

Board of Trustees
Minutes
January 13, 2022

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, January 13, 2022 at 7:00 pm.

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

Board member present virtually via Zoom: Will Scharp.

Also present at this meeting were: Library Director Lisa Stamm, 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.

Approval of Minutes

A motion was made by Rondi Wightman to approve the minutes from the December 9, 2021 regular Board meeting as presented. Michele Corazzo 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. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Approval of Claims and Warrants

A motion was made by Kathryn Cochran to approve the Register of Claims and Warrants for the time period of December 10, 2021 through December 31, 2021 as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

A motion was made by Nick Tilden to approve the Register of Claims and Warrants for the time period of January 1, 2022 through January 13, 2022 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.

In the month of December, 13,445 people visited the Library. Staff created nine (9) Live Virtual programs with 121 Live Virtual attendees. Staff answered 57 reference questions, 84 tech help questions, and 55 new library cards were registered. Staff facilitated and physically walked out 715 Curbside Pickups in 2021 (551 at Thomas and 164 at Hageman). Graphs showing materials circulation statistics as well as a chart showing the total electronic circulations for 2021 were provided.

In December, one (1) \$250,000 LIRF CD and four (4) Rainy Day CDs matured and were reinvested, alongside interest, through Horizon Trust & Investment Management. Horizon recommended that the Library reinvest the CDs that came due into US Treasury bonds since these bonds currently have a higher return percentage, and these five (5) CDs were reinvested into 2-year U.S. Treasury bonds.

The new Five-Year Strategic Plan was submitted to the Indiana State Library (ISL), and they approved this plan. Director Stamm is working on a summary version for the public and local officials. A summary version will also be added to the Library website.

Two picnic tables were replaced outside the Baugher Center for a cost of \$2,047.58. These tables are ADA-compliant with designated space for a wheelchair and substantial enough to not be stolen.

Kleckner Interior Systems will be replacing the old, hollow core door to the former Friends of the Library room in Thomas. This room is now the live virtual programming studio in which staff conduct online programs. Kleckner will remove the existing door and door frame, install a new solid door with a metal doorframe, and paint the surrounding wall and frame as needed for a total cost of \$2,300.

Kleckner also submitted an estimate to replace the double exterior doors to the Maintenance workroom and mechanical room in Thomas. These doors have been in disrepair for some time and are now failing to a point that they must be replaced. Kleckner plans to remove the existing doors and frame, properly level the frame area, install new steel doors with kick plates plus exit devices, and paint all framework as necessary for a total of \$5,500. Director Stamm intends to move forward with this project.

Director Stamm continues to work with staff on self-care and professionalism during the continuing pandemic, and she reminded staff that the Library continues to follow CDC recommendations and guidelines and requested that staff read and stay on top of the informational page from CDC. Due to the rapidly spreading Omicron variant of Covid-19, Director Stamm reinstated the rule that no staff member may be unmasked and talking in break rooms or any other spaces. Only while eating is it allowable for staff to be mask-free, and conversation should be kept to a bare minimum. Staff were reminded to be cognizant of proximity and continue to observe social distancing as much as possible even while wearing masks.

Collecting and tabulating programming statistics has become more complicated. The Institute of Museum and Library Services (IMLS) has modified existing protocol for and created some new rules regarding how or even whether or not the Library may count attendance to live and recorded programs. Library staff are saying on top of this and will report statistics according to IMLS parameters.

Staff changes for the month include the hiring of part-time Clerk John Washington III and the separation of part-time Clerk Amya Kirk.

Old Business Thomas HVAC

During the week between Christmas and New Year's Day, an in-person pre-bid walkthrough meeting was held at Thomas with Director Stamm, architect Tom Kuhn, Library Maintenance Manager, Bob Nicksic of Giannini, and ten potential contractors/bidders. After questions and discussions with the contractors, Director Stamm decided to include new ceiling panels and light fixtures into the project because tearing down the old, stained ceiling tiles and putting them back along with the old fluorescent lights did not make any sense. With the additional work of replacing ceiling tiles and lighting, another pre-bid contractor meeting has been scheduled for January 20 for those who specialize in that type of work.

The Thomas HVAC project will entail closing the Thomas Branch for a period of weeks. Contractors will be required to cover and protect circulating Library materials from dust and debris and ensure that materials are accessible to staff since staff will still be working inside Thomas and offering Curbside-only service to patrons.

The administrative workspaces will need to be moved (likely to the Baugher Center) so that accounts payable, payroll, and other crucial administrative processes continue with little to no interruption. This project is anticipated to begin in mid-March, and it is estimated to last four months. A timeline for the next steps of this project was provided to Board members for their review and discussion. The phases of work are detailed and are in the revised summary of work provided in Board documents.

Museum

Duneland School Corporation (DSC) is working on the Museum store and back stairwell repair work. The store ceiling has been repaired and new lighting is being installed. The store and adjacent pump room have been painted. The back stairwell is still being repaired, and DSC offered to repaint the steps. Duneland Carpet Connection installed new carpet in the store and pump room. The Library paid for the carpet for a cost of \$1,934.88. The Curator plans to reopen the store to the public on Wednesday, January 19.

