

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