

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON JANUARY 31, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Albertine Dent
Anne Herbert
Caryn Janiga
Louis Karubas
Allan Zlatarich

BOARD MEMBERS ABSENT:

Paul Taylor

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Cornell White, Administrative Services
David Rodriguez, Hammond resident
Martin Gobor, Hammond resident

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert, certified:

THAT notice of the meeting was given by mailing on January 24, 2017 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from January 24 – 31, 2017.

BOARD OF FINANCE

Ms. Odom called the Board of Finance to order.

Ms. Janiga then made the motion:

THAT Albertine Dent serve as President of the Hammond Public Library Board of Finance for 2017.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Dent then made the motion:

THAT Caryn Janiga serve as Secretary of the Hammond Public Library Board of Finance.

Seconded by: Ms. Herbert

Action: Unanimously carried

Ms. Dent presided over the Board of Finance Meeting.

Mrs. Greenleaf reviewed the investment policy with the Board. There were no 2017 investments for the Operating Fund at this time.

Mrs. Greenleaf recommended the Board designate The Times and Post-Tribune newspapers for publication of notices.

Ms. Janiga then made the motion:

THAT the Board designate The Times and Post-Tribune newspapers for publication of notices.

Seconded by: Ms. Dent

Action: Unanimously carried

Ms. Dent then made the motion:

THAT the Board of Finance adjourn and reconvene as the Hammond Public Library Board of Trustees.

Seconded by: Ms. Janiga

Action: Unanimously carried

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Herbert

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: Mr. Zlatarich

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the December 13, 2016 Regular Board Meeting were considered.

There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the December 13, 2016 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Herbert

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #928 through #992 and #1 through #55 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #928 through #992 and #1 through #55 be approved for payment.

Seconded by: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

OTHER FINANCIAL MATTERS

Mrs. Greenleaf recommended approval of the Resolution to Transfer 2016 Funds Between Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2016 Funds Between Major Budget Classifications in the Operating Fund.

Seconded by: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the approval of the Resolution to Transfer 2016 Funds Within Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2016 Funds Within Major Budget Classifications in the Operating Fund.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf presented a Resolution to Cancel Outstanding Checks that are at least 2 years old.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Cancel Outstanding Checks.

Seconded by: Ms. Herbert

Action: Unanimously carried

SBOA AUDIT EXAMINATION RESULTS

The auditors discovered an unpaid balance of \$26,250 from a temporary loan from the Rainy Day Fund to the Operating Fund. To resolve the issue a transfer in the same amount must be repaid to the Rainy Day Fund.

Ms. Janiga then made the motion:

THAT the Board approve a transfer of \$26,250 from the Operating Fund to the Rainy Day Fund.

Seconded by: Ms. Herbert

Action: Unanimously carried

PUBLIC EXPRESSION

Ms. Herbert 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. Herbert

Action: Unanimously carried

CALENDAR

February 28, 2017, Executive Session, Harriet M. Schlesinger Board Room, 5:00 p.m.

February 28, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:00 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON FEBRUARY 28, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Albertine Dent
Anne Herbert
Caryn Janiga
Louis Karubas
Paul Taylor
Allan Zlatarich

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Carol Williams, Head of Technical Services
Cornell White, Administrative Services
Jason Scott, Technical Services
Nick Baran, Technical Services
Megan Crisp, Youth Services
Deborah Trader, Circulation Services
Scott LaCrosse, MB Financial Bank

The meeting was called to order at 5:36 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert certified:

THAT notice of the meeting was mailed on February 22, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from February 22 – 28, 2017.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Herbert

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: Mr. Taylor

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the January 31, 2017 Regular Board Meeting and Executive Session were considered.

Ms. Dent then made the motion:

THAT the minutes of the January 31, 2017 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Taylor

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #56 through #139.

Ms. Janiga then made the motion:

THAT claims #56 through #139 be approved for payment.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Mr. Zlatarich then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor recommended that the board suspend the rules to approve the Executive Director's salary increase.

Ms. Odom then made the motion:

THAT the rules be suspended to approve a salary increase for the Executive Director.

Seconded by: Ms. Janiga

Action: Unanimously carried

EXECUTIVE DIRECTOR’S SALARY INCREASE

Ms. Odom recommended the Executive Director’s Salary be increased by 7.5% bringing her annual salary to \$96,720 with a retroactive date of February 1st.

