

Board of Trustees

Minutes

August 8, 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, August 8th, 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, Will Scharp, and Michael Livovich.

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

Approval of Minutes

A motion was made by Michael Livovich to approve the minutes from the July 11, 2024 regular session. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

A motion was made by Michele Corazzo to approve the Financial and Statistical Reports as presented. Justin Martinson 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 July 12, 2024 through August 8, 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 July, 17,560 people visited the Library; WPL created 43 in-person programs with 880 attendees; WPL answered 42 reference questions and 148 tech help questions; 140 people utilized library meeting rooms; and WPL registered 126 new library cards.

SUMMER READING

Director Chaddock announced that WPL's summer reading numbers showed significant growth across all age groups this year, thanks to the efforts of dedicated staff. This year, 582 children, 217 teens and tweens, and 303 adults participated in the program, compared to 2023, which saw 526 children, 191 teens and tweens, and 247 adults, showing a 14% increase overall. One additional significant statistic shared was that there were 190 total finishers in the Children's Grades K-4 division who completed all seven hours of reading by July 20, 2024. This was a 21% increase over 2023 and a 28% increase over 2022. Director Chaddock expressed her gratitude to everyone who made the year's program such a success.

IMPROVEMENTS AT HAGEMAN BRANCH

This past month, Jimenez Painters gave the interior of the Hagman Branch a fresh coat of paint, and new artwork was hung to compliment the historic pieces still on display. Precision Pressure Washing was also out to pressure wash the white plastic fence and building, making sure to take special care of the historic limestone from the Porter School building to let the ancient crinoid fossils show in the stone.

PROPERTY & CASUALTY RENEWAL

In July, Director Chaddock met with Anton insurance to review the Library's renewal for Property & Casualty Coverage. This year, the annual premium was quoted at \$36,748.92, which is actually lower than the 2024 premium. This difference was attributed mainly to the drop in the total number of physical items in the collection due to a number of meticulous weeding projects done to prepare to swap the YA and AV collections.

CDs REINVESTED

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

Bank Hapoalim, 4.5%

Alma Bank, 4.5%

Valley National Bank, 4.4%

Northridge Community Credit Union, 4.2%

International Bank of Chicago 4.45%

STAFF CHANGES

Joined: Jesse Santos, P/T Cleaner

Separated: Jill Caprio, Programming Clerk; Anya Barbarossa, P/T Cleaner

Other: N/A

OLD BUSINESS

MUSEUM RENOVATION – Senior Estimator Chris Sevoia and Building Division President and Chief Growth Officer Jeff Berglund from Berglund Construction were present. Chris prepared a detailed budget estimate for the Museum renovation and expansion, receiving input from a variety of contractors and from WPL’s Museum staff. Jeff Berglund presented an option for the Library to utilize a Construction Manager as Constructor instead of an architect and contractors separately, as prescribed in Indiana Code 5-32. Discussion ensued regarding the estimated budget, additional costs not included in the estimated budget, renovation details, and timeline of the renovations and expansion, as well as considerations for the other Library buildings. Director Chaddock also noted that she would insist upon hiring an outside consultant to help organize and move the artifact and research collections during the project, so that Museum staff could continue to provide the current services offered by the Museum.

Director Chaddock will speak with Tom Kuhn, the architect WPL has used in the past, about utilizing a CMC or a separate architect, and continue her research in moving forward with the project as a whole, presenting her findings at the next regular meeting.

MUSEUM PURCHASE/RESOLUTION - WPL attorney Lisa Baron and Duneland School Corporation attorney Chuck Parkinson developed a pair of joint resolutions for their respective Boards to facilitate WPL’s purchase of the Brown Mansion for the nominal fee of \$1. They also prepared the real estate purchase and sale agreement.

A motion was made by Abbe Trent to proceed with the purchase of the Brown Mansion as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

NEW BUSINESS

eRATE CONSORTIUM RESOLUTION

Director Chaddock presented the annual Resolution to renew participation in the Indiana State Library Consortium for Public Library Internet Access, the discount telecommunications program

available to libraries from the federal government, which grants discounts for following CIPA protocol on the Library's public computers.

A motion was made by Kathryn Cochran to adopt the resolution as presented. Justin Martinson seconded the motion. All voted in favor, and the motion passed.

DRAFT BUDGET

Director Chaddock presented a draft budget for 2025 for review. The MLGQ was announced at 4% for the second year in a row, which puts the maximum operating budget for 2025 at \$4,541,552. Director Chaddock presented options for pay increases that would allow the budget to accommodate the potential federal minimum salary threshold increase for exempt staff, which is slated to take effect on January 1, 2025. The proposed increase to meet these threshold requirements is significant. Discussion surrounding the increase took place.

A motion was made by Kathryn Cochran to approve the proposed budget and salary changes as presented, with the 3.5% salary increase being changed to a 3% increase. Abbe Trent seconded this motion. Justin Martison, Kathryn Cochran, Abbe Trent, and Michele Corazzo voted in favor. Michael Livovich and Rondi Wightman voted against the motion. The motion passed 4-2.

RESOLUTION TO CLOSE AND TRANSFER FUNDS

WPL's Bookkeeper drafted a resolution to clear up some of the unnecessary Funds in the bookkeeping. Currently, WPL has separate Funds for the Adult Learning Center, Programs, Hageman, Westchester Township Museum, and Homebound. These Funds have not been budgeted specifically in some years; rather, the expenditures for these have been spent from specific appropriations in the Operating Fund. These additional Funds are redundant and no longer useful. Director Chaddock recommended that the Board approve closing the Funds, and transferring their contents to Operating reserves. Previously, the balances of these Funds have been reported as part of the Operating balance as year's end, but it will be cleaner not to have to add these additional, unnecessary Funds to that balance.

A motion was made by Justin Martinson to approve the resolution to close and transfer the Funds as presented. 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. Michael 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 September 12, 2024 at 7:00 PM at the Baugher Center.

Rondi Wightman adjourned the meeting at 10:05 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