

# DRAFT

## Board of Trustees Minutes August 12, 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, August 12, 2021 at 7:00 pm.

Board members present were: Heather Augustyn, Kathryn Cochran, Will Scharp, Nick Tilden, Abbe Trent, and Rondi Wightman.

Board member absent: Michele Corazzo

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

This meeting was called to order by Board President Abbe Trent at 7:00 pm.

### Approval of Minutes

A motion was made by Heather Augustyn to approve the minutes from the July 8, 2021 regular Board meeting as presented. Will Scharp seconded the motion. All voted in favor, with Kathryn Cochran 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. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

### Approval of Claims and Warrants

A motion was made by Rondi Wightman to approve the Register of Claims and Warrants for the time period of July 9, 2021 through August 12, 2021 as presented. Heather Augustyn 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.

The Summer Reading Program concluded on July 25 with 135 teen, 429 children, and 225 adult participants. Patrons had the option of choosing to participate online or by using a paper log, and both options were used equally so both options will continue to be offered in the future. In addition to the increased teen participation in the Summer Reading Program, there is an uptick in teen engagement overall.

During July, 18,116 people visited the Library. Staff created 19 in-person programs with 234 attendees and three (3) Live Virtual programs with 53 Live Virtual attendees. Staff answered 76 reference questions, 74 tech help questions, and registered 118 new library cards. Graphs showing materials circulation statistics were provided.

The recent Friends of the Library book sale was an enormous success. People waited for hours outside the Baugher Center for the Members Preview sale on Friday evening. Patrons and volunteers voiced their appreciative comments and compliments throughout the book sale weekend. This sale was promoted in-house and through social media. Kevin Nevers wrote a promotional post about it on the

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Town of Chesterton Facebook page. An ad was sent to the Chesterton Tribune, but due to some leadership and staffing changes at the Tribune, it was not published. This issue has been addressed for further Library publication items. A painting by local artist Holly Jackson was donated by a patron for the sale via a silent, sealed auction to the highest bidder, and the sale of this painting netted \$800. Altogether, proceeds from the book sale brought in \$5,000, and the Friends donated this money to the Library where it was distributed as follows: \$1,000 in Homebound; \$2,000 in Gift/Programs; and \$2,000 in Unrestricted Gift.

Moving the Friends of the Library sale to the Baugher Center (BC) was an enormous undertaking. In order to clear out more storage space in the BC for future book sales, the task has begun of culling the items in the vaults which contain storage cabinets that some community groups use to store materials for their meetings. It was noted that some of these groups have not met at the BC for several years now. Director Stamm and the Library Maintenance crew have been working on discarding the items in the vault belonging to the Library that are no longer needed. The Museum curator is going to go through numerous file cabinets in the vault closet which are jammed with ancient Library paperwork, program fliers, and photo albums. There are also random folders of long-ago Board Minutes, Financial Reports, and other documents. Director Stamm will determine if these types of records must be kept per the State Retention schedule.

In addition to clearing out vault space at the BC, Director Stamm spoke with the coordinator of the Adult Learning Center (ALC) to assess how they use the space and whether the Library could have use of the back two rooms at the end of the hallway and repurpose them for the Friends. ALC advised they don't utilize the full space in question and would agree to reconfigure the whole area. This is being worked out with the Maintenance Manager to see how furniture can be moved to accommodate the ALC and adding existing and new shelving for the Friends of the Library sale materials. Moving the Friends of the Library materials from the room currently used in Thomas will then open up this space at Thomas for virtual programming needs.

In the past, cardboard boxes were used to store and display sale items. During this past sale, 475 cardboard boxes were used, and the task of collecting and ultimately dismantling them after the sale due to lack of storage is a time-consuming process. The idea came up to use plastic bussing trays without lids instead of cardboard boxes. These trays can be reused and stacked for storage and can be easily cleaned for bugs and other debris as needed. It was determined that 480 trays would be needed to fill the BC as was done previously with cardboard boxes for a potential expenditure of \$3,840. Director Stamm is looking at several possible sources to purchase these trays.