Ms. Janiga then made the motion:

THAT the Executive Director’s salary be increased to \$96,720 with a retroactive date of February 1st.

Seconded by: Ms. Dent

Action: Aye- Odom
Zlatarich
Janiga
Dent
Herbert
Taylor

Nay- Karubas

Motion carried

Ms. Herbert then made the motion:

TO resume the agenda.

Seconded by: Ms. Janiga

Action: Unanimously carried

MB FINANCIAL BANK

Scott LaCrosse presented an overview and discussed the benefits MB Financial Bank had to offer which included higher interest rates, waiving of all fines and fees, and involvement through volunteering and donations.

Mrs. Greenleaf would like to schedule a meeting with the Board of Finance and Mr. LaCrosse to discuss his proposal in depth.

INTEGRATED LIBRARY SYSTEM (ILS) RECOMMENDATION

Mrs. Williams gave an overview of the proposals received for a new ILS System. A few of the key factors considered were OPAC compatibility, customer service, system maintenance and price. Technical Services’ recommendation was Library Solution by TLC because of its features, price, and easy-to-use interfaces.

There was a brief discussion amongst the board whether a special meeting was needed to approve a new ILS System.

Ms. Janiga the made the motion:

THAT the board suspend the rules to approve TLC's proposal.

Seconded by: Mr. Taylor

Action: Unanimously carried

Mr. Taylor recommended waiving the first reading and accepting TLC's proposal.

Ms. Herbert then made the motion:

THAT the board waive the first reading and accept TLC's proposal as presented.

Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor then made the motion:

TO resume the agenda.

Seconded by: Ms. Janiga

Action: Unanimously carried

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

Resignation

Yesinia Zamora, 1-2, Info Services Page, effective 2/9/17.

Eric Hill, 1-1, Info Services Page, effective 2/18/17.

PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Dent commended staff for the excellent Black History Month programs. Both programs were well received and well done.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

March 28, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Mr. Taylor then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 6:15 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON MARCH 28, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Carol Odom - President

BOARD MEMBERS PRESENT:

Anne Herbert
Caryn Janiga
Louis Karubas
Paul Taylor
Allan Zlatarich

BOARD MEMBERS ABSENT:

Albertine Dent

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Carol Williams, Head of Technical Services
Cornell White, Administrative Services
Megan Crisp, AFSCME President
Deborah Trader, Circulation Services
Liz Samaniego, Youth Services
Rick Toth, Business Systems Integrators

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert certified:

THAT notice of the meeting was mailed on March 21, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from March 22 – 28, 2017.

PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

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 February 28, 2017 Regular Board Meeting and Executive Session were considered.

Mr. Zlatarich then made the motion:

THAT the minutes of the February 28, 2017 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Taylor

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #140 through #236.

Ms. Janiga then made the motion:

THAT claims #140 through #236 be approved for payment.

Seconded by: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended a Resolution to transfer remaining funds to the Rainy Day Fund.

Ms. Herbert then made the motion:

THAT the Board approve the Resolution to transfer \$300,000 to the Rainy Day Fund.

Seconded by: Ms. Janiga

Action: Unanimously carried

BOARD RESIGNATION

Mrs. Greenleaf regretfully requested the Board accept Ms. Odom's resignation effective April 1st.

According to Robert's Rules of Order, the Vice President will move into the President's seat.

Mr. Taylor then made the motion:

THAT the Board accept Ms. Odom's resignation effective April 1, 2017.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

TECHNOLOGY UPGRADES

Mrs. Williams, Technical Services, and Mr. Toth, Business Systems Integrators, briefly discussed technology upgrades needed such as server and operating system upgrades.

A timeline of technology upgrades will be presented to the Board at their next meeting.

BOILER SYSTEM UPDATE

Mrs. Greenleaf reported that all three boilers were installed and operational. The new chiller and water tower are on site and are currently being piped in. The estimated completion date for the project is May 8th.

The library can expect to receive a rebate from NIPSCO upon completion of the project.

2017 LSTA TECHNOLOGY GRANT

Mrs. Greenleaf reported on the LSTA Grant submitted to the State. If awarded, the grant will be used to purchase laptops, Wi-Fi hotspots, portable projectors and screens. If awarded the grant, staff would have the capability of issuing library cards outside of the library.

NATIONAL LIBRARY WEEK

Liz Samaniego, Youth Services, invited the Board to participate in all the exciting events happening the week of April 10th for National Library Week.

