

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON JANUARY 30, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Albertine Dent  
Caryn Janiga  
Warren Ellis

BOARD MEMBERS ABSENT:

Anne Herbert  
Louis Karubas

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.

NOTICE OF THE MEETING

The Secretary, Albertine Dent, certified:

THAT notice of the meeting was given by mailing on January 24, 2018 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from January 24 – 30, 2018.

BOARD OF FINANCE

Mr. Taylor called the Board of Finance to order.

Ms. Janiga then made the motion:

THAT Paul Taylor serve as President of the Hammond Public Library Board of Finance for 2018.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Janiga then made the motion:

THAT Albertine Dent serve as Secretary of the Hammond Public Library Board of Finance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mr. Taylor presided over the Board of Finance Meeting.

Mrs. Greenleaf reviewed the investment policy with the Board. There were no 2018 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

The Board of Finance will meet March 27, 2018 and October 30, 2018 at 5:00 p.m. to discuss internal controls and pertinent financial matters.

Ms. Dent then made the motion:

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

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor open 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

### APPROVAL OF MINUTES

The Minutes of the December 19, 2017 Regular Board Meeting were considered.

There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the December 19, 2017 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Dent

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #920 through #985 for the year 2017 and #1 through #48 for the 2018 year be approved for payment.

Ms. Janiga then made the motion:

THAT claims #920 through #985 and #1 through #48 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2018.

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 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: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended approval of the Resolution to Transfer Remaining Operating Funds of \$300,000 to the Rainy Day Fund.

Ms. Janiga then made motion:

THAT the board approve the Resolution to Transfer Remaining Operating Funds of \$300,000 to the Rainy Day Fund.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mrs. Greenleaf recommended approval of the Resolution to Transfer 2017 Funds Between Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2017 Funds Between Major Budget Classifications in the Operating Fund.

Seconded by: Ms. Dent

Action: Unanimously carried

### EVANCED SOFTWARE

Ms. Bean gave a brief demonstration of Evanced. Beginning March 1<sup>st</sup> patrons can reserve meeting rooms and study rooms through Evanced.

### NEW BUSINESS/PERSONNEL UPDATES

Mrs. Greenleaf announced the retirement of Dan Deering, Maintenance Services Manager, 8-7, effective 2/28/18 and the resignation of Mary Schons, 9-7, effective 1/31/18.

### PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor open 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

February 27, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:35 p.m.

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President

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Secretary

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON FEBRUARY 27, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Albertine Dent  
Caryn Janiga

BOARD MEMBERS ABSENT:

Warren Ellis  
Anne Herbert  
Louis Karubas

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  
Arturo Miramontes, Maintenance Services

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

NOTICE OF THE MEETING

The Secretary, Albertine Dent, certified:

THAT notice of the meeting was given by mailing on February 21, 2018 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from February 21 – 27, 2018.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor open for public expression.

Seconded by: Ms. Dent

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

### APPROVAL OF MINUTES

The Minutes of the January 30, 2018 Regular Board Meeting and January 30, 2018 Executive Session were considered.

A correction was needed to the regular board minutes to include all members present at the January meeting.

Ms. Janiga then made the motion:

THAT the corrected Minutes of the January 30, 2018 Regular Board Meeting and the minutes from the January 30, 2018 Executive Session be approved as circulated.

Seconded by: Ms. Dent

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #49 through #121 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #49 through #121 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2018.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

### SALARY INCREASE

Mrs. Greenleaf recommended a 3% increase to her salary, bringing her salary to \$99,621 with a retroactive date of February 1, 2018. The salary will remain capped at this amount.

Ms. Janiga then made the motion:

THAT the board approve a salary increase of 3% for the Executive Director position.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

### CHANGE IN JOB TITLE

Mrs. Greenleaf requested a change in job title for the Head of Technical Services position. The position's new title will be Head of Resource Services with an effective date of March 5, 2018. Ms. Bean will supervise Information Services and Technical Services.

Ms. Dent then made the motion:

THAT the board approve the change in job title.

Seconded by: Ms. Janiga

Action: Unanimously carried

### STEP INCREASE

Mrs. Greenleaf recommended a step increase for the Head of Resource Services to a grade 9, step 4 effective March 5<sup>th</sup>.

Mrs. Dent then made the motion:

THAT the board approve a step increase for the Head of Resource Services position.

Seconded by: Ms. Janiga

Action: Unanimously carried

### MATERNITY LEAVE

Mrs. Greenleaf recommended the board grant Lawonda Favors a maternity leave from April 30<sup>th</sup> through August 31<sup>st</sup>.

Ms. Dent then made the motion:

THAT the board approve Ms. Favors' maternity leave.



