

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON DECEMBER 16, 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
Hannah Cherry, 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 December 2, 2014 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room on December 2 – 16, 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.

Mr. Zlatarich then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the November 25, 2014 Regular Board Meeting were considered.

There were no corrections or additions.

Mr. Zlatarich then made the motion:

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

Seconded by: Ms. Odom

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #819 through #870 be approved for payment.

Ms. Odom then made the motion:

THAT claims #819 through #870 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

Mrs. Greenleaf recommended the Board approve the Resolution to Transfer 2014 Funds Within Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2014 Funds Within Major Budget Classifications in the Operating Fund.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Board approve the Resolution to Transfer 2014 Funds Between Major Budget Classifications in the Operating Fund.

Ms. Odom then made the motion:

THAT the Board approve the Resolution to Transfer 2014 Funds Between Major Budget Classifications in the Operating Fund.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mrs. Greenleaf recommended the Board approve the 2015 Personal Services Budget.

Ms. Janiga then made the motion:

THAT the Board approve the 2015 Personal Services Budget.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf presented a Resolution (Exhibit A) which will extend the 2014 line of credit and establish a new 2015 line of credit for the Operating and Lease Rental Fund with an interest rate of 3%. The credit lines will be with First Midwest Bank.

<u>Fund</u>	<u>Amount</u>	<u>Maturity Date</u>
Operating	\$320,000	12/31/2015
Lease Rental	\$175,000	12/31/2015

Ms. Odom then made the motion:

THAT the Board approve Resolution (Exhibit A) to extend the 2014 line of credit and establish the 2015 new line of credit for the Operating and Lease Rental Fund with First Midwest Bank.

Seconded by: Ms. Janiga

Action: Unanimously carried

HPL FRIENDS' APPRECIATION DAY

Mrs. Greenleaf recommended the Board honor the Friends of the Library by hosting a brunch in their honor.

Ms. Odom then made the motion:

THAT the Board approve hosting an annual Friends Appreciation Day Brunch.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

BP 4107 – STAFF MEETINGS

Mrs. Greenleaf recommended the Library conduct two (2) full day mandatory staff meetings scheduled for March 17th and October 6th. The Library will be closed on these days.

Ms. Janiga then made the motion:

THAT the Board approve two full day mandatory staff meetings scheduled for March 17, 2015 and October 6, 2015.

Seconded by: Ms. Odom

Action: Unanimously carried

BP 5307 PUBLIC AND STAFF COMPUTING RESOURCES USE

Mrs. Greenleaf presented BP 5307 Public and Staff Computing Resources Use for Board review.

Ms. Dent then made the motion:

THAT the Board approve BP 5307 Public and Staff Computing Resources Use as presented.

Seconded by: Ms. Odom

Action: Unanimously carried

ELECTION OF OFFICERS FOR 2015

Mrs. Greenleaf recommended the Board elect officers for the 2015 year. A list of officers dating back to 2010 was provided.

There was a brief discussion on nominations.

Ms. Odom then made the motion:

THAT Paul Taylor be nominated for President of the Hammond Public Library Board of Trustees for 2015.

There were no other nominations

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT Carol Odom be nominated for Vice President of the Hammond Public Library Board of Trustees for 2015.

There were no other nominations.

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT Allan Zlatarich be nominated for Secretary of the Hammond Public Library Board of Trustees for 2015.

There were no other nominations.

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT Caryn Janiga be nominated for Treasurer of the Hammond Public Library Board of Trustees for 2015.

There were no other nominations.

Action: Unanimously carried

ADVOCACY COMMITTEE MEETING MINUTES

Mrs. Greenleaf presented the minutes from the November 18th Advocacy Committee Meeting.

FMLA LEAVE

Mrs. Greenleaf reported on the FMLA Leave of Mary Chomo, 5-7, Information Services Assistant, December 22, 2014 – March 16, 2015.

PUBLIC EXPRESSION

Mrs. 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. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Ms. Dent

Action: Unanimously carried

CALENDAR

January 27, 2015, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

January 27, 2015, Executive Session, Immediately Following Regular Board Meeting

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Odom

Action: Unanimously carried

The meeting adjourned at 6:20 p.m.

President

Secretary