

**DRAFT**  
Board of Trustees  
Minutes  
January 11, 2024

A regular meeting of the Westchester Public Library Board of Trustees was held at the Westchester Township History Museum, 700 West Porter Avenue, Chesterton, Indiana on Thursday, January 11th at 7:02 pm.

Board members present were: Will Scharp, Rondi Wightman, Abbe Trent, Michele Corazzo, Kathryn Cochran, Justin Martinson, and Michael Livovich

Also present at this meeting were: Library Director Heather Chaddock, Library Assistant Director Jessica Bartz, Library Bookkeeper Kelsey Stearns, Westchester Township Museum Curator Serena Ard, and Library Attorney Lisa Baron (via Zoom)

Approval of Minutes

A motion was made by Abbe Trent to approve the minutes from the December 14, 2023 regular session. Michele Corazzo seconded the motion. Abbe Trent, Michele Corazzo, Kathryn Cochran, Justin Martinson, and Michael Livovich voted in favor. Will Scharp and Rondi Wightman abstained due to absence. The motion passed.

Financial and Statistical Reports

A motion was made by Kathryn Cochran to approve the Financial and Statistical Reports as presented. Rondi Wightman 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 December 15, 2023 through January 11, 2024 as presented. Kathryn Cochran 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 December, 10,439 people visited the Library; WPL created 24 in-person programs with 573 attendees and 2 live virtual attendees who attended a hybrid program offered by the Museum;

WPL answered 36 reference questions and 72 tech help questions; 278 people utilized library meeting rooms; and WPL registered 67 new library cards.

**SHRM** - In 2024, Director Chaddock elected to purchase SHRM memberships for herself and the Library Bookkeeper, at a cost of \$244.00 each. SHRM, or the Society for Human Resources Management, provides current templates for employee handbooks, job descriptions, OSHA requirements, and much more. Director Chaddock believes that it will prove valuable to help Library administration answer questions as they arise, and ensure that WPL is in compliance with all of the most up to date labor laws.

**NEW POSITION** - Following the promotion of our Reference Manager to Branch Manager, Assistant Director Bartz and Director Chaddock took time to evaluate current job responsibilities within the branch, and determine if WPL wanted to hire a new Reference Manager, or consider a different path to help achieve some of the goals outlined in WPL's current Strategic Plan. The new Branch Manager was eager to retain the maintenance and ordering responsibilities of the general collection, and with WPL's Young Adult Librarian moving up to management, this opened up the possibility to create a new entry-level position, the Events and Outreach Librarian. This person will be responsible for regular, in-house adult programs, audiovisual collection ordering, developing relationships with other local organizations, and periodically attending events to promote WPL within the community. The position has been posted to many different job boards, and Director Chaddock is hoping to find some new talent to coach, who will hopefully bring some new ideas to WPL.

**STATEHOUSE DAY** - Each year, the Indiana Library Federation organizes a Statehouse Day in Indianapolis, and sets up meetings for Indiana library directors to meet with legislators. This year's Statehouse Day is on January 23rd, and Director Chaddock is registered to attend. She plans to express gratitude for the state's support of the Dolly Parton Imagination Library, and apply pressure for additional state funding. It is a valuable, popular, and expensive investment in the education of Indiana's youngest residents. The state supplies 50% of the cost of this program for each county, which was a step forward, but it puts an enormous burden on library systems to figure out how to cover the remaining 50%, which is a significant, unexpected cost, and it cannot come from a library's operating budget. Porter County was enormously fortunate to have the Porter County Community Foundation step up to supply funding for the next two years, but the majority of Indiana library systems have not been so fortunate, and there needs to be a more sustainable, less burdensome path forward for this program.

### Staff Changes

Joined: N/A

Separated: N/A

Other: Lindsay Walker, part-time clerk, deceased

### Old Business

#### Thomas HVAC

In December, WPL received a couple of final A&Cs for payment for the Thomas Branch renovation project. A&C # 17 was in the amount of \$144,503.72, and A&C #18 was for \$54,222.20. In addition, Director Chaddock approved Change Order #9, for the addition of 12 power packs to control the existing soffit downlights on the lower level, on December 10 for the amount of \$3,311.03. Change Order #10 was also approved, to accommodate a request for replacement internal fireproof doors to be installed upstairs and downstairs after the current doors were found to contain asbestos; they have been chipped due to normal wear and tear, in addition to the construction process. Change Order #10 totaled \$18,348.02 for two double sets of replacement fireproof doors.

There is one final Change Order pending. This was initially submitted to WPL on January 4th, well after the work had been done, which was unusual. After examining the charges, WPL's Maintenance Manager approved all of them as legitimate, with the exception of a charge for re-hanging a projection screen in the Bertha Wood Room. Director Chaddock and WPL's Maintenance Manager believe that the contractor intended to do this, and had even purchased the supplies, but it was never actually done. After consulting with the site manager, he worked with the crew to have this project, as well as a few lingering ceiling tiles that still need to be hung in a storage closet, scheduled to be completed within the next month. This work is detailed in CP #22, in the amount of \$9,277.06, but the official Change Order has not yet been executed from the Project Manager.

Jimenez painters came back to finish painting all remaining untouched areas, including a lot of door trim, freshening up the coverage on the elevator, bathroom stalls, and stairway treads, the staff hallway, the Adult collection and all of the soffits, and several remaining offices. This final bill was \$23,400, and their work is now complete, until the new teen space is ready to be painted.