Seconded by: Ms. Janiga

Action: Unanimously carried

Mr. Taylor would like all personnel matters handled by the Executive Director.

#### BP 3100 BUDGET

The board reviewed BP 3100 Budget. All BP's will have a "see also" section, which references other related policies.

#### BP 3160 APPROVAL OF CLAIMS

The board reviewed BP 3160 Approval of Claims.

#### BP 1000A – BP 1013 BY-LAWS FOR THE BOARD OF TRUSTEES OF THE HAMMOND PUBLIC LIBRARY

The board discussed the harassment policy and would like the policy to be more robust and comprehensive. The board requested an attorney review the policy before the policy is approved.

#### FEBRUARY 21<sup>st</sup> INCIDENT

Library officials contacted local police after receiving a safety threat via email. The Hammond Police Department responded quickly to investigate the threat. Patrons and employees were safely evacuated, as a precautionary measure, while police searched the building. Nothing suspicious was found and police gave the all clear to resume business.

#### NEW BUSINESS/PERSONNEL UPDATES

Arturo Miramontes, Maintenance Services, 5-6, transfers to the position of Maintenance Services Manager, 8-1, effective 3/1/18.

#### PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor open 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

March 27, 2017, Board of Finance Meeting, Harriet M. Schlesinger Board Room, 5:00 p.m.

March 27, 2017, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 6:05 p.m.

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President

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Secretary

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON MARCH 27, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Albertine Dent  
Caryn Janiga  
Anne Herbert  
Warren Ellis

BOARD MEMBERS ABSENT:

Louis Karubas

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Carol Williams, Assistant Director  
Whitney Chapman, Administrative Services Manager  
Cornell White, Administrative Services  
Yvonne Tucker, A Sure Foundation

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

NOTICE OF THE MEETING

The Secretary, Albertine Dent, certified:

THAT notice of the meeting was given by mailing on February 21, 2018 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from February 21 – 27, 2018.

PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor open for public expression.

Seconded by: Mr. Ellis

Action: Unanimously carried

Mrs. Williams briefly spoke on some upcoming Librarians Around Town events. The Library is collaborating with the Hammond Port Authority and will have a table at the Marina's Venetian Night on July 7<sup>th</sup> from 10 am – 2 pm and the Festival of the Lakes Senior Day, which is also at the Marina this year, on July 20<sup>th</sup> from 9 am – 2 pm. The Library is also collaborating

with the City of Hammond Parks and Recreation Department and will have a table set up every Friday at one of the parks. The library will be signing new patrons up for library cards and promoting the library's information resources, services, and technologies.

Ms. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Mr. Ellis

Action: Unanimously carried

### APPROVAL OF MINUTES

The Minutes of the February 27, 2018 Regular Board Meeting were considered.

Ms. Janiga then made the motion:

THAT the minutes of the February 27, 2018 Regular Board Meeting be approved as circulated.

Seconded by: Mr. Ellis

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #122 through #201 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #122 through #201 be approved for payment.

Seconded by: Mr. Ellis

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2018.

Mr. Ellis then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

### BP 3100 BUDGET

Mrs. Greenleaf recommended approval of BP 3100 Budget. This was the second reading.

Mr. Ellis then made the motion:

THAT the board approve BP 3100 Budget as presented.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### BP 3160 APPROVAL OF CLAIMS

Mrs. Greenleaf recommended approval of BP 3160 Approval of Claims. This was the second reading.

Mr. Ellis then made the motion:

THAT the board approve BP 3160 Approval of Claims as presented.

Seconded by: Ms. Dent

Action: Unanimously carried

#### A SURE FOUNDATION

Mrs. Greenleaf recommended approval to donate 26 monitors to the A Sure Foundation to be used for the foundation's in-house computer lab.

Ms. Herbert then made the motion:

THAT the board donate 26 monitors to the A Sure Foundation.

Seconded by: Ms. Janiga

Action: Unanimously carried

#### BP 1000A – BP 1013 BY-LAWS FOR THE BOARD OF TRUSTEES OF THE HPL

The attorney is reviewing and revising the draft harassment policy. The policy will be presented at the April meeting for the first reading.

#### COMMITTEE REPORT

The Board of Finance met to discuss an Internal Controls issue. A full report on this matter will be presented in April.

#### PUBLIC EXPRESSION

Ms. Dent then made the motion:

THAT the floor open for public expression.

Seconded by: Mr. Ellis

Action: Unanimously carried

Ms. Tucker, A Sure Foundation, thanked the board for their generosity and while she no longer works for the library, she plans to continue to serve and help people through the A Sure Foundation.

Mr. Ellis then made the motion:

THAT public expression be closed.

