

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON JUNE 24, 2014
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom, Vice-President

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Paul Taylor

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
Richard Lytle, Information Services
Elizabeth Samaniego, Information Services

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 June 17, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on June 17 – 24, 2014.

PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf urged the board to become members of the Friends of the Library.

Mrs. Deering suggested that there be two public expressions: one before the vote and one after the vote.

Mrs. Deering explained how staff are doing an excellent job servicing the public. She indicated that there are times when staff may have bad days, but for every one person who has a complaint there are 10 patrons who give staff praise. There are fewer people employed than 5 years ago and if someone thinks the library is too top heavy that person should provide a plan of action. There's no more backups or subs. She asked that someone provide a plan on how the library can operate with fewer people than it currently has and continue to provide excellent customer satisfaction.

Mr. Lytle inquired on the library's recordkeeping process. He asked if emails were saved from 5 years ago and where are the financial records being stored. He questioned whether the library's electronics policy was in need of review to ensure the library is operating correctly under state law. Mrs. Greenleaf indicated that the library is in compliance with the law on the retention of financial records and the library's policy on all staff records which includes emails and files.

Ms. Dent then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the May 27, 2014 Regular Board Meeting were considered.

There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the May 27, 2014 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Cannon

Action: Unanimously carried

FINANCIAL REPORT

Ms. Dent recommended claims #358 through #439 be approved for payment.

Ms. Dent then made the motion:

THAT claims #358 through #439 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. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

STEP INCREASES

Mrs. Greenleaf reported to the board that there will be no step increases given for staff or management until the L/M Committee meets to discuss wage negotiations. A meeting has been set for July 21, 2014.

SUMMER READING PROMOTIONS

Mrs. Greenleaf informed the Board of the summer reading promotions the Library is currently running. Hammond residents who check out 5 books will receive 1 free DVD checkout. Greeters will hand out Patron Appreciation Cards, which allows the cardholder a free DVD checkout and there is no limit on the number of items that can be checked out. Promotions end on August 30, 2014.

COMMITTEE REPORTS

Mrs. Greenleaf presented the minutes from the May 20, 2014 Advocacy Meeting.

Mrs. Greenleaf reported on the HPL Foundation receiving approval from the Indiana Secretary of State on June 17, 2014. The Hammond Public Library Foundation is now officially a Non-Profit Domestic Corporation.

NEW BUSINESS/ PERSONNEL UPDATES

Mrs. Greenleaf reported on the hiring of Elizabeth Samaniego, Senior Info Services Librarian, 7-1, effective 07/14/14 and the resignation of Jorge Navarro, Page, Information Services, 1-1, effective 06/12/14.

CALENDAR

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

ADJOURNMENT

Ms. Cannon then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Dent

Action: Unanimously carried

The meeting adjourned at 6:25 p.m.

President

Secretary