and left with the dog. The Manager then related the facts to Director Stamm and advised her that she was physically stable. The Manager was instructed to file a report with the Porter Police Department. She was also instructed to seek medical care under Workers Compensation for her wound. The Porter police created their own report and visited the family to address the incident and tell them that the dog is not to be on Library property. Director Stamm followed this with a formal letter to the patron and her parents with whom she lives, stating that the dog is permanently banned from Library premises.

All managers were reminded of the statement within the Patron Unacceptable Behavior Policy that relates to animals on Library properties as a reminder to pay close attention to any animals on Library properties.

The updated Mask Resolution was implemented on July 1. All “masks required” signs were removed and replaced with new signs outlining the updated Resolution. Staff are not monitoring or policing any patrons about their mask choices. The only times the Library staff will ensure that masks are worn are when a patron needs one-on-one assistance and social distancing is not possible and when running a program and the attendees are in an age range that per Library Resolution, requires masks. Staff will continue to wear masks through the Summer Reading Program due to the increase in children and families in the Library. The Plexiglas barriers are still in place, and they may continue to stay in place to help reduce transmission of any airborne particles. Furniture will continue to be added over the summer until all of it is returned to the public spaces. When and how to reopen Library meeting rooms will be addressed at the end of summer or early fall.

In July, \$219.54 was added to purchase pandemic-related items. This makes the total expenditure for pandemic-related supplies to be \$14,733.8. Director Stamm intends to drop this category and will only note any unusual or large pandemic-related purchases since most items now being purchased are for paper toweling, liquid disinfectant, and similar items for daily use. The Board agreed with this decision.

During the past month, Caleb Thompson and Keegan Palonis were hired as part-time Clerks. Tiffany Ezra and Caleb Thompson, both part-time Clerks, were separated, as was Betty Parker who retired and moved to a Substitute status.

Old Business Landscaping

J.E. Landscaping was hired to provide lawn care and landscaping needs for all Library grounds. They proposed a fee of \$3,500 to get all four locations in order by doing extensive weeding, removing plants that are obstructing lights and overflowing onto sidewalks, removing ground cover underneath trees, and trimming back bushes and trees. Once this initial work is completed, they will continue weeding and other related landscaping work as part of regular maintenance with additional billing.

MCLS Strategic Planning

A community survey has been put together, and Assistant Director Heather Chaddock and Director Stamm continue to work with MCLS on fine-tuning the questions and format. The final copy of this survey will be made available both online and in print.

Electronic Meeting Technology

The Library IT Manager is gathering information and quotes for modifying the Baugher Center meeting space to accommodate the parameters of the Electronic Meeting Policy, should it be needed in the future.

Hageman Roof Replacement

Work on the Hageman roof has begun and had to be delayed at times due to scarcity of some materials and inclement weather. The contractors are working in portions as they can and as weather permits. A new updated timeline for completion of this project was provided.

New Business Contract Termination

On June 25, Attorney David Hiestand, son of Terry Hiestand, contacted Director Stamm to resign Hiestand Law from service to the Library. He (David) felt that the Library would be better served with a general practice attorney and/or an attorney who has library experience. David Hiestand drew up a

simple contract of mutual termination effective June 30, 2021 for the Board President and Secretary to sign at this meeting. He advised there is no further payment due to Hiestand Law for the existing 2021 contract.

Director Stamm advised the Board that while the Library was fortunate to have Attorney Terry Hiestand available to attend Board meetings, having an attorney present at all Board meetings is an unusual situation for a library the size of WPL. Nearly all small and medium libraries have an attorney or group practice hired or designated and then paid on an as-needed basis or through a small retainer. Director Stamm has the name of a practice used by a large nearby library system that she could reach out to. She will gather more information and get some other attorney names for discussion at the next Board meeting. Board member Nick Tilden advised he would reach out to David Hiestand to see if there are any files at Hiestand Law pertaining to the Library that would need to be in the Library's possession. A motion was made by Rondi Wightman to accept the Mutual Termination of 2021 Contract for Legal Services provided by Attorney David Hiestand. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Assessment for Mold

During the week of June 23, Director Stamm was made aware of the possibility of there being a longstanding mold issue at the Hageman Branch. ServPro was called for a formal assessment; and on June 29 a representative of ServPro came to the Hageman Branch to meet with Director Stamm, the Library Maintenance Manager and the Hageman Branch Manager. ServPro was only able to suggest remediation for confirmed mold, not assess whether or not mold existed. They did not charge for this visit.

RCM, the company that provided the Library's asbestos and lead testing during the Needs Assessment, was contacted and drafted a proposal to inspect the Hageman Branch for mold for a total price of \$1,069. The inspection was completed on July 6. Director Stamm read aloud a summation of the findings of RCM's assessment for mold. RCM found there are no major mold issues, and no big remediation projects are required. They advised the building has very good outdoor to indoor air exchange which may be the reason that on some days some patrons and staff sense a reaction to pollen, spores, and so forth. RCM is writing a formal report which will be submitted to Director Stamm in approximately one week with their full assessment and professional recommendations as to any steps the Library should address in mainly unremarkable areas.

2022 Draft Budget

The 2022 Draft Budget has been made with the Max Levy Growth Quotient (MLGQ) of 4.3% released by the DLGF. A 2% cost-of-living increase was budgeted for all staff, except for a ¾ of a percent increase for the Director's salary through 2022 since that salary was adjusted in June 2021. Director Stamm will meet with the DLGF field representative on July 23 for the annual budget review meeting.

Director Stamm highlighted in yellow any notable changes that were made in the 2022 budget from the 2021 budget. She then went over these highlighted areas with the Board.

A motion was made by Nick Tilden to approve the 2022 Draft Budget as presented. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Public Library Access Card

The quarterly Public Library Assess Card (PLAC) statement needs to be signed at this time by Board members, and this was done at tonight's meeting.

Approval of Librarian's Report

A motion was made by Heather Augustyn to approve the Librarian's Report as presented at tonight's meeting of July 8, 2021. Rondi Wightman 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 next regular Board of Trustees meeting will be held at 7:00 pm on Thursday, August 12, 2021 at the Baugher Center.

Nick Tilden made a motion to adjourn this meeting at 7:50 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Will Scharp, Secretary