Seconded by: Ms. Janiga

Action: Unanimously carried

### CALENDAR

April 24, 2018, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

April 24, 2018, Executive Session, immediately following regular meeting

### ADJOURNMENT

Ms. Dent then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 5:45 p.m.

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President

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Secretary

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON APRIL 24, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Caryn Janiga

BOARD MEMBERS ABSENT:

Louis Karubas  
Albertine Dent  
Anne Herbert  
Warren Ellis

OTHER PERSONS PRESENT:

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

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

QUORUM

Mr. Taylor reported there was no quorum present and the meeting would reconvene on April 26, 2018 at 5:30 p.m. in the Harriet M. Schlesinger Board Room.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 5:40 p.m.

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President

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Secretary

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE RECONVENED MEETING HELD ON APRIL 26, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Caryn Janiga  
Anne Herbert  
Warren Ellis

BOARD MEMBERS ABSENT:

Albertine Dent  
Louis Karubas

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.

Mr. Taylor recommended the Board appoint a Secretary Pro Tem. There was a brief discussion on nominations.

Ms. Janiga then made the motion:

THAT Anne Herbert serve as Secretary Pro Tem.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

NOTICE OF THE MEETING

The Secretary Pro Tem, Anne Herbert, certified:

THAT notice of the meeting was given by mailing on April 24, 2018 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from April 24 - 26, 2018.

PUBLIC EXPRESSION

Mr. Ellis then made the motion:



THAT the floor open for public expression.

Seconded by: Ms. Janiga

Action: Unanimously carried

There was no one present who wished to speak.

Ms. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Mr. Ellis

Action: Unanimously carried

### APPROVAL OF MINUTES

The Minutes of the March 27, 2018 Regular Board Meeting were considered.

Ms. Janiga then made the motion:

THAT the minutes of the March 27, 2018 Regular Board Meeting be approved as circulated.

Seconded by: Ms. Herbert

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended claims #202 through #267 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #202 through #267 be approved for payment.

Seconded by: Mr. Ellis

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2018.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

## BP 1000A – BP 1014 BY-LAWS FOR THE BOARD OF TRUSTEES OF THE HPL

Mrs. Greenleaf presented the Harassment Policy drafted by the library's attorney. The complete Board By-laws will be presented for a 1<sup>st</sup> reading at the May meeting.

## BP 1101 ADOPTION AND APPROVAL OF POLICY

Mrs. Greenleaf presented BP 1101 Adoption and Approval of Policy for its first reading. The revised policy now includes a "see also" section.

## BP 1102 REVIEW OF POLICIES

Mrs. Greenleaf presented BP 1102 Review of Policies for its first reading. The revised policy now includes a "see also" section.

## BP 1103 ADMINISTRATIVE REGULATIONS

Mrs. Greenleaf presented BP 1103 Administrative Regulations for its first reading. The revised policy now includes a "see also" section.

## BP 1300 CODE OF ETHICS

Mrs. Greenleaf presented BP 1300 Code of Ethics for its first reading. The revised policy now includes a "see also" section.

## BP 1300.1 ETHICS COMPLIANCE CONDUCT STATEMENT

Mrs. Greenleaf presented BP 1300.1 Ethics Compliance Conduct Statement. Mr. Taylor requested a revision of BP 1300.1 with focus on library related fiduciary responsibilities. The policy holds everyone to a standard that's subject to scrutiny of personal finances. A revised draft will be presented in May.

## COMMITTEE REPORTS – BOARD OF FINANCE TRANSACTION REPORT

Mrs. Greenleaf gave an overview of an Internal Controls matter discussed at the March Board of Finance meeting. A Finance Transaction Report was presented to the Board that included a detailed timeline of steps towards a resolve.

PUBLIC EXPRESSION

Ms. Herbert then made the motion:

THAT the floor open for public expression.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

There was no one present who wished to speak.

Ms. Herbert then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatrich

Action: Unanimously carried

CALENDAR

May 29, 2018, Regular Board Meeting, Harriet M. Schlesinger Board Room, 5:30 p.m.

ADJOURNMENT

Ms. Herbert then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 5:55 p.m.

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President

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Secretary

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE MEETING HELD ON MAY 29, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Caryn Janiga

BOARD MEMBERS ABSENT:

Louis Karubas  
Albertine Dent  
Anne Herbert  
Warren Ellis

OTHER PERSONS PRESENT:

René L. Greenleaf, Executive Director  
Whitney Chapman, Administrative Services Manager  
Cornell White, Administrative Services  
Jenny Bean, Head of Resource Services

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

NO QUORUM

Mr. Taylor reported there was no quorum present and the meeting would reconvene on May 31, 2018 at 5:30 p.m. in the Harriet M. Schlesinger Board Room.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

The meeting adjourned at 5:40 p.m.

