

DRAFT
Board of Trustees
Minutes
June 13, 2024

A regular meeting of the Westchester Public Library Board of Trustees was held at the Hageman Branch Library, 100 Francis Street, Porter, Indiana on Thursday, June 13th, and called to order by Michele Corazzo, Board Vice President at 7:04 pm.

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

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

Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the May 9, 2024 executive session. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

A motion was made by Mike Livovich to approve the minutes from the May 9, 2024 regular session. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Mike Livovich 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 Abbe Trent to approve the Register of Claims and Warrants for the time period of May 10, 2024 through June 9, 2024 as presented. Mike 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 May, 13,240 people visited the Library; WPL created 20 in-person programs with 571 attendees; WPL answered 46 reference questions and 101 tech help questions; 206 people utilized library meeting rooms; and WPL registered 116 new library cards.

NEW CONFERENCE ROOM - With the departure of the Young Adult collection from the old Friends sorting room into its new space, some of the last puzzle pieces have been moved into place in the Thomas Branch Revamp. Maintenance rented a dumpster, and hired Two Men and a Truck movers for one day to assist with moving bookshelves, the Hageman benches, and more. They were able to discard the remaining white video shelving at Thomas and Hageman, and remove the hodgepodge of shelving from the walls of the temporary YA room. Jimenez Painters came in to put up a fresh coat of paint on the walls. Sturdy, easy to move chairs and tables have been ordered to create a new "Conference Room" in the Thomas Branch, which has been a frequent request from the groups who have had to move the tables out of their classroom-style configuration in the Bertha Wood Room. Staff will continue to make some finishing touches, and the room will then be open for the public to make reservations in the space.

OUTREACH - WPL was glad to host a table at the Duneland PTO Color Fun Run at Sunset Hill on May 11. The timing was perfect to distribute information about the Summer Reading Program to local families, and they were pulled in by having kids spin a prize wheel for sunglasses, stickers, and other fun giveaways. All told, WPL staff interacted with 476 Color Run attendees. In addition, Museum staff again participated in the "Logs to Lustrons" ticketed architecture tour at the Indiana Dunes on May 4, teaching 391 attendees how to make bricks.

PATRON COMMENTS ON BOOKS AND DISPLAYS - At the Board's recommendation after last year's Pride display complaints, Director Chaddock created an easy-to-use Google form for WPL frontline staff to enter any comments, positive, negative, or neutral, that they receive from patrons about any of Library materials or displays. This will allow WPL to keep tabs on general patron response to the collections throughout the year, and any needed appreciative quotes from patrons who expressed gratitude for a display that someone else wants to challenge will be at the ready. So far, no complaints have escalated to the point where they've reached Director Chaddock's desk yet this year, but information will be forwarded to the Board if that does occur. There was some commotion on the Town of Chesterton Facebook page this week because they shared the poster for a WPL Teen Program, Perler Bead Pride Flags. There were strong opinions expressed both in support of, and against, this program. Director Chaddock stated, "WPL remains committed to providing fun, educational opportunities for the local community to learn more about different cultural celebrations year round."

Staff Changes

Joined: N/A

Separated: Carrie Ailes, Sub Clerk; Will Grapenthein, P/T Cataloger; Logan Clark, P/T Cleaner; Diana Lockridge, Programming Clerk
Other: N/A

Old Business

THOMAS HVAC – WPL has received the final invoices for the HVAC renovation at the Thomas Branch, for \$51,168.20 and \$18,348.02. The final cost for the renovation was \$2,052,541.57.

MUSEUM - Director Chaddock attended a Zoom meeting with architects from Moake Park on May 22 to share the desired plans for the Museum addition. They identified their first steps as needing to “prove out” whether an addition of this size will be possible, while also hosting a 20-spot parking lot and a single in/out lane, within the single parcel WPL has been offered. They have not yet supplied an update, but they have been in contact with Berglund to get a better sense of the initial plans they drafted. On May 28, Berglund’s Senior Estimator Chris Savoia did a second walk-thru of the Brown Mansion, this time accompanied by a group of about a dozen different contractors, including HVAC technicians, electricians, and a couple of historic window preservationists from Indianapolis. All of their combined expertise will likely be applied to the menu of renovation options Berglund will present at the July regular meeting.