Kil Architects will begin the assessment of the Brown Mansion on January 18.

New Business

Public Library Access Card (PLAC)

The quarterly PLAC statement needs to be signed by Board members at this time.

Capital Assets Inventory

Director Stamm has been working on the Library's Capital Assets inventory list to update it with changes that occurred both recently and in the past. This inventory list will also be supplied to the State Board of Accounts (SBOA) with depreciation rates and a reasonable depreciated value for each item. The depreciated value is to be included in the annual report which is due before the end of February. Director Stamm provided a list of items she would like to formally remove from the Capital Assets inventory list for the Board's review and approval.

A motion was made by Heather Augustyn to approve the removal of items from the Capital Assets Inventory list as provided and approve the updated Capital Assets Inventory list. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Capital Assets Policy

Director Stamm examined the 25-year old Capital Assets Policy. She rewrote and updated it to follow common parlance in current similar policies and renamed it the standard title of Capital Assets Policy. A motion was made by Kathryn Cochran to approve the revised Capital Assets Policy as presented. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Dunes Acres Property

Director Stamm received a letter from Richard Hawksworth, President of the Dune Acres Town Council, requesting that the Library Board of Trustees consider donating the parcel of land that was gifted to the Library, to the Town of Dune Acres in order that it be permanently preserved in its native state. Board members discussed options for what to do with this property and noted that the Library has been exempt from paying any property taxes on it, so it is not a liability in any way for the Library to continue to own this parcel. It was noted that this parcel of land has significantly increased in value since it was donated to the Library. The Board suggested that in the future, if the land was to be donated, the Library consider donating it to a specific land trust.

Attorney Lisa Baron will investigate why the letter from Mr. Hawksworth referred to the parcel as "it appears to be incorrectly classified as exempt".

The Board decided to decline the Dune Acres Town Council's request for the Library to donate this parcel of land to Town of Dune Acres.

Rainy Day Transfer

Public libraries in the State of Indiana are permitted by law to annually transfer up to 10% of the prior year's total budget amount into the Rainy Day Fund at the beginning of a new year, if there are funds remaining to do so at the close of the prior year.

After examining the December 31, 2021 balance in the Operating Fund, and in consideration of the continued volatility surrounding the pandemic and that it may affect the upcoming June tax draw, Director Stamm recommended that the Library transfer 6% of the 2021 total budget of \$3,834,111 for a total of \$230,047 into the Rainy Day Fund. It was noted that in January 2021, 2.5% of the 2020 budget was transferred into the Rainy Day Fund. This was done to leave the Library with an amount in Operating that would cover expenses and allow a buffer in case the 2021 June tax settlement was shorted due to the pandemic. Since the 2021 tax settlement was not short, Director Stamm made the decision to increase the Rainy Day transfer to 6% for 2022.

A motion was made by Rondi Wightman to approve the transfer of \$230,047 into the Rainy Day Fund. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Board Reappointments

Rondi Wightman is up for reappointment before March 31, 2022. She is appointed by the County Commissions, and a reappointment will be her third term.

Will Scharp is also up for reappointment before March 31, 2022. He was appointed by the Township Trustee to assume the last year of the term of Trustee Drew Rhed who passed away last February. A reappointment will be his first full term.

Both trustees indicated to Director Stamm that they wish to remain in their roles. Director Stamm will complete the State of Indiana Certificate of Appointment form for public libraries, write a letter in support of both reappointments on behalf of the Board, and then submit these documents to the appointing body. Director Stamm will interact with the appointing bodies to encourage the reappointment of each trustee.

Review and Readopt Bylaws of the Board of Trustee

There were no changes made to the existing Trustee Bylaws.

A motion was made by Nick Tilden to readopt the Bylaws of the Board of Trustees. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

These Bylaws will be submitted to the Indiana State Library, as is done every two years.

Security Cameras

There has been a noticeable disappearance of Manga books from the Young Adult section at Thomas Library. As a result, and in an attempt to ward off any further theft of these books, Director Stamm has decided to install two security cameras that the Library already owned to face the aisle where these Manga books are shelved. The cost for Ellis Electric to install these two cameras will be \$1,985.

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 date of the next regular Board meeting will be on Thursday, February 10, 2022 at 7:00 pm at the Baugher Center.

A motion was made by Nick Tilden to adjourn this meeting at 7:50 pm.

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

The Board then reconvened as the Board of Finance and was called to order by Board President Abbe Trent at 7:51 pm.

Investment Summary

Horizon Trust Investment Management provided a 2021 investment summary in the format matching that of the summary provided last January and the year prior. The reason for any discrepancies that may occur year-to-year between the Investment Summary ending balance and the balance listed on the Library Bank Balances Report is that the Investment Summary reflects the daily fluctuations of money market balances and pending accrued interest.

Review and Readopt Investment Policy

Director Stamm recommended that no changes be made to the Investment Policy at this time.

A motion was made by Michele Corazzo to readopt the Investment Policy as presented. Nick Tilden 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.

A motion was made by Nick Tilden to adjourn the Board of Finance meeting at 7:54 pm.

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