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President

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Secretary

HAMMOND PUBLIC LIBRARY  
MINUTES OF THE RECONVENED MEETING HELD ON MAY 31, 2018  
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich  
Albertine Dent  
Caryn Janiga  
Warren Ellis

BOARD MEMBERS ABSENT:

Anne Herbert  
Louis Karubas

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, Albertine Dent, certified:

THAT notice of the meeting was given by mailing on May 29, 2018 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from May 29 - 31, 2018.

PUBLIC EXPRESSION

Mr. Ellis then made the motion:

THAT the floor open 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: Mr. Ellis

Action: Unanimously carried

### APPROVAL OF MINUTES

The following minutes were presented for approval:

- April 24, 2018 Regular Board Meeting
- April 26, 2018 Reconvened Board Meeting
- April 26, 2018 Executive Session

Ms. Janiga then made the motion:

THAT the minutes of the April 24, 2018 Regular Board Meeting, April 26<sup>th</sup> Reconvened Meeting, and April 26<sup>th</sup> Executive Session be approved as circulated.

Seconded by: Mr. Ellis

Action: Unanimously carried

### FINANCIAL REPORT

Ms. Janiga recommended approval of claims #268 through #384 for payment.

Ms. Janiga then made the motion:

THAT claims #268 through #384 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2018.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Mr. Ellis

Action: Unanimously carried

### APPROVAL OF BOARD POLICIES

Mrs. Greenleaf recommended the following policies be approved as presented:

- BP 1101 Adoption and Approval of Policies
- BP 1102 Review of Policies

- BP 1103 Administrative Regulations
- BP 1300 Code of Ethics
- BP 1300.1 Ethics Compliance Conduct Statement

Mr. Ellis then made the motion:

THAT the Board approve the aforementioned polices as presented.

Seconded by: Ms. Janiga

Action: Unanimously carried

#### DELETION OF BP 4114 EARNED TIME

Mrs. Greenleaf recommended the deletion of BP 4114 Earned Time. BP 4114 is a duplicate of AR 1200 and relates to staff's benefit time.

Ms. Janiga then made the motion:

THAT the Board delete BP 4114 Earned Time.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

#### MEDICAL LEAVE

Mrs. Greenleaf recommended a medical leave for Lanedria Sain, Secretary/Procurement, Administrative Services, from 05/21/18 – 08/13/18.

Ms. Janiga then made the motion:

THAT the Board approve Lanedria Sain's medical leave from 05/21/18 – 08/13/18.

Seconded by: Ms. Dent

Action: Unanimously carried

#### LION'S CLUB TREE REQUEST

Mrs. Greenleaf presented a letter from the Lions Club requesting to have a tree planted on library grounds to honor Lion Ethel Crouch.

After a brief discussion, the Board requested this matter be tabled so a representative from the Lions Club could attend and answer any additional questions.

Ms. Janiga then made the motion:

THAT the Board table the Lion's Club Tree Request.

Seconded by: Ms. Dent

Action: Unanimously carried

BP 1000A – BP 1014 BY-LAWS FOR BOARD OF TRUSTEES OF THE HAMMOND PUBLIC LIBRARY

Mrs. Greenleaf presented the Board By-laws for its first reading. The policy now includes a sterner policy on sexual harassment and will include a change in board meeting dates from the last Tuesday to the 3<sup>rd</sup> Tuesday of the month.

BP 4118 ABSENCE FOR MILITARY SERVICE LEAVE

Mrs. Greenleaf presented BP 4118 Absence for Military Service Leave which now includes a “see also” section for its first reading

BP 4119 LEAVE OF ABSENCE WITHOUT PAY

Mrs. Greenleaf presented BP 4119 Leave of Absence Without Pay for its first reading. The revised policy now includes a “see also” section.

BP 4119.1 UNAUTHORIZED LEAVE OF ABSENCE

Mrs. Greenleaf presented BP 4119.1 Unauthorized Leave of Absence. The revised policy includes new language pertaining to unauthorized leaves and a “see also” section.

NEW BUSINESS/PERSONNEL UPDATES

Promotion

Billy Paz, Lead Janitor, 5-2, Maintenance Services, effective 5/7/18.

New Hire

Andrew Heckroth, Info Services Librarian (ILL), 6-1, effective 6/4/18.

PUBLIC EXPRESSION

Ms. Janiga then made the motion:

THAT the floor open for public expression.  
Seconded by: Mr. Zlatarich

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: Mr. Ellis

Action: Unanimously carried

### CALENDAR

June 26, 2018, 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 5:55 p.m.

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President

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Secretary