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

Resignation

Paul Greene, 5-7, Janitor, Maintenance Services, effective 2/21/17.

New Hire

James Wright, 1-1, Info Services Page, effective 3/2/17.

PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Crisp, Union President, thanked Ms. Odom for her services.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

April 10 – 15, 2017, National Library Week

April 25, 2017, Executive Session, Immediately Following Regular Board Meeting

ADJOURNMENT

Mr. Taylor then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Herbert

Action: Unanimously carried

The meeting adjourned at 6:20 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON APRIL 25, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Allan Zlatarich - President

BOARD MEMBERS PRESENT:

Caryn Janiga
Albertine Dent
Louis Karubas

BOARD MEMBERS ABSENT:

Anne Herbert
Paul Taylor
Warren Ellis

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Carol Williams, Head of Technical Services
Cornell White, Administrative Services
Amanda Aguilera, Information Services

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary Pro Tem, Albertine Dent certified:

THAT notice of the meeting was mailed on April 17, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from April 17 – 25, 2017.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

Local History Room librarian, Amanda Aguilera, described how she and Linda Swisher used library resources to assist a patron who was looking for an adopted sibling. While our staff could not locate the sibling, they did locate an obituary for the patron's father. This obit named

two half siblings of which the patron was unaware. Ms. Aguilera and Ms. Swisher helped the patron connect with her half-sister, who had been looking for her for 50 years.

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 March 28, 2017 Regular Board Meeting were considered.

Ms. Janiga then made the motion:

THAT the minutes of the March 28, 2017 Regular Board Meeting be approved as circulated.

Seconded by: Mr. Taylor

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #237 through #311.

Ms. Janiga then made the motion:

THAT claims #237 through #311 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

ELECTION OF VICE PRESIDENT

There was a brief discussion on nominations.

Ms. Janiga then made the motion

THAT Albertine Dent serve as Vice President of the Board.

Seconded by: Mr. Karubas

Action: Unanimously carried

FOUNDATION APPOINTMENT

According to the Foundation By-laws, there needs to be one Board Trustee appointed to the Foundation Board.

Ms. Janiga suggested this item be tabled until all board members are present.

Ms. Dent then made the motion:

THAT the Foundation appointment be tabled.

Seconded by: Ms. Janiga

Action: Unanimously carried

2017 TECHNOLOGY SYSTEMS MAINTENANCE TIMELINE

Mrs. Greenleaf presented a technology timeline from BSI. The timeline serves as a guide on what needs to be purchased in the current year for smooth operations of the library. Not everything in the timeline is purchased and only those recommendations that are absolutely necessary are given consideration.

“WE WANT YOU BACK” CAMPAIGN

The Library would like to clear all patron records of fines and fees that are less than \$100 in preparation for the new TLC, ILS System. Those individuals' records would be cleared and they could begin utilizing the library again.

During the implementation process the Library would be closed for two consecutive days in August. The proposed is just a consideration, but more details will be presented to the Board at a later date.

FRIENDS APPRECIATION LUNCHEON

Mrs. Greenleaf invited the Board to the annual Friends Appreciation Luncheon at Johnel's.

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

New Hire

Kaleb Dent, 1-1, Info Services Page, effective 4/3/17.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

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

May 9, 2017, Friends Appreciation Luncheon, Johnel's Restaurant, 11:00 a.m.

May 30, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room

May 30, 2017, Executive Session, Immediately Following Regular Board Meeting

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 6:00 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON MAY 30, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Allan Zlatarich - President

BOARD MEMBERS PRESENT:

Anne Herbert
Caryn Janiga
Albertine Dent
Louis Karubas
Paul Taylor
Warren Ellis

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Whitney Chapman, Administrative Services Manager
Carol Williams, Head of Technical Services
Cornell White, Administrative Services

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert certified:

THAT notice of the meeting was mailed on May 23, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from May 23 – 30, 2017.

PUBLIC EXPRESSION

Ms. Herbert made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Dent

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Mr. Ellis

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the April 25, 2017 Regular Board Meeting and Executive Session were considered.

Ms. Janiga then made the motion:

THAT the minutes of the April 25, 2017 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Ms. Herbert

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #312 through #410.

Ms. Janiga then made the motion:

THAT claims #312 through #410 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Mr. Taylor then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Ellis

Action: Unanimously carried

FOUNDATION APPOINTMENT

According to the Foundation By-laws, there needs to be one Board Trustee appointed to the Foundation Board.

