

Board of Trustees
Minutes
December 8, 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, December 8, 2022 at 7:00 pm.

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

Board members absent: Nick Tilden

Also present at this meeting were: Library Director Lisa Stamm, Library Assistant Director Heather Chaddock, Library Attorney Lisa Baron via Zoom, and Library Bookkeeper Kelsey Stearns.

This meeting was called to order by Board President Kathryn Cochran at 7:00 pm.

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the executive session on November 16, 2022 as presented. Heather Augustyn seconded the motion. All voted in favor and the motion passed. A motion was made by Michele Corazzo to approve the minutes from the November 10, 2022 regular meeting as presented. Heather Augustyn seconded the motion. Abbe Trent abstained from voting due to absence. All voted in favor and the motion passed.

Financial and Statistical Reports

A motion was made by Will Scharp to approve the Financial and Statistical Reports as presented. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

Director Stamm made note that the Library has reinvested the matured LIRF investments, but the purchases have not been confirmed with Horizon Trust Management yet. Interim Director Heather Chaddock will report the purchases at January's regular meeting.

Approval of Claims and Warrants

A motion was made by Will Scharp to approve the Register of Claims and Warrants for the time period of November 11, 2022 through December 8, 2022 as presented. Heather Augustyn seconded the motion. All voted in favor, and the motion passed.

Librarian's Report

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

In November, 10,689 people visited the Library. Staff created 35 in-person programs with 613 attendees. Staff answered 96 reference questions, 107 tech help questions, and 75 new library cards were registered. 244 people utilized Library meeting rooms. Graphs showing materials circulation statistics were unavailable for the meeting, but will be provided at a later date.

Porter County Councilman Gregg Simms reached out to Director Stamm to invite the Library to join him and Andy Bozak on their radio program "Porter County Buzz," in order to promote Library programs and other goings-on. Director Stamm connected them with Assistant Director Heather Chaddock so they could meet and establish a relationship. Assistant Director Chaddock joined them on the show.

The Library received the annual health insurance renewal and rates for 2023 and saw a slight increase of \$1,256.96, equaling a monthly premium of \$13,867.52. In 2022, the monthly premium landed at \$12,610.56. Director Stamm thanked the Trustees for their continued support on behalf of the Library's full-time

employees.

On November 10, 2022, the Library held a luncheon to recognize and thank the Library's volunteers. The meal was catered by Ivy's Bohemia House and saw upwards of thirty attendees, all of whom enjoyed the food and the gift of a tiny succulent.

All-staff annual evaluations were completed on schedule by the close of November. The process went smoothly and Director Stamm voiced her appreciation of the team for all of the work and services the Library has accomplished for the community in 2022.

Staff changes for the month include the separation of part-time clerks Rachel Beard and Kathleen Tomkins and the hiring of part-time clerks Deborah Beard and Kyle Mason.

Old Business Thomas HVAC

The interior work of Phase 1 of the Thomas HVAC project will begin on January 9, 2023, and in anticipation of limited patron access to fluctuating areas and departments the Library purchased large, tall, rolling shelving units to display new and popular materials, and keep them readily accessible to patrons. The total cost for seven mobile units is \$8,822.65 and will be paid from Operating Fund 4.20 Furniture & Equipment.

CSK Architects approved and submitted another A&C payment request on behalf of Circle R Mechanical, included in the Board documents, for receipt and safe storage of materials totaling \$31,884.18. The Library paid this from the approved Rainy Day Additional Appropriation and will continue to do so based on the Board's decision during its September regular meeting that, due to pandemic supply chain delays, the Library would waive the requirement that the contractor pay for materials in advance.

The Assistant Director, Maintenance Manager, and Director Stamm met with CSK Architects and contractors on November 29, 2022. During this meeting, general plans for the project were reviewed before the interior start date of January 9th. Between now and the end of December, the abatement for the asbestos in the existing tar on the roof, and any drywall mud internally, will occur. Circle R Mechanical gave a reminder that "lead times are constantly changing" for the rooftop units. CSK Architects added that materials and labor are so hard to come by right now that other jobs aren't even getting bids, and the Library is fortunate not only in that it set its HVAC project in motion early enough to be able to obtain materials, but that the Library would have seen a 30-40% increase in pricing by waiting.

