

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON MAY 27, 2014
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor, President

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Caryn Janiga

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Sherri Ervin, Head of Circulation Services
Cornell White, Administrative Services
Pat Deering, Information Services
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 May 20, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on May 20 – 27, 2014.

PUBLIC EXPRESSION

Ms. Odom then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

There was no one present who wished to speak.

Ms. Odom then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the April 29, 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 April 29, 2014 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

FINANCIAL REPORT

Ms. Dent recommended claims #296 through #357 be approved for payment.

Mr. Karubas inquired on the waste management bill being too costly and asked that the Director look for other cheaper alternatives.

Ms. Odom then made the motion:

THAT claims #296 through #357 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. Dent then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Cannon

Action: Unanimously carried

Mrs. Greenleaf recommended the Library authorize a temporary loan of \$250,000 from the Rainy Day Fund to the Operating Fund in the event the Library does not receive a tax advance.

Ms. Cannon then made the motion:

THAT the Board authorize a temporary loan of \$250,000 from the Rainy Day Fund to the Operating Fund in the event the Library does not receive a tax advance.

Seconded by: Ms. Dent

Action: Unanimously carried

MEETINGS AND CONFERENCES

Mrs. Greenleaf recommended the following conference:

“Lakeshore Chamber Luncheon w/Guest Speaker Governor Mike Pence” Dynasty Banquet Hall, May 29, 2014, René L. Greenleaf, Linda Swisher, and interested Board Members.

Ms. Dent and Ms. Odom expressed interest in attending the luncheon.

Ms. Cannon then made the motion:

THAT the Board Approve the attendance of “Lakeshore Chamber Luncheon w/Guest Speaker Governor Mike Pence” Dynasty Banquet Hall, May 29, 2014, René L. Greenleaf, Linda Swisher, and interested Board Members.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

AIR HANDLING UNIT REPLACEMENT

Mrs. Greenleaf reported that the air handling unit in the Library’s server room is broken and must be replaced. The total cost for the replacement is \$25,294 which will be taken from the Legacy Foundation Fund. The replacement of the Library’s lighting fixtures has been postponed until the necessary funds become available.

Mr. Karubas asked if the replacement of the air handling unit went out for bids. Mrs. Greenleaf indicated that she considered this an emergency situation and without a cooling unit all the equipment in the server room would go down so she did not bid the job out.

Mr. Taylor indicated the Executive Director was not required to bid out the project by law because the cost did not exceed \$150,000 requirement.

Ms. Odom asked if the Library had a list of contractors to call in the event an emergency situation arose. Mrs. Greenleaf indicated that the Library does have a phone list of contractors who should be called in an emergency.

LFD (LARGE FORMAT DISPLAY) SCREENS

Mrs. Greenleaf reported to the Board that the Library purchased LFD screens and are located above the Circulation Department.

NEW BUSINESS/ PERSONNEL UPDATES

Mrs. Greenleaf reported on the hiring of Sherri Ervin, Head of Circulation Services, 9-1, effective 5/12/14 and Tajh Hamilton, Page, Information Services, 1-1, effective 5/19/14, and the resignation of Jesus Garcia, Page, Information Services, 1-1, effective 5/5/14.

CALENDAR

June 17, 2014, Advocacy Committee Meeting, Community Room, 5:30 p.m.

June 24, 2014, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Odom 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