

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON JANUARY 17, 2019
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Paul Taylor - President

BOARD MEMBERS PRESENT:

Allan Zlatarich
Albertine Dent
Caryn Janiga
Warren Ellis
Anne Herbert
Vanessa Salazar

BOARD MEMBERS ABSENT:

OTHER PERSONS PRESENT:

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

The meeting was called to order at 10:00 a.m.

NOTICE OF THE MEETING

The Secretary, Albertine Dent, certified:

THAT notice of the meeting was given by mailing on January 10, 2019 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from January 10 – 17, 2019.

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 2019.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Ms. Janiga then made the motion:

THAT Albertine Dent serve as Secretary for the Board of Finance for 2019.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

Mr. Taylor then made the motion:

THAT Warren Ellis serve on the Board of Finance Committee for 2019.

Seconded by: Ms. Dent

Action: Unanimously carried

Mr. Taylor presided over the Board of Finance Meeting.

Mrs. Greenleaf reviewed the investment policy with the Board. There were no 2019 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 21, 2019 and October 17, 2019, immediately following the regular meeting 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

Angelica Gallegos, patron, introduced herself and thanked the Board for having a wonderful facility and great programming for adults and kids. Ms. Gallegos inquired on how the library plans on being more efficient and eco-friendly. Mrs. Greenleaf addressed her concerns following the meeting.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Warren

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the December 13, 2018 Regular Board Meeting and Executive Session were considered. There were no corrections or additions.

Ms. Janiga then made the motion:

THAT the Minutes of the December 13, 2018 Regular Board Meeting and Executive Session be approved as circulated.

Seconded by: Ms. Dent

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended claims #924 through #1012 for 2018 and #1 through #25 for 2019 be approved for payment.

Ms. Janiga then made the motion:

THAT claims #924 through #1012 and #1 through #25 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2019.

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 were at least 2 years old for approval.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Cancel Outstanding Checks.

Seconded by: Mr. Ellis

Action: Unanimously carried

Mrs. Greenleaf recommended approval of the Resolution to Transfer 2018 Funds Between Major Budget Classifications in the Operating Fund.

Ms. Janiga then made the motion:

THAT the Board approve the Resolution to Transfer 2018 Funds Between Major Budget Classifications in the Operating Fund.

Seconded by: Mr. Ellis

Action: Unanimously carried

BP 7000 STRATEGIC PLAN

Mrs. Greenleaf recommended approval of revised BP 7000 Strategic Plan.

Ms. Janiga then made the motion:

THAT the Board approve revised BP 7000 Strategic Plan.

Seconded by: Mr. Ellis

Action: Unanimously carried

REMOVAL OF BP 7001 TECHNOLOGY PLAN

Mrs. Greenleaf recommended the Board remove BP 7001 Technology Plan. The library's Strategic Plan and Technology Plan were combined.

Ms. Janiga then made the motion:

THAT the Board remove BP 7001 Technology Plan.

Seconded by: Ms. Herbert

Action: Unanimously carried

LOWER LEVEL UPDATE

Mrs. Greenleaf reported that there are signs of water in the break room and the generator room. Water damage remediation quotes will be presented at a later date.

PUBLIC EXPRESSION

Mr. Ellis then made the motion:

THAT the floor open for public expression.

Seconded by: Ms. Herbert

Action: Unanimously carried

Ms. Dent invited everyone out to the MLK March at the Hammond Civic Center.

Ms. Janiga then made the motion:

THAT public expression be closed.

Seconded by: Mr. Zlatarich

Action: Unanimously carried

CALENDAR

February 19, 2019, African American History Program, Community Room, 6:00 p.m.

February 21, 2019, Regular Board Meeting, Harriet M. Schlesinger Board Room, 10:00 a.m.

ADJOURNMENT

Ms. Janiga then made the motion:

THAT the meeting adjourn.

Seconded by: Ms. Dent

Action: Unanimously carried

The meeting adjourned at 10:35 a.m.

President

Secretary

HAMMOND PUBLIC LIBRARY
MINUTES OF THE MEETING HELD ON FEBRUARY 21, 2019
HARRIET M. SCHLESINGER BOARD ROOM

PRESIDING: Allan Zlatarich – Vice-President

BOARD MEMBERS PRESENT:

Albertine Dent
Caryn Janiga
Anne Herbert
Warren Ellis
Vanessa Salazar

BOARD MEMBERS ABSENT:

Paul Taylor

OTHER PERSONS PRESENT:

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

The meeting was called to order at 10:00 a.m.

NOTICE OF THE MEETING

The Secretary, Albertine Dent, certified:

THAT notice of the meeting was given by mailing on February 14, 2019 and posting of the agenda in the Circulation Department and outside the Harriet M. Schlesinger Board Room from February 14 – 21, 2019.

PUBLIC EXPRESSION

Mr. Ellis then made the motion:

THAT the floor open for public expression.

Seconded by: Ms. Dent

Action: Unanimously carried

Mr. Zlatarich read a thank you letter from Sherrie Olichwier, Circulation Services.

Mrs. Greenleaf thanked staff who assisted with the black history program.

Mr. Ellis then made the motion:

THAT public expression be closed.

Seconded by: Ms. Herbert

Action: Unanimously carried

A point of order was made that acknowledged Paul Taylor, Board President, was absent.

Mr. Ellis then made the motion:

THAT Allan Zlatarich preside over the meeting.

Seconded by: Ms. Janiga

Action: Unanimously carried

APPROVAL OF MINUTES

The Minutes of the January 17, 2019 Regular Board Meeting and January 17, 2019 Executive Session were considered.

Ms. Herbert then made the motion:

THAT the Minutes of the January 17, 2019 Regular Board Meeting and the minutes from the January 17, 2019 Executive Session be approved as circulated.

Seconded by: Ms. Janiga

Action: Unanimously carried

FINANCIAL REPORT

Ms. Janiga recommended that claims #27 through #103 be approved for payment.

Mr. Ellis then made the motion:

THAT claims #27 through #103 be approved for payment.

Seconded by: Ms. Dent

Action: Unanimously carried

Mrs. Greenleaf recommended the Library seek an advance on taxes payable December 2019.

Ms. Janiga then made the motion:

THAT the Library request a Tax Advance.

Seconded by: Ms. Dent

Action: Unanimously carried

XCOMMS SOFTWARE

Ms. Bean discussed the benefits of Xcomms Software. Xcomms is an internal communication tool that will allow communication immediately visible on staff and patron computers.

BP 2010 THE DIRECTOR

Mrs. Greenleaf presented BP 2010 The Director for its first reading. Ms. Janiga asked why “Executive” was being removed. Mrs. Williams explained that the majority of our policies and regulations reference Director. Removal of Executive is for continuity purposes.

BP 2011 APPOINTMENT OF THE DIRECTOR

Mrs. Greenleaf presented BP 2011 Appointment of the Director for its first reading.

BP 5307 INTERNET SAFETY AND COMPUTER RESOURCE POLICY

The Board reviewed BP 5307 Internet Safety and Computer Resource Policy for its first reading.

BP 8030 PATRON BEHAVIOR POLICY

The Board reviewed BP 8030 Patron Behavior Policy for its first reading.

TRUSTEE TRAINING

Mrs. Greenleaf invited the Board to attend a trustee workshop on April 22nd at the Gary Public Library. The workshop will cover Open Door Law, management, and governance.

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 21, 2019, Regular Board Meeting, Harriet M. Schlesinger Board Room,
10:00 a.m.

March 21, 2019, Board of Finance Meeting, Harriet M. Schlesinger Board Room,
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 10:40 a.m.

President

Secretary