

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON MARCH 25, 2014
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor, President

BOARD MEMBERS PRESENT:

Hester Cannon
Albertine Dent
Louis Karubas
Caryn Janiga
Carol A. Odom
Allan Zlatarich

OTHER PERSONS PRESENT:

Zora Ludwig, Head of Circulation Services
Whitney Chapman, Administrative Services Manager
Mary Schons, Head of Information Services
Cornell White, Administrative Services
Pat Deering, Local 1448 AFSCME President
Andre Brown, Hammond resident
Paul Guzis, Hammond resident

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

Ms. Ludwig informed the Board that she would proxy in place of Mrs. Greenleaf who could not attend this meeting.

NOTICE OF THE MEETING

The Secretary, Allan Zlatarich, certified:

THAT notice of the meeting was given by mailing on March 20, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on March 20 – 25, 2014.

PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Odom

Action: Unanimously carried

Mary Schons, Head of Information Services, thanked the Board for allowing her to attend the 2014 PLA Conference.

Ms. Dent then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the February 25, 2014 Regular Board Meeting and Executive Session were presented.

There were no corrections or additions.

Ms. Cannon then made the motion:

THAT the Minutes of the February 25, 2014 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #131 through #215 be approved for payment.

Mr. Karubas asked why the Library's waste disposal bill was so high and suggested the waste disposal contract go out for bids. Mr. Karubas recommended all contracts go out for bids and requested to see a list of the Library's contracts including rates and renewal dates at the upcoming Board Meeting.

Ms. Odom then made the motion:

THAT claims #131 through #215 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Ms. Ludwig recommended the Library seek an advance on taxes payable December 2014.

Ms. Odom then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

ARTWORK LIST

Ms. Ludwig presented a list of paintings that need appraising and a list of potential appraisal companies to the Board.

Mr. Karubas asked if the cost of an appraiser was appropriated in the 2014 Budget. Ms. Ludwig informed him that no funds had been appropriated for appraisals.

Mr. Taylor recommended that the Library find out what the insured value of each painting is under insurance policy. He requested this matter be tabled to the April Board Meeting and the information from the insurance company be included.

Ms. Odom then made the motion:

THAT the matter of selecting an appraisal company be tabled to the April Board Meeting.

Seconded by: Ms. Janiga

Action: Unanimously carried

DISPOSAL OF OLD COMPUTER MONITORS

Ms. Ludwig informed the Board that a decision needs to be made on the disposal of the old computer monitors. The Board had the option of either having a public sale or selling the monitors to a recycling company.

There was a brief discussion on the disposal of computer monitors.

Ms. Dent then made the motion:

THAT the Library sell the computer monitors to a recycling company.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

ADDENDUM TO UNION CONTRACT

Ms. Ludwig presented an addendum to the Union Contract on Staff Meetings. The Union Contract now coincides with the Board Policy that was approved on the 25th of February 2014. Ms. Ludwig asked for the first reading to be waived and the Board approve the addendum as presented.

Ms. Janiga then made the motion:

THAT the Board approve the Union Contract addendum as presented.

Seconded by: Ms. Odom

Action: Unanimously carried

HAMMOND PUBLIC LIBRARY FOUNDATION APPOINTEE

Ms. Ludwig recommended the Board select a Trustee to serve on the Hammond Public Library Foundation Board.

Mr. Karubas recommended Ms. Odom to serve on the Foundation Board. Ms. Odom accepted his nomination.

Ms. Dent then made the motion:

THAT Carol Odom serve on the Hammond Public Library Foundation Board.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

AR 2001A – EXECUTIVE DIRECTOR

Ms. Ludwig presented the revised Executive Director job description for the Board to review. This was their first reading.

EMCOR HYRE ELECTRIC

Ms. Ludwig presented a proposal from EMCOR Hyre Electric for the replacement of the current lighting system with LED lighting throughout the Library.

Ms. Odom recommended a cut-off date for proposals be set. Mr. White indicated that Mrs. Greenleaf requested proposals from three companies and he was waiting for only one more proposal.

The Board requested that all the proposals be presented at their April Board Meeting for review.

COMMITTEE REPORTS

Ms. Ludwig informed the Board that the upcoming Advocacy Committee Meetings were scheduled for April 8th, May 20th, and June 17th. She urged the Board to attend.

Ms. Ludwig recommended that the Executive Session for today be rescheduled to April 29, 2014 because of Mrs. Greenleaf's absence.

CALENDAR

April 8, 2014, Advocacy Meeting, Community Room, 5:30 p.m.

April 29, 2014, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

April 29, 2014, Executive Session, Harriet M. Schlesinger Board Room, immediately following Regular Board Meeting.

ADJOURNMENT

Mr. Karubas then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Cannon

Action: Unanimously carried

The meeting adjourned at 6:00 p.m.

President

Secretary