

Board of Trustees  
Minutes  
October 10, 2024

A regular meeting of the Westchester Public Library Board of Trustees was held at the Thomas Branch, 200 W. Indiana Avenue, Chesterton, Indiana on Thursday, October 10th, and called to order by Michele Corazzo, Board Vice President at 7:00 pm.

Board members present were: Michele Corazzo, Abbe Trent, Justin Martinson, Kathryn Cochran, Michael Livovich, and Will Scharp.

Board members absent: Rondi Wightman

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

#### Approval of Minutes

A motion was made by Kathryn Cochran to approve the minutes from the September 12, 2024 regular session. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

A motion was made by Justin Martinson to approve the minutes from the September 26, 2024 special meeting. Kathryn Cochran seconded the motion. Michael Livovich and Michele Corazzo abstained due to absence. Kathryn, Will, Justin, and Abbe voted in favor, and the motion passed.

#### Financial and Statistical Reports

A motion was made by Will Scharp 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 Michael Livovich to approve the Register of Claims and Warrants for the time period of September 13, 2024 through October 10, 2024 as presented. Will Scharp 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, 14,179 people visited the Library; WPL created 34 in-person programs with 556

attendees, and 3 live virtual programs with 11 attendees; WPL answered 45 reference questions and 97 tech help questions; 127 people utilized library meeting rooms and 118 people reserved individual study rooms. WPL registered 129 new library cards.

**NALOX BOX UPDATE** - It has been one year since WPL installed publicly accessible Nalox Boxes near the front entrances of the Thomas and Hageman Branches. Since September 2023, 103 doses of naloxone have been distributed via WPL's Nalox Boxes.

**SECURITY CAMERAS** - WPL had additional security cameras installed to better cover the interior and exterior of the Thomas Branch. All told, 12 additional cameras were added inside the branch, and 3 outside to cover the parking lot and all exterior doors. All cameras are working well.

**BAMBOO HR/AVC UPDATE** - WPL's administrative office has been busy with onboarding calls with Bamboo HR, interviewing for and hiring a new part-time Administrative Assistant, and adjusting (and documenting) all internal purchasing processes in order to accommodate new remote bookkeeping vendor, AVC. Director Chaddock looks forward to introducing the Board to WPL's new Administrative Assistant, Carissa Domonkos, who begins her position next week. She will act as the minute taker for Board meetings beginning in November.

#### Staff Changes

Joined: Matthew McCarel, P/T Library Clerk; Julie Marino, P/T Library Clerk; Aaron Drew, P/T Programming Clerk; Carissa Domonkos, P/T Administrative Assistant

Separated: Stephanie Cingrani, P/T Library Clerk; Kelsey Stearns, Library Bookkeeper

Other: N/A

#### Old Business

**MUSEUM PURCHASE/RENOVATION** – Director Chaddock signed the corporate warranty deed and sales disclosure form for the Brown Mansion purchase at the Harris, Welsh, and Lukmann offices on September 26. According to WPL Attorney Lisa Baron, the transaction of the purchase of the Brown Mansion is now complete. Director Chaddock has reached out to Moake Park Group to inform them that the WPL Board has elected to hire them as architect for the upcoming Museum restoration and renovation. A preliminary meeting has been scheduled with them on October 17, with a design meeting to follow. WPL has been working to get all of the property's service contracts transferred over from DSC to WPL.

**BAUGHER CENTER RENOVATION** - Work is steadily progressing at the Baugher Center. WPL's Friends of the Library Fall Book Sale will take place as scheduled from October 18 - 20. Painters have been scheduled to remove the wall coverings in the Adult Learning Center and paint all of

the smaller upstairs rooms next week. During the week of Oct. 21, carpeting will be laid in the smaller upstairs rooms as well. WPL is grateful that all involved parties have collaborated to accommodate this important fundraiser for the Friends of the Library, and keep the Library on track to re-open the large meeting room for public use by 2025.

Report of the Board of Trustees

New Business

**STUDY ROOM POLICY** - Director Chaddock proposed that the stipulation restricting patrons to one reservation of a study room per week (line #6) be removed from the Study Room Policy.

A motion was made by Will Scharp to move forward with the revision of the Study Room Policy as described, with the removal of line #6. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

**PLAC** - A motion was made by Kathryn Cochran 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 Kathryn Cochran to approve the Librarian's Report. Abbe Trent seconded the motion. All voted in favor, and the motion passed.

**PUBLIC COMMENT**

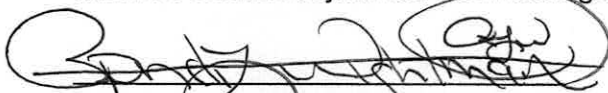
There was no public comment.

**OTHER BUSINESS**

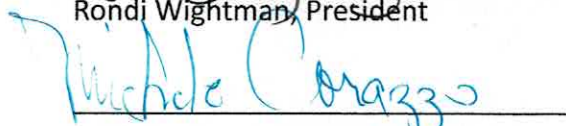
There was no other business.

The next regular meeting of the Board of Trustees will be November 14, 2024 at 7:00 PM at the Baugher Center.

Michele Corazzo adjourned the meeting at 7:15 PM.



Rondj Wightman, President



Michele Corazzo, Vice-President



Abbe Trent, Treasurer



Justin Martinson, Secretary



Kathryn Cochran, Board Member

*in Carl*

Michael Livovich, Board Member

Will Scharp, Board Member

Respectfully submitted,

Jessica Bartz, Minutes Recorder for Justin Martinson, Secretary

Minutes of the meeting were: Michael Livovich, Abby Truitt, Justin Martinson, Lindsay Dighetti, Michael Livovich, and Will Scharp.  
Non-Present: Robert Wright  
All members of the meeting were: Library Director, Assistant Director, Library Assistant Director, Library Party, and Library Attorney G. H. Ryan.

#### Approval of Minutes

Minutes were approved by the Board. The minutes for the September 17, 2024 meeting were approved by the Board. The minutes for the September 17, 2024 meeting were approved by the Board.

A motion was made by Justin Martinson to approve the minutes for the September 17, 2024 meeting. The motion was seconded by Lindsay Dighetti. The motion was approved by the Board. The minutes for the September 17, 2024 meeting were approved by the Board.

#### Approval of the Board Report

A motion was made by Will Scharp to approve the Board Report and the Board Report. The motion was seconded by Michael Livovich. The motion was approved by the Board.

#### Approval of the Board Report

A motion was made by Michael Livovich to approve the Board Report and the Board Report for the September 17, 2024 meeting. The motion was seconded by Will Scharp. The motion was approved by the Board.

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