

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON JANUARY 28, 2014  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor, President

BOARD MEMBERS PRESENT:

Louis Karubas  
Caryn Janiga  
Carol A. Odom  
Allan Zlatarich

BOARD MEMBERS ABSENT:

Albertine Dent  
Hester Cannon

OTHER PERSONS PRESENT:

René L. Greenleaf, Director  
Whitney Chapman, Administrative Services Manager  
Cornell White, Administrative Services  
Tony Harris, Information Services  
Richard Lytle, Information Services  
Janet Venecz, Councilwoman at Large  
Larry Gruette, Daikin, Inc.  
Paul Anderson, Daikin, Inc.

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Allan Zlatarich, certified:

THAT notice of the meeting was given by mailing on January 21, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on January 21 – 28, 2014.

BOARD OF FINANCE

Mr. Taylor called to order the Board of Finance.

Ms. Janiga then made the motion:

THAT Paul Taylor be nominated President of the Hammond Public Library Board of Finance for 2014.

Seconded by: Ms. Odom

Action: Unanimously carried

Ms. Janiga then made the motion:

THAT Mr. Zlatarich be nominated Secretary of the Hammond Public Library Board of Finance.

Seconded by: Ms. Odom

Action: Unanimously carried

Mr. Taylor presided over the Board of Finance Meeting.

Mrs. Greenleaf explained the investment policy. There were no 2013 investments for the Operating Fund. Mrs. Greenleaf recommended authorization of investment of funds for 2014 in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Library invest funds for 2014.

Seconded by: Ms. Odom

Action: Unanimously carried

Mrs. Greenleaf then recommended the Board designate The Times and Post-Tribune newspapers for publication of notices.

Ms. Odom then made the motion:

THAT the Board designate The Times and Post-Tribune newspapers for publication of notices.

Seconded by: Ms. Janiga

Action: Unanimously carried

Ms. Janiga then made the motion:

THAT the Board of Finance adjourn and reconvene as the Hammond Public Library Board of Trustees.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mr. Taylor presided over the regular Board meeting.

#### PUBLIC EXPRESSION

Ms. Odom then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Lytle, Information Services, presented an art piece currently for sale by Lane Henson to be considered for purchase by the Library.

Mr. Lytle said that the history of the art works in the library need to be researched to determine whether the Library or the Historical Society owns them. He also mentioned appraisals for potential sale of the items. Mr. Taylor recommends the Library find out who ownership belongs to and would like this topic discussed at the March Board meeting.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Ms. Odom

Action: Unanimously carried

### APPROVAL OF MINUTES

The Minutes of the December 17, 2013 Regular Board Meeting.

There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the December 17, 2013 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Odom

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #883 through #904 and #1 through #54 be approved for payment.

Ms. Odom then made the motion:

THAT claims #883 through #904 and #1 through #54 be approved for payment.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2014.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Odom

Action: Unanimously carried

Mrs. Greenleaf recommended the Board approve the Resolution to Transfer 2013 Funds Within Major Budget Classifications in the Operating Fund.

Ms. Odom then made the motion:

THAT the Board approve the Resolution to Transfer 2013 Funds Within Major Budget Classifications in the Operating Fund.

Seconded by: Ms. Janiga

Action: Unanimously carried

### MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended the following conferences:

“René L. Greenleaf, Linda Swisher, and interested Board Members, “Lakeshore Chamber Meeting w/speaker the Honorable Mayor Thomas McDermott” Dynasty Banquet Hall, Wed., January 29, 2014 at 11:30 a.m.

“PLA 2014” Indianapolis, Tuesday, March 11, 2014 – Saturday, March 15, 2014.

Mr. Taylor, Ms. Janiga, and Ms. Odom expressed interest in attending the Lakeshore Chamber Meeting on January 29, 2014 and Mr. Zlatarich would like to attend the PLA conference in Indianapolis from March 11, 2014 – March 15, 2014.

Ms. Odom then made the motion:

THAT the Board approve the attendance of René L. Greenleaf, Linda Swisher, Paul Taylor, Carol Odom, and Caryn Janiga at the “Lakeshore Chamber Meeting” on January 29, 2014 and Mr. Zlatarich and one staff member at the “PLA 2014” from March 11, 2014 – March 15, 2014.

Seconded by: Ms. Janiga

Action: Unanimously carried

### BP 4107 STAFF MEETINGS

Mrs. Greenleaf presented BP 4107 Staff Meetings to the Board for review. This is the Board’s first reading.

## PRO ENERGY CONSULTANTS

Mrs. Greenleaf presented a proposal from Joe Neer, Consultant with Pro Energy, for the Board's consideration. Mrs. Greenleaf will present the proposal at the February Board meeting for approval.

## ELECTRICAL CONCERNS

Mrs. Greenleaf presented a report from DAIKIN Electrical Supply Company that details and addresses three major areas that need the Library's attention. The report suggests the major area of concern are high lighting fixtures throughout the library. Mrs. Greenleaf will present bids from other companies to the Board as they become available. Mr. Taylor recommended the Library receive three bids before a decision is made.

## FOUNDATION BYLAWS

Mrs. Greenleaf presented a draft of the Bylaws for the Hammond Public Library Foundation. Mrs. Greenleaf recommended the Bylaws be sent to an attorney pending Board approval.

Mr. Taylor does not think it is necessary to involve an attorney because the Library would be responsible for the payment and doesn't feel it is necessary. Mrs. Greenleaf believes the process will be a lot easier if an attorney reviews the Bylaws to ensure everything is done accordingly. Councilwoman Venecz agreed with Mrs. Greenleaf and informed the Board that the IRS will not approve the formation of the Foundation without the correct verbiage. Mr. Taylor would like to see the application for 501(c) status before sending it to an attorney.

Ms. Odom recommended the Foundation allow non-Hammond residents to serve on the Board.

## CALENDAR

February 25, 2014, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

February 27, 2014, African American History Program "In Their Own Words."  
Community Room, 6:30 p.m.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:50 p.m.

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President

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Secretary