During November's regular meeting, Director Stamm shared that it was discovered that the wiring sizes between the old rooftop units and the new units are different, and that must be resolved during a second, much briefer system-wide closure, during very early hours on a weekday morning. This will not affect any staff, patrons, or open hours. On December 1, 2022, Tom Kuhn of CSK Architects informed the Library of the cost to remedy the discrepancy in wiring, primarily comprising a new electrical feed from the New Main Distribution Panel (MDP) on the first floor up to the roof for the rooftop units. Tom asked the electrical contractor if they would agree to perform this work on a time and material basis not to exceed their proposal and they agreed. Therefore, Tom recommend that the Library approve this additional cost.

Director Stamm reported that the expectation that there would be some contingencies was built in to

the Additional Appropriation request for the HVAC project. The cost of \$14,000.20 could be covered in the existing Additional. Director Stamm acknowledged that this is an unexpected issue which must be resolved. She thanked Tom on behalf of the Library for asking that time and materials not exceed the quoted amount, and approved the change order.

Museum

Roofers were at the Museum on Saturday, November 26th to caulk around an attic window. They told Library Maintenance that if the caulking did not fix it, the roofing company would recommend to Duneland School Corporation (DSC) that they replace the entire side of the roof. The Library will continue to stay in contact with DSC until the work is completed and the leaks cease.

Memoriams

Kathryn Cochran compiled and electronically shared language suggestions for the plaques to honor Drew Rhed and Terry Hiestand with the group shortly before Thanksgiving. Discussion was had as to the language of the plaques, ultimately resulting in Kathryn Cochran requesting the final language decision be tabled until the January regular meeting, when all Board members would hopefully be present.

Health Insurance Error

Regarding the health insurance error reported on during the September meeting and discussed in subsequent regular meetings, and at the direction of the Board during the November regular meeting, WPL formally retained attorney Lane Gensburg with a retainer of \$3,000 in order that he begin working to guide the Library in resolving the error and its many tax implications for affected staff. The Library hopes to expediently return the money to affected current and former staff, and possibly support them through revisions to several years' of W-2s and related tax amendments.

Director Stamm reported an addition to the Board documents in the form of an email from a former staff member who may have been affected by the error. Director Stamm responded to let the former employee know that the Library is working on the issue, has obtained legal counsel, and will reach out at the appropriate time. Attorney Lane Gensburg echoed Director Stamm's statement, stating that any future correspondence with former staff should state that the Library is aware of the issue and working to correct the problem.

Credit Card Reconciliations Error

During the November regular meeting, it was reported that the Library's Bookkeeper discovered an error in that none of the Library's patron credit card transactions had been reconciled against receipts or reported on our monthly in-house bank statements; instead, they were collecting in an unreported account. The Library was awaiting guidance from the State Board of Accounts (SBOA) and they have since responded, "We would recommend that you post a correcting entry for the prior activity and then determine a procedure to post the activity going forward and start posting to it daily." The Library has followed their recommendation and added the account and its activity to its accounting software (AVC) beginning with its balance in October (the discover date); the amount of the account is now reflected in the monthly Board financial documents and the Bookkeeper has created an electronic logging process for staff to record and reconcile credit card transactions and receipts.

Gift Cards

During the November regular meeting, the question was raised of whether it is permissible to give employees gift cards in recognition of service, holidays, or other events. The Library asked Attorney Lisa Baron to look into this matter and she reported that a gift card is considered a “cash equivalent” item and is not excludable from gross income and wages. Therefore, if the Library decided to present employees with gift cards of any amount, they must be accounted for in the employees’ wages/incomes.

The Library is permitted to provide coffee, doughnuts, group meals, and similar occasional treats considered as fringe benefits – there is no need to report these as income. These details may be found in the Internal Revenue Code, Section 132(a)(4). <https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>

The Library Bookkeeper said there is no need to revise past payroll, due to the small dollar amount of the previously given gift cards. If there were a related audit, the Library would pay the penalty on the dollar amount of the cards.