Director Stamm met with Anton Insurance to go over the Library's Property & Casualty Coverage that was up for renewal. There were no recommended changes overall, and the total coverage price only increased due to added cybersecurity components of the policy. The total annual premium for 2021 was \$32,675, and in 2022 the premium is \$34,810 for an increase of \$2,135.

The identical wood sheds behind Thomas and in the parking lot across from the BC are over 8 years old and in disrepair. It was determined that both of these sheds be replaced with one single large shed placed in the BC parking lot rather than in the alley behind Thomas. The Maintenance Manager found a shed that is more than double the total size of both existing sheds with a steel rolling overhead door. It is constructed of special pressure-treated lumber so it won't rot in due to weather conditions, and it keeps bees from nesting in the wood. Amish Structures LLC in Michigan City offered 2020 pricing on a model shed they will deliver and put in place for a total cost of \$6,898. This shed is scheduled to be delivered on September 14. A building permit is required for this project, and the Library is currently applying to the Town of Chesterton for this permit. Maintenance staff will dismantle the two existing

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sheds and place them into a dumpster that will be rented and used for this purpose and for discarding other unsafe, unusable items.

On August 1, the air conditioning at the Museum stopped working properly in the house portion of the building. Duneland School Corporation (DSC) was contacted but they did not respond by lunchtime when it was 79 degrees in the museum offices. Ellis Electric was then called, and Ellis determined that it was a NIPSCO issue and that power was being lost somewhere between a transformer and the house. NIPSCO came out and located a broken cable underground, dug it up, and determined that years ago someone dug nearby and nicked the line, and the line has been overheating for years. The broken line meant that normal 220 Volts dropped to 110 Volts, and this is a fire hazard. NIPSCO worked quickly, the line was repaired, and the air conditioning was properly functioning 24 hours later.

Overnight and into the early morning of July 29, strong winds brought down a large limb from a tree located on the sidewalk near the entrance of the Thomas Branch. The felled limb crossed half of the street and was still attached to the tree at its splitting point. The Street Department was alerted, and they responded immediately and cleared the limb.

This exact problem happened a few years ago involving the same tree. There are a few limbs higher in the tree that are dead. Being that this tree is in a prime foot traffic area, there is concern that a limb might fall on someone or onto a nearby lamppost. Justin's Tree Service was called to evaluate the situation. They advised that the tree is healthy and do not think it is a hazard to the public. They will trim the dead limbs.

There is also a tree outside of the BC that is completely dead, and Justin's will take down the tree and grind the stump.

The Library has an ad in the new Duneland Chamber of Commerce community map. The copy in the welcome/community information section is correct; however, the inset map erroneously lists the Baugher Center as the "Baugher Center Library". The Chamber provided 75 copies of the map to the Library as giveaways, and the map is freely available at the Chamber office and around town.

Furniture for patron use has been put back in place after it was removed during the pandemic. However, not all of the furniture at Hageman has been replaced because Hageman was already tight for space and now there is more freedom in walkways and access to exits. Some large furniture pieces at Hageman were obtained for free many years ago, and some of that furniture will be donated.

In July, Director Stamm received confirmation from the attorney at the Indiana State Library that it is permissible to remove the publicly-posted Covid safety protocol signs that were required by the Governor, and the signs were removed in mid-July.

During the first week of August, the Museum added general open-to-the-public hours. The Museum now operates by appointment only and Tuesday, Thursday, and Friday; open to public on Wednesday and Saturday from 12-5pm; and closed Sunday and Monday. During the Museum's open-to-the-public days, a maximum of 10 members of the public at any time are allowed in the exhibit area, and a maximum of 7 members of the public at any time in the mansion. During the first week of August, the Museum saw more visitors than they had in a single week for several years. A total of 33 people took tours or did research, not including 10 attendees to the outdoor "Music at the Museum".

