

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON APRIL 29, 2014
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor, President

BOARD MEMBERS PRESENT:

Hester Cannon
Albertine Dent
Carol A. Odom
Allan Zlatarich

BOARD MEMBERS ABSENT:

Caryn Janiga
Louis Karubas

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Cornell White, Administrative Services
Pat Deering, Information Services
Gary Jones, Hammond Public Library Leasing Corporation
Charles Herbst, Attorney-At-Law
Hannah Cherry, Hammond resident

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

Mrs. Greenleaf informed the Board that Ms. Janiga would not be present and a Treasurer Pro Tem needs to be elected.

Ms. Cannon then made the motion:

THAT Ms. Dent serve as Treasurer Pro Tem.

Seconded by: Ms. Odom

Action: Unanimously carried

NOTICE OF THE MEETING

The Secretary, Allan Zlatarich, certified:

THAT notice of the meeting was given by mailing on April 22, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on April 22 – 29, 2014.

PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Odom

Action: Unanimously carried

There was no one present who wished to speak.

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 March 25, 2014 Regular Board Meeting were presented.

There were no corrections or additions.

Ms. Odom then made the motion:

THAT the Minutes of the March 25, 2014 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Dent

Action: Unanimously carried

FINANCIAL REPORT

Ms. Dent recommended claims #216 through #295 be approved for payment.

Ms. Cannon then made the motion:

THAT claims #216 through #295 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

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

Ms. Cannon then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

AR 2001A – Executive Director

Mrs. Greenleaf presented AR 2001A – Executive Director for the Board’s consideration. This is the second reading.

Ms. Dent then made the motion:

THAT the Board Approve AR 2001A – Executive Director as presented.

Seconded by: Ms. Odom

Action: Unanimously carried

ARTWORK APPRAISALS

Mrs. Greenleaf recommended the Board postpone the appraisal of the Library’s artwork to 2015. There were no funds appropriated in the current year’s budget for appraisals.

Ms. Dent then made the motion:

THAT the Library postpone the appraising of Library’s artwork to 2015.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

HAMMOND PUBLIC LIBRARY FOUNDATION LEGAL SERVICES

Mrs. Greenleaf introduced Attorney Charles Herbst and informed the Board that he has offered his legal services to help with the formation Library’s Foundation free of charge. However, the Foundation will be responsible for all filing costs and other applicable fees. Mrs. Greenleaf informed the board that the Foundation had received two donations that total \$1000 and the proceeds from the Author’s Fair will also go to the Foundation.

VENDOR CONTRACTS

At the Board’s request Mrs. Greenleaf presented a spreadsheet which listed the Library’s current contracts and leases for the Board to review.

Mr. Zlatarich asked if any of the contracts go out for bids. Mrs. Greenleaf replied that only sizeable contracts go out for bids.

PRO ENERGY CONSULTANTS

Mrs. Greenleaf informed the Board that Joe Neer is no longer employed with Pro Energy Consultants and the Library is currently looking for another energy consulting agency.

LIGHTING REPLACEMENT PROPOSALS

Mrs. Greenleaf presented three proposals to the Board for the replacement of the current interior and exterior lighting with LED lighting. The Library plans on using funds from the Legacy Foundation to cover the cost of the project. The Fund currently has \$48,000 which can cover the replacement of the interior lighting or the exterior lighting, but not both projects. Mrs. Greenleaf recommended the Board replace the exterior lighting first.

Mr. Taylor requested that the EMCOR Hyre proposal be added to next month's agenda as an action item.

COMMITTEE REPORTS

Mrs. Greenleaf presented the minutes of the April 8, 2014 Advocacy Meeting. The Committee is progressively moving forward with the establishment of the Foundation. The next step will be to file the Articles of Incorporation. She urged the Board to attend the upcoming meeting.

NEW BUSINESS/ PERSONNEL UPDATES

Mrs. Greenleaf reported that Tereasa Blocker has been asked to be the lead employee in Circulation Services and will be receiving out of class pay until the Head of Circulation position is filled.

CALENDAR

May 20, 2014, Advocacy Committee Meeting, Community Room, 5:30 p.m.

May 27, 2014, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Odom

Action: Unanimously carried

The meeting adjourned at 6:05 p.m.

President

Secretary