

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON JUNE 30, 2015  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

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

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Sherri Ervin, Head of Circulation Services  
Allison Piech, Head of Youth Services  
Cornell White, Administrative 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 25, 2015 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from June 25 – 30, 2015.

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: Ms. Odom

Action: Unanimously carried

Mrs. Greenleaf introduced Anne Herbert, the Mayor's appointee, to the Board.

#### APPROVAL OF MINUTES

The minutes of the May 26, 2015 Regular Board Meeting and June 23, 2015 Executive Session were considered.

Ms. Odom then made the motion:

THAT the minutes of the May 26, 2015 Regular Board and June 23, 2015 Executive Session be approved as circulated.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### FINANCIAL REPORT

Ms. Janiga recommended claims #376 through #479 be approved for payment.

Mr. Karubas questioned why there were two NIPSCO bills this month. Mr. White explained that this will happen from time to time dependent upon when the Board Meeting falls each month. Mr. White pays all NIPSCO bills as an in-between to prevent shut off and late fee charges. Ms. Janiga requested the Board receive a copy of all future NIPSCO invoices and would like a detailed description on all NIPSCO vouchers.

Ms. Odom then made the motion:

THAT claims #376 through #479 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2015.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

## MID-YEAR REPORT

Mr. White presented his mid-year report and provided Board members with print outs.

## HPLF PARTNERS' MEETING MINUTES

Mrs. Greenleaf presented the minutes from the May 19<sup>th</sup> Partners' Meeting.

## NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel matters:

Resignation of Anita Calderon, 6-1, Librarian Floater, Information Services, effective 5/27/15.

The hiring of Richard O'Boyle, 6-1. Librarian Floater, Information Services, effective 7/6/15.

The medical leave of Billy Paz, Janitor, Maintenance Services, from 6/12/15 – 8/7/15.

Retirement of Maryann Jackson, Youth Services Librarian, effective 8/31/15. The Board thanked Ms. Jackson for her years of service at the Library.

## PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf thanked Division Heads for all their hard work.

Ms. Dent then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

## CALENDAR

July 28, 2015, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Mr. Zlatarich then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 6:20 p.m.

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President

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Secretary