It is anticipated that the Library meeting rooms will be reopened for public use in October. This will allow some time to continue to develop protocol, fine-tune the entire meeting room paperwork process, and start booking reservations. Two full hours will be mandated between all public meetings to allow the air and any particulates within to settle.

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As of now, Director Stamm is going to maintain the rule that staff wear masks at all times while working in the Library. Due to the variants and uptick in cases and significant illnesses, Director Stamm has decided that indoor programming will not be returning this winter. Programs will be offered outdoors into October and then online virtual programs will be offered.

The Library has received \$2,760 in donations so far in memory of Attorney Terry Hiestand. David Hiestand provided 11 file boxes of all of the Hiestand Law Office records on the Library. These boxes, along with a tablet belonging to the Library, were signed for and stored securely until the records can be evaluated as to what must be kept according to the State Retention Schedule and what may be kept for the Library's own historical purposes.

Interviews are being conducted for the open 32-hour part-time position of Collection Development & Programs Assistant. This position was developed in August 2020 to cover the need for someone skilled and either already formally trained in or actively attending library graduate school to plan and execute programs online and in person and to manage the AV collection. This position will most likely shift into a full-time position in another year or so.

Staff changes for the month include the hiring of part-time Clerk Joanne Elworthy, and the separation of part-time Collection Development & Programs Assistant Kerbi Dauerer and part-time Clerk Lillian Vaughn.

## Old Business

### Indiana Library Federation (ILF)

Director Stamm has been attending (via Zoom) the ILF special meetings regarding the legal cases brought against ILF alleging racism and intolerance. The ILF determined to share all of the legal details with its members for the meeting. Director Stamm recapped the allegations and terminology for "microaggression" used in the allegations along with a link to an Indianapolis Star newspaper article dealing with this investigation. Of 14 total allegations, four were substantiated in the final report. It was announced that the ILF Executive Director was no longer at the helm, and ILF pledged to update its members as they work through the next steps and determine a plan to change the culture and atmosphere of racism, intolerance, and microaggression. Director Stamm wrote to the current ILF Board President and requested they look for an Executive Director who is not opposed to and would welcome outside expertise (such as EveryLibrary) when facing legislative bills that could be harmful to libraries.

### Museum Chimneys

The mechanics of installing custom chimney caps to the Museum chimney are being worked out. These caps are necessary to keep bats and birds out. The significant height and pitch of the roof will require the hiring of lift trucks in order to safely reach and work on the chimneys. The lawn will need to be repaired after a lift truck is present, and the Maintenance Department is confident they can handle this without outside assistance. The Library is awaiting final quotes from three companies, and these companies were required to quote their prices with the caps being identical in gauge and metal and that they explain in writing how they intend to install the caps to avoid disruption or dislodgment by nature or animals. This job is expected to cost between \$4,000 and \$5,000.

### MCLS Strategic Planning

The MCLS Strategic Planning Committee Kickoff meeting occurred on August 3. MCLS facilitator Pam Seabolt did an excellent job and explained the process and goals behind the Harwood-based community interviews. A large portion of time was spent identifying and parsing out the names of community

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members whom the Strategic Planning Committee will be interviewing throughout August. Library Graphics Department created promotional posters to be posted online and at local businesses around town. A link to the Strategic Plan Survey is listed on the Library events calendar and is also on the Library homepage banner and will remain there every day from August 7 – 14. All who complete the survey are being offered a small prize plus a chance to win four Railcats tickets that were gifted by the company that produced the Chamber Community Map. Maura Dunham of the Chamber of Commerce included an ad for and the link to the survey on the Chamber Express listserv along with their Facebook page. Also, information was sent through the Library listserv, promotional posters were placed in-house and around town, and staff were coached on promoting it by word-of-mouth. Information was sent to Kevin Nevers to post on the town of Chesterton Facebook page, and ads to run over a few days were placed in the Chesterton Tribune. Special driving plans were made to ensure that homebound residents and those in senior facilities have an opportunity to complete the survey. Eventually, all paper copies of the survey will be transcribed for digital submission to MCLS. Board members Kathryn Cochran and Heather Augustyn shared their experiences with working on the MCLS Committee.

