

DRAFT
Board of Trustees
Minutes
October 12, 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, October 12th at 7:00 pm.

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

Board members absent were: Will Scharp

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

This meeting was called to order by Board Vice President Rondi Wightman at 7:00 PM.

Approval of Minutes

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

Financial and Statistical Reports

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

Approval of Claims and Warrants

A motion was made by Abbe Trent to approve the Register of Claims and Warrants for the time period of September 15 through October 12, 2023 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 September, 12,134 people visited the Library; WPL created 33 in-person programs with 767 attendees; WPL answered 23 reference questions and 97 tech help questions; 251 people utilized library meeting rooms; and WPL registered 87 new library cards.

The memorial benches at the Hageman Branch were installed. These benches were ordered by the Library Board to honor the many contributions Library Trustee Drew Rhed and Library Attorney Terry Hiestand made to WPL.

Much needed gutter guards were installed at the Hageman Branch by Korellis Roofing. The gutters were cleaned out and guards installed on September 27th at a cost of \$3,654.00.

The director of the Adult Learning Center located in the Baugher Center informed Director Chaddock that the phone number listed on their window decal facing Calumet Ave was incorrect. The design of the decal was also out of date. The Library took the opportunity to make corrections and update the design. After sourcing a company able to do with the work (Trinity Displays in Chesterton), and several rounds of edits to be approved by the ALC Director, her parent company, and Director Chaddock, a final version was created and installed on September 28th.

CDs Reinvested

In September, four \$250,000 LIRF CDs matured and were reinvested by Horizon Trust & Investment Management at the following rates:

Hope FCU 5.50%

Connexus CU 5.45%

Dort Financial CU 5.6%

UBS Banks 5.35%

In addition, one \$250,000 Rainy Day CD matured, and was reinvested in Hapo at 5.0%

Staff Changes

Joined: Jeffery Green, P/T Archival Assistant; Anastasia Doeing, P/T Cataloger; Christina Cook, P/T Cataloger

Separated: Kathy Ruble, P/T Clerk

Other: N/A

Old Business

Thomas HVAC

There was an increase in the amount of contractors and work being done downstairs in the Phase 3 area. Gridwork for the ceiling tiles looks like it is complete, and lights and ceiling tiles are being installed. This gives optimism that the turnover date for Phase 3 may be earlier than was recently predicted by the project's field supervisor. WPL will receive an updated timeline for completion at the biweekly progress meeting.

Change Order #7 was included in the Board Documents; this reflects money the Library is being credited back because it was determined that it was not necessary to install drop ceilings in either of the mechanical rooms, and adding additional LED lighting in those rooms. The final difference is a credit of \$4,959.91.

The Makerspace and Computer Classroom were most recently painted by Jimenez, as well as a fresh coat of black paint and some structural and cosmetic repairs on the door frames to all entry points in the upstairs hallway, for a total of \$3500.

Museum Purchase

Director Chaddock received a Memo from Library Attorney Lisa Baron on September 29th, detailing a phone call she had with Duneland School Corporation Attorney Chuck Parkinson. This memo and a supplemental image were included in the Board documents. He advised they plan to adopt a resolution regarding the ground lease with the YMCA at the upcoming Duneland School Board meeting on October 2nd. He further advised that DSC intended to leave the parcel to the west of the Brown Mansion/Museum's current parcel out of the ground lease. This is positive news for WPL's future bid to purchase additional land adjacent to the Mansion. Director Chaddock worked with Fidelity Title in Chesterton to acquire title work for the property this month; following that, Abonmarche will get the survey for the Mansion parcel scheduled in the next few weeks.

Health Insurance Error

Three of the seven current and former employees affected by the bookkeeping error opted to submit copies of their past tax returns in order to receive additional reimbursement for the overpaid amounts on their federal taxes. This was presented as an option when the employees were notified and reimbursed back in March for their overpayment of state taxes. Director Chaddock sent this information to tax attorney Lane Gensburg, who calculated the additional amounts owed for these employees. The total amount for this additional reimbursement is \$1,578.99. This pay-out is taxable for these individuals (unlike the previous payment), so the Library will be issuing each of them a 1099 Form in January.

New Business

Public Library Access Card

A motion was made by Michael Livovich to approve the quarterly PLAC statement. Michele Corazzo 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. Justin Martinson 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 November 9, 2023 at 7:00 PM at the Baugher Center.

Rondi Wightman adjourned the meeting at 7:29 PM.

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