

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

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Hester Cannon

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Cornell White, Administrative Services
Jason Scott, Technical Services
Pat Deering, Information Services
Richard Lytle, Information Services
Janet Venecz, Councilwoman-At-Large
Phil Venecz, Hammond resident

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 November 18, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on November 18 – 25, 2014.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mr. Lytle asked that the Board consider suspending the rules to discuss approving an indefinite loan between the Library and the Family Folklore Foundation for an art painting.

Mr. Taylor asked that the Board suspend the rules to include an Action Item #5 Indefinite Loan.

Ms. Dent then made the motion:

THAT the Board suspend the rules and add action item #5 Indefinite Loan.

Seconded by: Ms. Janiga

Action: Unanimously carried

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 October 28, 2014 Regular Board Meeting were considered.

There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the October 28, 2014 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Odom

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #750 through #818 be approved for payment.

Ms. Odom then made the motion:

THAT claims #750 through #818 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: Mr. Zlatarich

Action: Unanimously carried

PUBLIC EXPRESSION PLACEMENT

Mrs. Greenleaf recommended two public expression periods which would give the public a chance to speak before and after the Board votes.

There was a brief discussion on the number of public expression periods and time restrictions.

Ms. Dent then made the motion:

THAT the Board change board practice to have two public expression periods limited to three minutes per speaker.

Seconded by: Ms. Janiga

Action: Aye - Ms. Odom
Ms. Dent
Ms. Janiga
Mr. Zlatarich
Mr. Karubas
Nay - Mr. Taylor
Motion: Carried

HPL LOGO

Mrs. Greenleaf presented the new logo for Board approval. She explained that the Library is more than just bricks and mortars; we're about connecting people, information, and ideas.

Mr. Taylor recommended changing the font or making the font bolder.

Ms. Dent then made the motion:

THAT the Board approve the new logo as presented.

Seconded by: Mr. Zlatarich

Action: Aye - Ms. Odom
Ms. Dent
Ms. Janiga
Mr. Zlatarich

Aye - Mr. Karubas
Nay - Mr. Taylor
Motion: Carried

INDEFINITE LOAN

The Board discussed loaning out a painting indefinitely to the Family Folklore Foundation for them to display. Mr. Taylor asked if the painting was insured. Mrs. Greenleaf doesn't believe the painting can be insured because the painting has sustained damage and the value is questionable. Ms. Dent asked how long the organization plans on keeping the display. Mr. Lytle stated this is an indefinite loan and the organization can keep the painting as long as they like.

Ms. Dent then made the motion:

THAT the Board approve the indefinite loan with a rider that states the borrower's insurance covers the painting if possible.

Seconded by: Ms. Janiga

Action: Unanimously carried

DISCUSSION ITEMS

Ms. Odom recommended the Board suspend the rules to include Discussion Item #2 Christmas Bonuses.

Ms. Janiga then made the motion:

THAT the board suspend the rules to include Discussion Item #2 Christmas Bonuses.

Seconded by: Ms. Odom

Action: Unanimously carried

FRIENDS' APPRECIATION DAY

Mrs. Greenleaf would like to honor and recognize the Friends Board every year for their hard work, dedication, and support. She suggested a breakfast or lunch in the Community Room.

The Board would like this matter discussed at their December meeting under Action Items.

CHRISTMAS BONUSES

Ms. Odom would like to give out Christmas bonuses to all staff members. The cost of the bonuses would be approximately \$5,600. It's been a very long time since staff received a raise and it would be nice to give staff something for their hard work. She asked if it was possible for staff to receive their paycheck along with Christmas bonus on December 23rd before Christmas. Mrs. Greenleaf believes this can be done.

Ms. Dent then made the motion:

THAT the Board suspend the rules and add Action Item #6 Christmas Bonuses.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

CHRISTMAS BONUSES

Ms. Odom recommended the Board approve Christmas bonuses and paychecks being distributed on December 23, 2014.

Ms. Dent then made the motion:

THAT the board approve Christmas bonuses and paychecks being distributed on December 23, 2014.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

ADVOCACY COMMITTEE MEETING MINUTES

Mrs. Greenleaf presented the October 21, 2014 Advocacy Meeting minutes to the Board.

CALENDAR

December 16, 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: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:35 p.m.

President

Secretary