

Board of Trustees

Minutes

July 11, 2024

DRAFT

A regular meeting of the Westchester Public Library Board of Trustees was held at the Baugher Center, 100 W. Indiana Avenue, Chesterton, Indiana on Thursday, July 11th, and called to order by Rondi Wightman, Board President at 7:00 pm.

Board members present were: Rondi Wightman, Abbe Trent, Michele Corazzo, Justin Martinson, Kathryn Cochran, 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 Abbe Trent to approve the minutes from the June 13, 2024 regular session. Michael Livovich seconded the motion. Rondi Wightman and Justin Martinson abstained due to absence. Abbe, Michele, Kathryn, and Michael voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Kathryn Cochran to approve the Financial and Statistical Reports as presented. Michele Corazzo 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 June 14, 2024 through July 11, 2024 as presented. Justin Martinson 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 June, 15,752 people visited the Library; WPL created 45 in-person programs with 1,023 attendees; WPL answered 64 reference questions and 138 tech help questions; 204 people utilized library meeting rooms; and WPL registered 191 new library cards.

RIBBON CUTTING PREPARATIONS - WPL continues to receive some of the last remaining pieces of furniture and a few more pieces of art for the Teen Space at the Thomas Branch. Director Chaddock has turned to sprucing up the Hageman Branch so both branches will look their best for the ribbon cutting event on July 26th. Jimenez Painters will be repainting the foyer, main library space, and the meeting room. New artwork and paint will reflect a botanical theme to evoke the community garden plots and the new pollinator garden on site. Chesterton Feed cleaned up the garden box near the front of the building, and replacement ceramic planters were ordered to replace the wooden barrels.

Staff Changes

Joined: Shauna Wire, Page; Dianne Zato, Sub Clerk; Jill Caprio, Programming Clerk

Separated: N/A

Other: N/A

Old Business

MUSEUM – WPL attorney Lisa Baron had a productive phone conversation with Duneland School Corporation attorney Chuck Parkinson on June 21st. They are working on drafting a purchase agreement for both Boards to review in August to move toward a final sale for the Brown Mansion and the parcel it sits on.

Moake Park delivered their preliminary site plan for the property. They found that there is adequate room to build an addition, create various garden spaces, and improve the parking area. The Museum Curator and Director Chaddock agreed that there would be some notes for modification once planning officially begins, but both liked the parking lot adjustments, and noted that there seems to be ample room for the desired addition.

Chris Savoia from Berglund relayed that he is very far along in creating a menu presentation of options for the Museum Renovation. Director Chaddock will add his presentation to the agenda for the WPL Board's regular August meeting.

BAUGHER CENTER RENOVATION - With the Board's approval, Director Chaddock attended the June 25th Porter County Council meeting to request an Additional Appropriation of \$152,066 from LIRF to fund new flooring, paint, furniture, and interior design fees for the Baugher Center. The Porter County Council unanimously approved this request during their meeting, and the Department of Local Government Finance also approved the full request on July 8th, so plans are moving forward. Larson-Danielson requested to meet in early July to discuss the expected timeline for the roof, HVAC, and lighting renovation to occur. Their most recent projection was a late August start date.

New Business

2025 BUDGET REVIEW TO OCCUR AT AUGUST MEETING - The State Board of Accounts was late in publicly announcing the Max Levy Growth Quotient (MLGQ), which is a critical piece of the equation to determine the following year's budget. This being the case, Director Chaddock plans to share the Draft Budget at the August meeting. This will still leave plenty of time to make adjustments after that meeting, if needed, and stay on pace to have the hearing and adoption in September.

THREAT REPORT - The Board was alerted to an incident which occurred on the evening of July 8th in the new Teen Space, in which an anonymous caller spoke with the Manager on Duty at the Thomas Branch to report that someone had flashed a "fake gun" at them in a threatening manner. Director Chaddock filed a report of the incident with the Chesterton Police Department. At the time of the meeting, Director Chaddock reported that the incident was still under investigation, and WPL staff had provided stills from its security cameras to the police to help identify the people involved.

STUDY ROOM USE POLICY - Director Chaddock created a Study Room Use Policy for the Board to consider, in order for WPL to move forward with opening the new Pillar Booths for public use. This policy is very similar to WPL's public computer policy, with one notable difference being that patrons are restricted to one reservation of a study room per week. This was common in other libraries' study room policies. It is intended to prevent individuals from running their own businesses out of a study room, which would prevent other patrons from having access.

A motion was made by Kathryn Cochran to approve the new study room use policy as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

PLAC - A motion was made by Michele Corazzo to accept the quarterly PLAC statement as presented. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

A motion was made by Justin Martinson 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

Director Chaddock reported that she attended a meeting of the Healthy Living Campus partners, and noted that the Duneland YMCA had begun work on the renovation of the former Chesterton Middle School. The project's asbestos abatement had begun, and the YMCA is

running its summer camp out of the building currently. The Healthy Living Campus will have its groundbreaking ceremony on September 10th at 10:00 AM. Director Chaddock also reported that the YMCA is scheduling tours of CMS, and that she would be happy to schedule one for any board members interested.

Rondi Wightman inquired about patron comments or complaints during Pride Month. Director Chaddock reported that things remained relatively positive this year, with no additional complaints being directed to her through the month.

Michael Livovich asked if there had been any updates regarding the Department of Labor's salary threshold rulings. Director Chaddock reported that the July 1 requirements were put in place and the affected employees were informed of their salary changes, but there were no updates that would affect Indiana employers for the January 1 requirements.

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

Rondi Wightman adjourned the meeting at 7:43 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