

Board of Trustees
Minutes
October 14, 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, October 14, 2021 at 7:00 pm.

Board members physically present were: Heather Augustyn, Kathryn Cochran, Michele Corazzo, Abbe Trent, and Rondi Wightman.

Board member present virtually via Zoom: Will Scharp

Board member absent: Nick Tilden

Also present at this meeting were Library Assistant Director Heather Chaddock, Attorney Lisa Baron, and Minutes Recorder Christine Hoover.

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

(Since this meeting has one Board member attending virtually, 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 September 9, 2021 regular Board meeting as presented. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Rondi Wightman to approve the Financial and Statistical Reports as presented. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Heather Augustyn to approve the Register of Claims and Warrants for the time period of September 10, 2021 through October 14, 2021 as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Due to the absence of Director Stamm at this meeting, her Librarian's report (following) was presented by Assistant Director Heather Chaddock.

Librarian's Report

Library Assistant Director Heather Chaddock introduced the new Library Attorney Lisa Baron. She is a Senior Associate Attorney with the firm of Knight, Hoppe, Kurnik & Knight, Ltd.

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

September was Library Card Sign-up Month, and a tent was staffed outdoors to encourage people to get a library card along with a chance to receive instant prizes.

In the month of September, 15,174 people visited the Library. Staff created 28 in-person programs with 448 attendees, and one (1) Live Virtual program with 54 Live Virtual attendees. Staff answered 74

reference questions, 106 tech help questions, and 105 new library cards were registered. Graphs showing materials circulation statistics were provided.

The project of moving the shelving and materials from the Friends of the Library (FOL) space in Thomas to the Baugher Center is continuing and is closer to completion. The FOL bookcases have been moved into the rooms at the end of the Adult Learning Center hallway, and no supplemental shelving appears to be needed. The hours of some staff members have been temporarily adjusted to assist with this moving project. An event is being planned for the FOL volunteers so that they may become familiar with the new location at the Baugher Center.

Representatives of the Library recently attended the Duneland Senior Fair where on-the-spot tech help and advice were offered, Library programs were promoted, and Library tote bags, cups, and pencils were given away. Approximately 32 people attended this event.

In September, four \$250,000 Library Improvement Reserve Fund (LIRF) CDs and one \$250,000 Rainy Day CD matured and were reinvested, along with the interest, through Horizon Trust and Investment Management.

Mr. Ralph Bertolacini recently made a \$500 donation in honor of his recently-passed wife Dorothy, along with Virginia Galvin. He wrote a detailed letter describing these two women and their contributions to promoting literacy in the Duneland community. This donation was placed into the Unrestricted Gift Fund.

A new digital resource called Kanopy has been added to the Library's collection. Kanopy offers video streaming services that can be used on mobile phones, TVs, tablets, and online. The cost of this service is \$1,196 for one-year subscription, and this allows for 10 uses per resident user per month. Kanopy is not operational yet at the Library, and technical glitches are being resolved in the hope to launch Kanopy by mid-October.

At the end of September, a Duneland School Corporation (DSC) teacher contacted Director Stamm asking that the Library immediately halt access to Sora, the app available from OverDrive that gives students age-appropriate access to the Library's digital collection of OverDrive materials. The reason for this request was that a young student accessed a digital book that contained graphic sexual content. It was ultimately determined that the issue was not on the Library's or Sora's end but the responsibility of DSC, as the digital book was one that DSC purchased for their high school digital collection. Somehow, the settings had allowed the book to be accessed by students younger than high school age. DSC administration suspended all of their OverDrive access while they investigated the matter; access has since been restored, but DSC has not decided whether or not to reinstate Sora access.

A full-time staff member who had been vaccinated contracted a breakthrough case of Covid in September which resulted in numerous days of work being missed to isolate and recover. The employee's accrued Sick Time was used to cover this absence. The Indiana State Department of Health released updated and helpful guidance at the end of September regarding employee standards and usage of accrued leave time for unvaccinated employees as well as quarantine guidelines for vaccinated employees.

Director Stamm intends to handle employee health and leave issues on a case-by-case basis. If part-time staff miss hours due to quarantine or isolation, they will likely be given the opportunity to make up most or all of the hours missed over a period of weeks by covering for any additional absences or work

needs in the Library. For full-time professional staff, Director Stamm will work with them on their Sick Time usage and whether they are well enough, want to, and are able to work from home during some of the isolation days.

The State of Indiana has added additional requirements to an existing law regarding the proper retention of Board Minutes. Now all local government units must submit on microfilm all of their meeting Minutes for the entirety of the unit's existence. The Library may need to pay for assistance to accomplish this task (actual manpower to pull the documents, process them, and properly and chronologically return them to their packets), and equipment may need to be purchased. The final word is that there is no hard rule on timing, and libraries may do this piecemeal or every five years or so to be in compliance.