The Board proposed the Foundation By-laws be amended to allow the Executive Director to serve on the board.

Ms. Janiga then made the motion:

THAT the Executive Director serve on the Foundation Board pending an amendment to the Foundation By-laws.

Seconded by: Ms. Herbert

Action: Unanimously carried

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

Promotion

Carol Williams. 10-1, Assistant Director, effective 5/30/17.

New Hire

Domingo Rodriguez, 3-1, Janitor, effective 5/15/17.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

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

June 27, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 5:45 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON JUNE 27, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Allan Zlatarich - President

BOARD MEMBERS PRESENT:

Anne Herbert
Caryn Janiga
Albertine Dent
Louis Karubas
Paul Taylor
Warren Ellis

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Carol Williams, Assistant Director
Whitney Chapman, Administrative Services Manager
Cornell White, Administrative Services

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert certified:

THAT notice of the meeting was mailed on June 21, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from June 21 – 27, 2017.

PUBLIC EXPRESSION

Ms. Janiga made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Taylor

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the May 30, 2017 Regular Board Meeting and Executive Session were considered.

Mr. Taylor then made the motion:

THAT the minutes of the May 30, 2017 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Ellis

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #411 through #478.

Ms. Janiga then made the motion:

THAT claims #411 through #478 be approved for payment.

Seconded by: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Taylor

Action: Unanimously carried

LIBRARY CLOSURES

Mrs. Greenleaf requested the library close to the public on the following dates:

Saturday, August 26th

Monday, August 28th

Tuesday, August 29th

The closures will be for the implementation of the new ILS system. On Saturday, the library will close to the public and staff with the exception of certain Technical Services and the Maintenance Department staff. The library will be closed to the public on the 28th and 29th for staff training.

Ms. Janiga then made the motion:

THAT the library close to the public on August 26th, 28th, and 29th for the implementation and training on the new ILS system.

Seconded by: Ms. Herbert

Action: Unanimously carried

HPL FOUNDATION APPOINTMENT

According to the Foundation By-laws, there needs to be one Board Trustee appointed to the Foundation Board.

Mr. Ellis agreed to resign as the Friends appointee and serve as the Trustee representative on the Foundation Board.

Ms. Janiga then made the motion:

THAT the Warren Ellis serve as the Trustee representative on the Foundation Board.

Seconded by: Mr. Taylor

Action: Unanimously carried

AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT

Mrs. Greenleaf presented the Second Amendment to the Collective Bargaining Agreement between the Board of Trustees and the Hammond Public Library Employees' Union for approval. The Second Amendment includes a section on mandatory Committee participation and a salary increase of 3% for Bargaining Members.

Mr. Taylor then made the motion:

THAT the Board approve the Second Amendment to the Collective Bargaining Agreement.

Seconded by: Mr. Ellis

Action: Unanimously carried

SALARY ADJUSTMENT

Mrs. Greenleaf recommended that all staff who are not represented by the Union, with the exception of the Executive Director, receive the same 3% salary adjustment on the Salary Schedule effective July 1, 2017.

Ms. Herbert then made the motion:

THAT staff who are not represented by the Union receive a 3% salary adjustment with the exception of the Executive Director.

Seconded by: Ms. Janiga

Action: Unanimously carried

STEP INCREASE

Mrs. Greenleaf recommended all staff who have been at the same grade and step level for twelve consecutive months, between July 1, 2017 to June 30, 2018, and who have not stepped out advance to the next step on the Salary Schedule.

Mr. Taylor then made the motion:

THAT all staff who have been at the same grade and step level for twelve consecutive months, between July 1, 2017 to June 30, 2018, and who have not stepped out, be advanced to the next step on the Salary Schedule.

Seconded by: Mr. Ellis

Action: Unanimously carried

BP 4101 SALARY SCHEDULE

Mrs. Greenleaf recommended waiving the first reading and accepting BP 4101 Salary Schedule as presented effective July 1, 2017. The Salary Schedule reflects a 3% salary increase.

Ms. Dent then made the motion:

THAT the Board waive the first reading and accept BP 4101 Salary Schedule as presented.

Seconded by: Mr. Ellis

Action: Unanimously carried

INDIANA PUBLIC LIBRARY STANARDS

Mrs. Greenleaf reported the library successfully met the state requirements for 2016 and is operating in compliance with the requirements for a class A library.