BAUGHER CENTER RENOVATION - At its May 28th regular meeting, the Porter County Council approved WPL’s request for an additional appropriation of \$953,350 from the Library’s Rainy Day Fund to pay for a new roof, lighting, and HVAC systems at the Baugher Center. Director Chaddock received notice that the Department of Local Government Finance also approved this request on June 3rd. With that, WPL gave Larson-Danielson the official Notice to proceed with the project. Their most recent estimated timeline stated that they expect to begin work in late August or early September.

At the May meeting, the WPL Board approved a transfer of \$89,050 from the Library Improvement Reserve Fund (LIRF), to be taken to the June 25th County Council meeting for final approval. This amount included the design services of Salted Hue Interiors, new meeting room furniture and décor for the Baugher Center, and paint for the entire building provided by Jimenez Painters.

After the May meeting, Director Chaddock received a quote from Tudor Flooring, Salted Hue’s preferred flooring vendor, to provide new carpeting and base cove for the entire building at a cost of \$49,365.

In addition, Director Chaddock was made aware that WPL staff laptops, which are from 2013, have been causing issues for staff trying to use them for virtual meetings and other necessary job functions, such as inventory projects. WPL’s IT Manager requested quotes from 3 different companies to replace a total of 15 laptop computers, and the least expensive vendor was

Bucher Tech. Their quote for new Dell laptops, with storage and Microsoft licenses, was \$13,650. If this purchase came from the regular Operating Budget, it would need to come from the Furniture and Equipment line, which was just restored via a transfer from the Thomas Audiobooks line last month. Director Chaddock would like to tack this purchase, and the flooring quote, on to the planned Additional Appropriation request from LIRF instead. This would bring the total requested amount up to \$152,066.

A motion was made by Abbe Trent to approve the amount of \$152,066 be requested as an additional appropriation from LIRF. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

FEDERAL COMPENSATION THRESHOLD DEADLINE - Director Chaddock announced that she and WPL's Bookkeeper met with WPL attorney Lisa Baron to gather some preliminary thoughts, consider the ramifications of changing staff classifications to "non-exempt," and ask Lisa questions about the new FSLA salary thresholds. The July 1, 2024 threshold increase would result in higher wages for 3 employees. The January 1, 2025 threshold increase would result in higher wages for 12 employees.

Director Chaddock confirmed that there is the potential for this threshold minimum to be challenged in court, but the issue needs to be anticipated in 2025 budget preparations in order to have the ability to make salary adjustments, if needed. Discussion took place regarding raising staff salaries to meet the new thresholds.

Director Chaddock stated that she will contact the state library to discuss their suggestions for the new thresholds and present the board with two budget drafts in July: one reflecting salaries that meet the potential thresholds, and one with the overall cost of living adjustment.

New Business

RIBBON CUTTING JULY 26th - An official grand opening is planned for the Teen Space, and to highlight the new Pillar Booths and the Parent/Child workstations gifted to WPL from First Things First of Porter County at both Thomas and Hageman, on July 26th.

RESOLUTION TO ESTABLISH NON-RESIDENT FEES - There are no changes to the Nonresident card or any corresponding parameters set by the Indiana State Library, so Director Chaddock recommends its fee remain at \$175.

A motion was made by Rondi Wightman to keep the non-resident fee at \$175. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

A motion was made by Kathryn Cochran to approve the Librarian's Report. Mike Livovich 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 July 11, 2024 at 7:00 PM at the Baugher Center.

Michele Corazzo adjourned the meeting at 8:15 PM.

Rondi Wightman, President

Justin Martinson, Secretary

Michele Corazzo, Vice-President

Kathryn Cochran, Board Member

Abbe Trent, Treasurer

Michael Livovich, Board Member

Will Scharp, Board Member

Respectfully submitted,
Kelsey Stearns, Minutes Recorder for Justin Martinson, Secretary