

DRAFT
Board of Trustees
Minutes
Sept 14, 2023

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, September 14th at 7:00 pm.

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

Board members absent were: Abbe Trent

Also present at this meeting were: Library Director Heather Chaddock, Library Attorney Lisa Baron

This meeting was called to order by Board President Will Scharp at 7:01 PM.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the revised minutes from the July 13, 2023 regular session. Justin Martinson seconded the motion. All voted in favor, and the motion passed.

A motion was made by Michael Livovich to approve the minutes from the August 10, 2023 regular session. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

A motion was made by Rondi Wightman to approve the minutes from the August 23, 2023 special meeting. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

A motion was made by Michele Corazzo to approve the minutes from the August 23, 2023 executive session. Kathryn Cochran seconded the motion. All voted in favor and the motion passed.

Financial and Statistical Reports

A motion was made by Justin Martinson to approve the Financial and Statistical Reports as presented. Michael Livovich 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 August 11 through September 14, 2023 as presented. Michael Livovich 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 August, 12,864 people visited the Library; WPL created 12 in-person programs with 171 attendees; WPL answered 27 reference questions and 119 tech help questions; 207 people utilized library meeting rooms; and WPL registered 96 new library cards.

As ceilings have been opened up and new lighting added at the Thomas Branch, small electrical projects have been discovered along the way and added to the punch list, in order to clean up years and years of piecemeal additions like old internet cables that are no longer in use, or wiring that needed to be brought up to code. New data cables were installed and old data cables were removed, new intercom speakers were installed in the ceilings, and projectors and cameras were reinstalled upon the completion of the HVAC renovation Phases 1 and 2. For all of these projects taking place between June 10 and August 10, the total cost was \$22,864.25 from Ellis Electric.

Once this work was done, it was recommended that WPL also relocate and clean up the wires feeding into the server room. The work was scheduled to take place on September 8, in order to prevent any interruptions in internet or phone service for our patrons. Unfortunately, the project proved to be much more complicated than anticipated. Phone and internet were unavailable at the Hageman Branch and the Museum on Saturday; managers at both locations kept their cell phones at the ready in case of emergency. The problems were ultimately resolved just before opening on Monday, September 11. The total cost of this project was \$3,750.00.

Painting in the Thomas Branch continues as well. In August, Jimenez Painters painted and repaired several door frames, as well as the Administrative Offices and hallway, and the alcove in the Serials Department where the future small meeting rooms will go, for a total of \$4,900. Director Chaddock added a custom-colored mural made of felt panels from a company called FeltRite to the Serials Department. The panels are sound-dampening and made from recycled water bottles, and they create a visually appealing, cohesive point of view for the room. The total cost for this wall art, which wraps around half of the room, was \$1,435.12, paid from the Gift Fund.

Staff Changes

Joined: Hannah Siska, P/T Clerk; Linda Schaberg, P/T Clerk; Linus Majcherczyk, P/T Cleaner

Separated: Laura Owens, P/T Clerk

Other: N/A

Old Business

Thomas HVAC

At the contractor progress meeting on September 11, Director Chaddock was surprised to hear that an updated timeline for the Thomas Branch renovation to be completed reflected significant delay to the end of the project. Time has been lost over the last two months in Phase 3 with all of the back-and-forth between different entities, trying to get the rooftop AC units to work with the Library's new HVAC management system. Originally, this project was supposed to be completed by November 27th, and staff have been looking to that as the light at the end of the tunnel. As predicted, Phase 3 has been particularly difficult due to smaller work spaces for staff and the inconvenience to patrons who miss having the entire children's department available to them. The renovation field supervisor is working hard to gain back some time, but still expects it to go at least through December.

Nalox Boxes

Nalox Boxes have been installed near the front doors of the Thomas and Hageman branches. The HUB representative that Director Chaddock has been working with said that they are still waiting for approval for a third Box to be hosted at the Museum, and that it may not be approved because there is already one in the town of Chesterton now (at the Thomas Branch). Narcan training is scheduled for Tuesday, September 12 at 6:30 PM and Monday, September 25 at 9:00 AM at the Baugher Center. WPL is proud to support the HUB Coalition of Porter County's mission to provide sustainable initiatives and resources to end substance use disorder in Porter County.

Museum Purchase/YMCA Healthy Living Campus

Director Chaddock attended the YMCA Better Together Breakfast on August 30 at Sand Creek Country Club. There were speeches from Berglund Construction, Jacob's Ladder, Senator Rodney Pol, and the YMCA leadership, as well as a slideshow of intended plans for the Healthy Living Campus.

A representative from Abonmarche checked-in via email with YMCA CEO Dave Kasarda and Director Chaddock on September 7 to see if the YMCA Executive Board was ready to move forward with the site survey for the CMS lot. The YMCA responded, "The Duneland YMCA is not ready to move forward with the survey. Please do not hold up any project that has been requested by the WPL. I am hoping to have more information/timeline by the end of

September.” On the advice of Library Attorney Lisa Baron, Director Chaddock ultimately decided to move forward with the survey for the Museum plot only, treating the Museum purchase, and any additional land, as two separate deals and projects. This will hopefully allow WPL to move forward with purchasing the Museum itself this fall, as DSC Superintendent Chip Pettit suggested at the special meeting on August 23rd.

New Business

Tech Sale

In the process of reducing the size of the public computer lab, and cleaning up the former Makerspace and storage closets, WPL has amassed enough old technology to have the Friends of the Library host another Tech Sale. The Board was given an inventory list of the items WPL would like to sell.

A motion to approve the sale of the items listed on the inventory sheet as presented was made by Kathryn Cochran. Michele Corazzo seconded the motion. All voted in favor, and the motion passed.

eRate Consortium Resolution

WPL would like to renew participation in the Indiana State Library Consortium for Public Library Internet Access (otherwise known as eRate), the discount telecommunications program available to libraries from the federal government, that grants discounts for following CIPA (Children’s Internet Protection Act) protocol on WPL public computers.

A motion to approve that WPL renews participation in eRate was made by Michael Livovich. Kathryn Cochran seconded this motion. All voted in favor, and the motion passed.

2024 Budget Hearing

The 2024 Westchester Public Library budget is available online <https://budgetnotices.in.gov/> and the Board President opened the meeting to hear public comment. There was no public comment.

A motion was made by Kathryn Cochran to approve the Librarian’s Report as presented. Rondi Wightman seconded the motion. All voted in favor, and the motion passed.

Public Comment

Jennifer Klug thanked WPL for hosting Nalox Boxes at the Thomas and Hageman branches. There was no other public comment.

Other Business

There was no other business.

The next regular meeting of the Board of Trustees will be October 12, 2023 at 7:00 PM at the Baugher Center.

Will Scharp adjourned the meeting at 7:24PM.

Will Scharp, President

Kathryn Cochran, Board Member

Rondi Wightman, Vice-President

Michael Livovich, Board Member

Abbe Trent, Treasurer

Justin Martinson, Board Member

Michele Corazzo, Secretary

Respectfully submitted,

Kelsey Stearns, Minutes Recorder for
Michele Corazzo, Secretary