LSTA GRANT

The library was approved for a \$10,000 grant from the Library Services and Technology Act Grant Program to purchase laptops, wi-fi hotspots and portable projectors and screens.

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

Promotion

Jenny Bean. 9-1, Head of Technical Services, effective 6/19/17.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

Ms. Dent invited everyone to attend the Naturalization Ceremony at Wolf Lake on July 4th at 5:00 p.m.

Mr. Ellis then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

August 22, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 5:45 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON JULY 25, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Allan Zlatarich - President

BOARD MEMBERS PRESENT:

Anne Herbert
Caryn Janiga
Albertine Dent
Louis Karubas
Paul Taylor
Warren Ellis

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Carol Williams, Assistant Director
Whitney Chapman, Administrative Services Manager
Cornell White, Administrative Services

The meeting was called to order at 5:30 p.m.

NOTICE OF THE MEETING

The Secretary, Anne Herbert certified:

THAT notice of the meeting was mailed on June 21, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from June 21 – 27, 2017.

PUBLIC EXPRESSION

Ms. Janiga made the motion:

THAT the floor be opened for public expression.

Seconded by: Mr. Taylor

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Taylor then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the May 30, 2017 Regular Board Meeting and Executive Session were considered.

Mr. Taylor then made the motion:

THAT the minutes of the May 30, 2017 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Mr. Ellis

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #411 through #478.

Ms. Janiga then made the motion:

THAT claims #411 through #478 be approved for payment.

Seconded by: Ms. Herbert

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Taylor

Action: Unanimously carried

LIBRARY CLOSURES

Mrs. Greenleaf requested the library close to the public on the following dates:

Saturday, August 26th

Monday, August 28th

Tuesday, August 29th

The closures will be for the implementation of the new ILS system. On Saturday, the library will close to the public and staff with the exception of certain Technical Services and the Maintenance Department staff. The library will be closed to the public on the 28th and 29th for staff training.

Ms. Janiga then made the motion:

THAT the library close to the public on August 26th, 28th, and 29th for the implementation and training on the new ILS system.

Seconded by: Ms. Herbert

Action: Unanimously carried

HPL FOUNDATION APPOINTMENT

According to the Foundation By-laws, there needs to be one Board Trustee appointed to the Foundation Board.

Mr. Ellis agreed to resign as the Friends appointee and serve as the Trustee representative on the Foundation Board.

Ms. Janiga then made the motion:

THAT the Warren Ellis serve as the Trustee representative on the Foundation Board.

Seconded by: Mr. Taylor

Action: Unanimously carried

AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT

Mrs. Greenleaf presented the Second Amendment to the Collective Bargaining Agreement between the Board of Trustees and the Hammond Public Library Employees' Union for approval. The Second Amendment includes a section on mandatory Committee participation and a salary increase of 3% for Bargaining Members.

Mr. Taylor then made the motion:

THAT the Board approve the Second Amendment to the Collective Bargaining Agreement.

Seconded by: Mr. Ellis

Action: Unanimously carried

SALARY ADJUSTMENT

Mrs. Greenleaf recommended that all staff who are not represented by the Union, with the exception of the Executive Director, receive the same 3% salary adjustment on the Salary Schedule effective July 1, 2017.

Ms. Herbert then made the motion:

THAT staff who are not represented by the Union receive a 3% salary adjustment with the exception of the Executive Director.

Seconded by: Ms. Janiga

Action: Unanimously carried

STEP INCREASE

Mrs. Greenleaf recommended all staff who have been at the same grade and step level for twelve consecutive months, between July 1, 2017 to June 30, 2018, and who have not stepped out advance to the next step on the Salary Schedule.

Mr. Taylor then made the motion:

THAT all staff who have been at the same grade and step level for twelve consecutive months, between July 1, 2017 to June 30, 2018, and who have not stepped out, be advanced to the next step on the Salary Schedule.

Seconded by: Mr. Ellis

Action: Unanimously carried

BP 4101 SALARY SCHEDULE

Mrs. Greenleaf recommended waiving the first reading and accepting BP 4101 Salary Schedule as presented effective July 1, 2017. The Salary Schedule reflects a 3% salary increase.

Ms. Dent then made the motion:

THAT the Board waive the first reading and accept BP 4101 Salary Schedule as presented.