The Library decided to treat each employee to a sandwich, packet of chips, and fountain drink of their choosing from Duneland Station Deli, to be ordered and delivered to them at lunchtime on their choice of day during the week of December 12th-16th. The total price point should be close to the original expectation to spend around \$800 for a staff breakfast and that total will be paid from Unrestricted Gift.

Minutes Recorder

In public libraries, it is customary that a member of Administration in the role of Administrative Assistant, Bookkeeper, or a related role attends Board meetings on-the-clock to record the Minutes. The Library’s Bookkeeper is available for and amenable to the duty, and began taking Minutes during this December regular meeting.

New Business 2023 Board Meeting Schedule

The 2023 proposed schedule of Board Meetings was made available in the Board documents for review.

A motion was made by Abbe Trent to approve the 2023 Board Meetings schedule as presented. Will Scharp seconded the motion. All voted in favor and the motion passed.

Resolution for Organizational and Entity Accounts

Since WPL has a new Bookkeeper and its Assistant Director will soon shift into the role of Interim Director, Horizon Trust & Investment Management requires a new Resolution naming these individuals authorized to conduct business on behalf of the Library.

A motion was made by Michele Corazzo to approve the Resolution naming those individuals authorized to conduct business on behalf of the Library. Will Scharp seconded the motion. All voted in favor, and the motion passed.

Resolution to Encumber Operating Funds

Due to supply chain delays, the rolling shelving units to be used during the HVAC project will not be shipped in 2022, but the order had to be placed as soon as possible to receive it in early January 2023. Therefore, the total cost of \$8,822.65 must be encumbered from the 2022 Operating fund line 4.20 Furniture & Equipment, so that the Library may permissibly pay for the units in 2023 with 2022's budget.

A motion was made by Heather Augustyn to approve the resolution to encumber operating funds as presented. Will Scharp seconded the motion. All voted in favor, and the motion passed.

Resolution to Encumber Additional Appropriation

As the HVAC project continues, the Library must encumber funds from the Additional Appropriation to continue to permissibly pay for the work in 2023 with 2022's budget.

The Bookkeeper discovered that the Rainy Day Fund Additional Appropriation of \$2,228,413 for the HVAC project had not been moved into its designated fund line when it was approved in February.

The Bookkeeper wrote a synopsis of the issue, which states: "While working on encumbering funds into 2023 for the HVAC Project from our Rainy Day Fund, I noticed that the payments that had gone out in 2022 were attributed to line item 3.14 Professional Services. I ran an Appropriation Report for the Rainy Day Fund and saw that each appropriation in the Rainy Day Fund had a negative balance amount, due to the payments we've made for the HVAC project. Upon further investigation, I discovered that the approved additional appropriation amount of \$2,228,413 for the HVAC project had not been added to the 2022 appropriations in our accounting software.

To correct this, I added the approved additional appropriation to the Rainy Day Fund using line item 4 Capital Outlays. I then adjusted the vouchers for the payments that have gone out to reflect the same line item. The Appropriation Report for the Rainy Day Fund now shows a positive remaining balance that will be encumbered for 2023. I also updated the Fund Audit Reports for the Rainy Day Fund in Gateway."

A motion was made by Michele Corazzo to approve the resolution to encumber additional appropriation funds as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

End-of-Year Transfers

The Library Bookkeeper has prepared the transfers to be made within Operating, located in the Board documents. Continuing as the Library has done for the past several years, a transfer into LIRF was not prepared since the reserve amounts are robust.

A motion was made by Abbe Trent to approve the end-of-year transfers as presented. Will Scharp seconded the motion. All voted in favor, and the motion passed.

A motion was made by Will Scharp 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

Assistant Director Heather Chaddock made remarks in gratitude to Director Lisa Stamm, as this was her final Board meeting at WPL. She thanked Director Stamm for skillfully and compassionately leading staff through the pandemic, and highlighted a list of her accomplishments during her five years with the Library.

The Trustees echoed their thanks to Director Stamm for her hard work and leadership, and offered well wishes on her future endeavors.

The next regular meeting of the Board of Trustees will be Thursday, January 11, 2032 at 7:00 PM at the Baugher Center.

Will Scharp made a motion to adjourn the meeting at 7:50 PM.

Respectfully submitted,

Kelsey Stearns, Minutes Recorder for
Heather Augustyn, Secretary