#### Museum Purchase

There were no updates to add to this conversation at this month's meeting because the exterior plans for the new YMCA campus are still not ready. However, WPL's Museum Curator Serena Ard was in attendance to answer any questions the Board may have had. Trustees asked that Museum Curator Ard give her professional opinion of what is needed for the Museum to best utilize the potential additional space. Museum Curator Ard gave different levels of wishlist items that included collection storage, research space, accessibility improvements, programming

space, and others. She highlighted that, no matter the decisions for the space, the safety of the collection is the most important. Collection safety should include ample collection storage space that would allow the collection to grow; smooth, solid flooring; temperature and climate controls; and non-stair accessibility. Other considerations and ideas from Board members were shared and discussed.

#### New Business

#### Personal Day Policy

Director Chaddock proposed an update to the Employee Benefits section of the Employee Handbook, being that the yearly Personal Day afforded to professional staff does not roll over to the next year if it is not used. This is not clearly stated in WPL's current policy, but it has always been made clear to all staff from the Administrative Office that this day off is a "use it or lose it" day. The proposed change will make this clearly stated in the policy itself.

A motion was made by Kathryn Cochran to approve an amendment to the Employee Handbook to make it clear that the Personal Day must be used within the calendar year. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

#### New Shelving Purchase Proposal

As plans progress for the new Young Adult space at the Thomas Branch, WPL staff have been brainstorming, measuring, and comparing prices and online reviews to determine what to purchase to house the audiovisual collection when it is moved downstairs. This is a large, popular collection, and requires an investment in quality furniture that will be able to withstand high traffic through the years, as well as give the most possible storage for the limited amount of space. The intent is to discard all of the white, particleboard shelving units that were acquired from a closing video rental store; these pieces are falling apart, and while they have served WPL well, they are now cracked and broken, and it is past time to replace them as a whole. Director Chaddock would like to purchase 2 more of the Marline CD display units to accommodate WPL's entire music collection; these additional units will cost a total of \$6,018.00. In addition, plans are to move the collection of mass market paperbacks to the row of existing shelving left vacant by moving the Young Adult Collection upstairs, then discard the empty white particle board shelves where the genrified paperbacks used to live, and replace them with a row of solid wooden 84" inch shelves, which are a close match to the existing shelving downstairs. This shelving will accommodate the entire DVD, videogame, and audiobook collections. In addition, it will allow the replacement of the shelving for the Large Print Collection, and give it more room to grow. Additional shelving will allow a wider selection for WPL's large print readers. This new, taller shelving is separated into starter units, for the ends of each row, and add-on units for the middle. This arrangement would require purchasing 20 starter units, at \$1,869.00 each, and 39 add-on units, at \$1,649.00 each. With the Board's

permission, Director Chaddock would like to purchase all of the shelving described above, for a total of \$107,709.00.

A motion was made by Justin Martinson to approve the purchase of the new shelving as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### PLAC Statement

A motion was made by Kathryn Cochran to approve the PLAC statement. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

#### Trustee Bylaws Review and Readoption

A motion was made by Kathryn Cochran that the board readopt the Trustee Bylaws in its current form with no changes. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

#### Internal Controls Certification

A motion was made by Justin Martinson that the board confirms that WPL has all employees and board members review and sign the Internal Controls documents. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

#### Rainy Day Transfer

Indiana public libraries 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. The 2023 total budget was \$4,198,923 and 10% of that is \$419,892. After examining the Dec. 31st balance in our Operating Fund, and considering the still-robust nature of our reserve funds, Director Chaddock recommended a transfer of 8% of last year's budget, for a total of \$335,913.84 into the Rainy Day Fund.

A motion was made by Michael Livovich to approve a transfer of \$335,913.84 as detailed in the report to the Rainy Day Fund. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

A motion was made by Abbe Trent to approve the Librarian's Report. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

#### Public Comment

There was no public comment.

Other Business

There was no other business.

The next regular meeting of the Board of Trustees will be February 8, 2024 at 7:00 PM at the Baugher Center.

Will Scharp adjourned the meeting at 8:36 PM.

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Will Scharp, President

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Michele Corazzo, Secretary

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Rondi Wightman, Vice-President

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Kathryn Cochran, Board Member

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Abbe Trent, Treasurer

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Michael Livovich, Board Member

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Justin Martinson, Board Member

Respectfully submitted,

Kelsey Stearns, Minutes Recorder for  
Michele Corazzo, Secretary

**Reconvene as Board of Finance**

This meeting was called to order by Board President Will Scharp at 8:36 PM.

Investment Summary

Horizon Trust Investment Management provided a 2023 investment summary for the Board’s review. As previously noted, the reason for any discrepancies that may occur year-to-year between the Investment Summary ending balance and the balance listed on WPL’s own 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 Chaddock saw no need for changes at this time and recommended the policy remain as-is. A motion was made by Kathryn Cochran to readopt the investment policy as presented. Abbe Trent seconded this motion. All voted in favor, and the motion was passed.

Public Comment

There was no public comment.

Other Business

There was no other business.

Will Scharp adjourned the meeting at 8:38 PM.

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Will Scharp, President

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Kathryn Cochran, Board Member

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Rondi Wightman, Vice-President

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Michael Livovich, Board Member

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Abbe Trent, Treasurer

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Justin Martinson, Board Member

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Michele Corazzo, Secretary

Respectfully submitted,

Kelsey Stearns, Minutes Recorder for  
Michele Corazzo, Secretary