## Hageman Branch Roof

The bulk of the work on the Hageman roof replacement will begin either this or next week depending on the weather, materials, and the status of other jobs that Korellis is currently working on. Incremental payments for this job will be coming from the Rainy Day line of the Financial Report because the work is being paid for from the Rainy Day Additional Appropriation of \$50,000 to cover the anticipated/quoted cost of \$42,488. CSK approves the bills from Korellis as Korellis completes the work, and the Library cuts checks directly to Korellis based upon those CSK-approved invoices. CSK calculates a retainage of 10% from the entire cost of the job, to be approved for payment to Korellis once the job is satisfactorily completed.

## Hageman Mold Remediation

The very small, limited areas containing minuscule amounts of mold at Hageman are scheduled to be remediated beginning September 21. This should be a quick job and will not require vacating the building for either staff or the public due to the nonexistent risk in its current state. This job should cost around \$2,000.

## Electronic Meeting Technology

No purchases are required to make the BC space functional for a hybrid virtual and in-person Board meeting if it becomes necessary to conduct such a meeting.

## 2022 Draft Budget

On July 23, Director Stamm virtually met with the Department of Local Government Finance (DLGF) field representative for the annual budget review. There were no changes or corrections to the 2022 budget numbers totaling \$3,998,976. The Library Budget Hearing will be incorporated into the September Regular board meeting at which time members of the public may make comments. A second Special Meeting is held in September to formally adopt the budget with this item the only one on the Agenda.

## New Business

### Policy Update: Internal Controls

During the recently concluded General Assembly, HEA 1169 was unanimously passed which requires all political subdivisions and state agencies to report cybersecurity incidents to the Indiana Office of Technology. All libraries are required to name a point of contact (cyberincident reporter) before September 1, 2021 and confirmed each subsequent year. The Library has named its IT Manager and the Director as this contact. An internal step-by-step procedure for cyberincidents was created, and it was

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modified for inclusion in the Library Internal Controls Policy. This policy addition would be placed within "Component Four" underneath the existing "I/T Controls" section.

A motion was made by Kathryn Cochran to insert the Cyber Incident Response Plan as provided into the Internal Controls Policy. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

## e-Rate Consortium Resolution

At this time, it is necessary to renew the Annual Resolution to participate in the Indiana State Library Consortium for Public Library Internet Access (e-Rate). This is the discount telecommunication program available to libraries from the federal government.

A motion was made by Nick Tilden to renew the Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2022 through June 30, 2023. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

## Horizon Bank – Resolution for Organizational and Entity Accounts

Horizon bank asked that the Board members, Library Director, and Library Bookkeeper sign the provided Resolution for Organizational and Entity Accounts.

A motion was made by Heather Augustyn to sign the Resolution for Organizational and Entity Accounts as provided by Horizon Trust & Investment Management. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

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

## Public Comment

There were no public comments at this time.

## Other Business            Nick Tilden – Do the Drew Foundation

Nick Tilden reported that Gretchen Rhed of Do the Drew Foundation would like contribute money in memory of Terry Hiestand and his service to the Library, perhaps by planting a tree in his honor, on Library property. The Board was agreeable to this, and will determine at a future date the location for this planting or any other project the Board decides upon.

The date of the next regular Board meeting will be September 9, 2021, at 7:00 pm at the Baugher Center. The date of the Special Meeting to formally adopt the budget will be held at 7:00 pm on September 23, 2021.

Nick Tilden made a motion to adjourn this meeting at 7:48 pm.

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