Seconded by: Mr. Ellis

Action: Unanimously carried

INDIANA PUBLIC LIBRARY STANARDS

Mrs. Greenleaf reported the library successfully met the state requirements for 2016 and is operating in compliance with the requirements for a class A library.

LSTA GRANT

The library was approved for a \$10,000 grant from the Library Services and Technology Act Grant Program to purchase laptops, wi-fi hotspots and portable projectors and screens.

NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf reported on the following personnel updates:

Promotion

Jenny Bean. 9-1, Head of Technical Services, effective 6/19/17.

PUBLIC EXPRESSION

Ms. Dent made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

Ms. Dent invited everyone to attend the Naturalization Ceremony at Wolf Lake on July 4th at 5:00 p.m.

Mr. Ellis then made the motion:

THAT public expression be closed.

Seconded by: Mr. Taylor

Action: Unanimously carried

CALENDAR

August 22, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Janiga

Action: Unanimously carried

The meeting adjourned at 5:45 p.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON AUGUST 22, 2017
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Allan Zlatarich - President

BOARD MEMBERS PRESENT:

Caryn Janiga
Albertine Dent
Warren Ellis
Paul Taylor
Louis Karubas
Anne Herbert (arrived at 5:40 p.m.)

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director
Carol Williams, Assistant Director
Whitney Chapman, Administrative Services Manager
Jenny Bean, Head of Technical Services
Cornell White, Administrative Services

The meeting was called to order at 5:30 p.m.

Mr. Zlatarich recommended the Board nominate a Secretary Pro Tem.

Ms. Janiga made the motion:

THAT Paul Taylor serve as Secretary Pro Tem.

Seconded by: Ms. Dent

Action: Unanimously carried

NOTICE OF THE MEETING

The Secretary Pro Tem, Paul Taylor certified:

THAT notice of the meeting was mailed on August 15, 2017 and the agenda was posted in the Circulation Department and outside the Harriet M. Schlesinger Board Room from August 15 – 22, 2017.

PUBLIC EXPRESSION

Mr. Taylor made the motion:

THAT the floor open for public expression.

Seconded by: Mr. Ellis

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Ellis then made the motion:

THAT public expression close.

Seconded by: Mr. Taylor

Action: Unanimously carried

APPROVAL OF MINUTES

The minutes of the July 25, 2017 Regular Board Meeting were considered.

Ms. Janiga then made the motion:

THAT the minutes of the July 25, 2017 Regular Board Meeting be approved as circulated.

Seconded by: Mr. Ellis

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended approval of claims #554 through #619.

Ms. Janiga then made the motion:

THAT claims #554 through #619 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2017.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Ellis

Action: Unanimously carried

APPROVAL OF 2018 BUDGET FOR PUBLICATION

Mrs. Greenleaf recommended the 2018 Operating Budget of \$3,479,206; the 2018 Lease Rental Budget of \$1,102,000; and the 2018 Rainy Day Budget of \$100,000 for advertisement on Gateway.

Mr. Janiga then made the motion:

THAT the Board approve the advertisement of the 2018 Operating Budget of \$3,479,206; the 2018 Lease Rental Budget of \$1,102,000; and the 2018 Rainy Day Budget of \$100,000 as presented.

Seconded by: Mr. Ellis

Action: Unanimously carried

LIBRARY CLOSURE NOTICE TO PUBLIC

Mrs. Greenleaf presented the notice of closure which explains the reasoning for the upcoming closures. The notices are located at the Circulation Desk.

LOWER LEVEL REMEDIATION UPDATE

The carpet in the Lower Level was removed. Our Maintenance Manager is meeting with Perma Seal and has requested quotes.

SECURITY CAMERAS

There's a need for additional security cameras on the west side of the building. Quotes for the installation and setup will be presented at a later date.

NEW BUSINESS/PERSONNEL UPDATES

The Library is terminating the contract with Business Systems Integrators effective immediately. McShane's will handle all of the library's technical support needs as well as our printing services.

Mrs. Greenleaf reported on the following personnel updates:

New Hire

Amanda Horton, 6-1, Info Services Librarian, effective 8/14/17.

PUBLIC EXPRESSION

Mr. Ellis made the motion:

THAT the floor be opened for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

There was no one present who wished to speak.

Mr. Ellis then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

CALENDAR

September 26, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Dent

Action: Unanimously carried

The meeting adjourned at 6:00 p.m.

President

Secretary