The staff changes for the month include the hiring of Part-Time Clerk Adan Aitchison and Substitute Clerk Rosalinda Sendejas, and the separation of Part-Time Clerks Julianne Socha and Joanne Elworthy.

Old Business Shed

At the end of September, the new extra-large shed with a rolling steel door was installed in the auxiliary parking lot across the street from the Baugher Center. All items from the old shed have been transferred, and the broken shed components and other items in disrepair have been discarded.

Hageman Mold Remediation

The limited areas containing miniscule amounts of mold at Hageman were remediated at the end of September. ServPro completed the work efficiently and within three hours, and vacating the building of staff and patrons was not necessary. The job cost was \$814.40.

MCLS Strategic Planning

On October 6, the Strategic Planning Committee met to discuss the community survey and community interview reports in its all-day retreat. The retreat was productive and enjoyable, and Director Stamm commended MCLS for how helpful they were in leading this process. MCLS is packaging the information collected for the next stage of this project. Director Stamm, as well as the other Board members, thanked Trustees Heather Augustyn and Kathryn Cochran for participating in the committee and for taking a day from their own work schedules to attend the retreat. The next step for the Library staff is the October 19 retreat of the Key Staff Committee. The MCLS rep and Director Stamm will be communicating and going over details and the next steps of this project between now and then.

New Business 2022 Budget Hearing

The 2022 Westchester Public Library budget is available online, and the Board President opened the meeting to hear public comments. This is an exact repeat of the hearing held during the September Regular Board meeting with no changes to budget amounts, and it is being done in order to remedy a small clerical error in the DLGF online portal. There were no public comments at this time.

Museum

Director Stamm met with DSC Superintendent Chip Pettit to discuss the Westchester Township History Museum building and its soon-to-expire lease. He expressed that he and the DSC Board would be fine with either selling the building to the Library or modifying or extending its lease, and that DSC does not have a goal of making a profit over the building. DSC also indicated that they will work with whomever needs to be involved to either sell the building or renegotiate its lease. Library Attorney Lisa Baron was consulted in this matter.

Director Stamm felt it is in the Library's best interest to simply purchase the building and go from there with standard operations and regular maintenance and repair. It was noted that the Les Pratt Trust, which exists solely to support the Museum and from which the Library pays its rent, contains \$131,270.64.

The Museum Curator reached out to Indiana Landmarks to get recommendations for firms to do an assessment of the facility, and they provided the names of a few local firms that they recommended for the assessment.

If it is determined after a formal assessment or at some future point that the 1885 building becomes too costly for the Library to manager or repair, it is possible that there may be grants and other assistance available to help with the maintenance and upkeep of the building since it is an historical site.

Anton Insurance was consulted to get an approximate cost to add the Museum to its building insurance coverage, and they advised that an approximate cost of adding the Museum would be around \$630 annually based upon a replacement cost of \$1,045,600 and the current deductible of \$1,000 per property loss.

The Board then discussed this matter and related their experiences with previous walk-throughs of the Museum. The consensus was that they would like to get a professional structural assessment of the Museum building before making any purchasing decisions. Attorney Lisa Baron advised the Board that if Board members have any specific questions regarding the historic building status of the Museum that they put the questions in writing and submit them to her.

Circulation Policy Update

In August of 2020, the Circulation Policy was adjusted to permit all magazines, both new editions and general, to be placed on hold and borrowed by patrons. This was done to increase access to materials during the onset of the pandemic. This change was well-received and has been largely successful. A few patrons have been taking advantage of the broad magazine category as it currently stands in that they are borrowing 15 new editions at a time thereby leaving far less new editions for other patrons.

Director Stamm has decided to split the magazine category into New Magazines and General Magazines (as is done for new books and new DVDs) with corresponding adjustments to item limits and loan periods. A copy of page 3 of the current and proposed Circulation Policy was provided showing that the magazine category has been expanded to reflect "New Magazines" with an item loan limit of three (3) items, and "General Magazines" with an item loan limit of 12 items. The loan period remains for seven (7) days for both New and General Magazines with no renewals. This keeps the total number of magazines allowed to be borrowed at any one time to 15 per patron.

A motion was made by Heather Augustyn to approve the changes made to the Circulation Policy as outlined. 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. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Public Comment

There were no public comments at this time.

Other Business

There was no other business at this time.

The Board will hold a Special Meeting: Budget Adoption on Tuesday, October 26, 2021 at 7:00 pm at the Baugher Center.

The next regular Board meeting will be held on Thursday, November 11, 2021, at 7:00 pm at the Baugher Center.

A motion was made by Rondi Wightman to adjourn this meeting at 7:45 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Will Scharp, Secretary